

**HAVASU HEIGHTS DOMESTIC WATER IMPROVEMENT
DISTRICT
SPECIAL SESSION MINUTES**

January 31, 2022

PUBLIC MEETING

1. Call to Order.

Chairperson, Mark Schroeder called the meeting to order at 4.00 p.m. on January 31, 2022.

2. Roll Call.

Present were Mark Schroeder, Chairperson; Jimmy Wilson, Clerk; Cal Robbins, Board Member; Don Billups, Board Member and Bill Stellhorn, Board Member.

3. Call to the Public

No Action

4. Regular Agenda Items.

A. Discussion and possible action re: Administrative Manger Position

The Board members were provided copies of three (3) resumes received by Havasu Heights Water for the Administrative Manger Position.

At this time of 4:04 p.m. Cal Robbins made a motion to adjourn to Executive Session to address Agenda item 4A. Bill Stellhorn seconded the motion. Motion carried unanimously.

The meeting reconvened to the public session at 4:55 p.m.

- 5.** The Board interviewed Jacqueline Moore and Molly Corey for the Administrative Manager position during executive session. Kelsie Wilson could not attend. Jimmy Wilson made a motion to offer the position to Jacqueline Moore for the Administrative Manager position at the yearly salary of \$33,000.00, paid holidays, one (1) week paid vacation, mileage allowance and paid insurance. Hours to be worked are between 30-40 hours weekly with office open until 3:30 p.m. Jacqueline Moore excepted the position, she will meet with Cindy Snedden to determine start date.

6. Announcements.

A. Future Meeting Date

The next board meeting will be **Tuesday, February 15th, 2022** at 6:00 p.m.

B. Future Board Agenda Items

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7. **Adjournment.**

Jimmy Wilson made a motion to adjourn at 5:04p.m. Bill Stellhorn seconded the motion. Motion carried unanimously.


Administrative Service Manager


Acknowledged...Chairperson or Clerk

2-15-2022
Date