

**MINUTES OF BOARD OF DIRECTORS SPECIAL MEETING/STUDY SESSION
CLIFTON WATER DISTRICT
July 7, 2021**

BOARD MEMBERS PRESENT: Dale Peck-Chairman, Stan Sparks-Vice Chair, Melvin Diffendaffer-Secretary, Michael Slauson-Treasurer, and Dan McElley-Director

STAFF MEMBERS PRESENT: Dale Tooker, and Michelle Obadia

SPECIAL MEETING/STUDY SESSION

Chairman Peck called the July 7, 2021, Special Meeting/Study Session to order at 4:00 p.m.

Discussion of Job Description and Advertisement - The Special Meeting/Study Session was for the purpose of developing a succession plan for the District Manager position. They discussed parameters of the Job Description for the District Manager position and content of the job advertisement.

The Board reviewed Wage Scale information, the previous Manger's Job Description and current version. The Board requested the advertisement identify the critical characteristics of the job and an explanation of the District's benefit package. It was agreed to place advertisement and job opening on the District's Website, local newspaper, and Colorado Special District Association.

Additional Special Meeting/Study Session - Director Slauson moved to hold another Special Meeting / Study Session on July 28, 2021, at 4:00 pm to review the final Draft of the Job Description and Advertisement. Director Diffendaffer seconded, and the motion passed unanimously.

The Special Meeting/Study Session was adjourned at 5:15 p.m. by Chairman Peck.

ATTEST:



Dale Peck



Stan Sparks



Melvin Diffendaffer



Michael Slauson



Dan McElley

**Next Special Meeting / Study Session
Wednesday, July 28, 2021**