

**OFFICIAL MINUTES AND ACTIONS TAKEN
ARCH HURLEY CONSERVANCY DISTRICT'S
BOARD OF DIRECTORS
FOR
SPECIAL BOARD MEETING
Monday, January 22, 2007**

Directors Present: Larry Perkins, President Tom Bruhn, Director
David Foote, Vice-President John Gilbertson, Director
UV Henson, Secretary/Treasurer

**Directors/Staff
Absent:**

Staff Present: Mark Preciado, Interim District Manager
Jane Dunlap, Office Manager

Guests Present: Landholders: William A. Conrad; Jimmy Speed; Drake Swenson

KTNM/KQAY: Catherine Bugg
Quay Cty Sun: Chelle Delaney

Finding a quorum present and finding this special meeting of the Arch Hurley Conservancy District's Board of Directors duly advertised as required by statute, President Larry Perkins called this meeting to order at 9:01 a.m. in the district office.

The purpose of this meeting is to hire an individual for the position of District Manager and to set the criteria for the manager's position.

The chair entertained a motion to hire a manager. Tom Bruhn moved, seconded by John Gilbertson, to hire William (Bill) Conrad as the new District Manager of Arch Hurley. The president called for a roll call vote: Bruhn – "YES"; Foote – "YES"; Gilbertson – "YES"; Henson – "NO"; and Perkins – "NO". Motion carried with a majority vote.

Larry Perkins noted that standard practice is for every employee to pass the pre-employment requirements as stated in the handbook and this will be no different for the new manager. Perkins mentioned that a physical is available for the manager, but there is no pass or fail, and will not affect the offer to hire. Chairman Perkins requested that the

new manager receive an updated copy of the District Policies and By-Laws as well as a copy of the Personnel Manual/Handbook.

The board established further criteria for the manger's position as follows:

- 1) Manager is an at will employee and no contract is implied
- 2) Manager is an exempt employee and is salary based - not hourly (yearly salary will be converted into hourly wage to fit within the payroll system of bi-weekly paydays.)
- 3) Introductory period will be according to the revised handbook
- 4) Annual / Sick Leave will be accrued as per handbook
- 5) Manager will live in his own house and utilities subsidies will be according to the handbook
- 6) Employee will participate in PERA if required to do so
- 7) Manager will have use of a company vehicle with discretion
- 8) Manager's annual salary will be \$45,000.00

Board members were asked to come up with directions for the manager at the February board meeting.

Directors requested office staff to notify the public that board members will be attending a workshop at Mesalands Community College, February 2, 2007, however no action will be taken.

With no further business to discuss, the meeting adjourned at 9:45 a.m. with a unanimous vote.

President, Larry Perkins

ATTEST:

Secretary, UV Henson