

MMAD Board Meeting Minutes February 7, 2022

Board members present: Tim Graham, Chace Gholson, Mike Binyon, Sarah Stock, Jeanette Kopell

Others present: Michele Rehbein

Meeting began 5:30 p.m.

- No citizen comments.
- Jeanette Kopell made a motion to approve the December 2021 budget hearing/regular meeting and January 2022 closed meeting minutes. Chace Gholson seconded. All voted in favor.
- MMAD's building lease with the County: has not been updated or revised since 1996, automatically renews every 5 years. Tim Graham would like to have a meeting set up between MMAD board/Michele, Mallory from County, and Izzi from the Co. Weed Dept. to go over the lease for any updates needed. Try to set up the meeting sometime early/mid-March.
- Chace commented that the reports are impressive and probably the largest manager's report he has ever read. Michele Rehbein said it was a busy month!
- Mike Binyon asked what Michele told David Camunez about potentially starting the season early since he asked. Michele said she told him she would let him know after this meeting and have a better general idea if/when he could return early. Tim asked if he came on early what would he be doing and if he would want to come on immediately? Michele said she hasn't taken much time yet to think about tasks for him and said he would probably like to come back as soon as he could.
- Michele touched based with Michael Carlson last week, he will probably start back up closer to beginning of March.
- Michele noted it has been getting warmer in the 50s during the day. Sarah Stock said she read there's a 50% chance that this year may be one of the top 5 hottest years and about 99% chance it'll be one of the top ten.
- Chace made a motion to accept and approve the Dec./Jan. manager's report and bills. Sarah seconded. All voted in favor.
- Tim said the job structure pay/position proposal all looked impressive. Michele said for completed sake she would include all job descriptions and pay, even if only minor adjustments were made on some.
- Michele said she took Mike's suggestion from the last meeting to have someone be "second in command" if she is away on vacation or out of the office. She feels Michael would suit this very well and takes his job seriously, not that anyone else doesn't, but says he is the best fit for it.
- Mike brought up the only problem with that is Shanon currently is making more money per hour than anyone else and he will have a different position that doesn't have supervisor roles.
- Michele said she would like input from the board about Shanon's pay. She spoke with Ary from SLCMAD, Sean from SWMACD, and Renee from HR.
- Sarah pointed out we don't have any steps within pay grades like the County does for pay, we just have ranges. Mike said the reason they bumped Shanon up to where he is

now is because the district needed a manager when Libby left, so had to pay him commensurate with what his duties were. But he will no longer have those duties.

- Michele received good advice from Sean Amodt and would like to model the staff structure off of something similar to what they do at the SWMACD. Their staff are all unilateral and everyone holds each other accountable and not so much a standard chain of command apart from the District Manager. Michele clarified that Michael will not have supervisor status 24/7, it would only be when she is away, and he would be responsible for daily, regular operations.
- Sarah asked if all the mechanic stuff would be done here. Michele said she would think most of it would be done in-house, if needed Shanon would go elsewhere. Sarah asked if we should keep Shanon on salary as a mechanic while everyone else is hourly. Tim said we should move him to hourly. He said there were a number of times he heard from other staff that Shanon went home often and would say he was not on the clock. Tim said it is okay to cut his pay since he is losing supervisor duties and he won't be doing as much as what he was supposed to be doing. Jeanette said he has also been told several times to step it up.
- Sarah asked how many hours can he expect? Michele said probably 40 hours per week and similar to what Chace suggested before to keep him on until the end of the season for service and end of season maintenance on equipment then furlough him for a couple of months.
- Michele said she ran into the issue last season of some of the crew wanting to extend their seasons, but this season have a set cut off date/time of month (Oct. or Nov.) to end everyone's season and keep Shanon on slightly longer (possibly Dec.). Bring him back a little earlier in the spring so he can ensure things are ready to go for the season ahead.
- Chace stated he is currently \$25.75 per hour and the pay range for the new position is \$18-24 per hour. Chace said it would be reasonable to drop him down to the \$24 per hour and him losing \$1.75 for losing supervisor duties is not that big of a drop. Chace said if he is hourly he will be more accountable and he shouldn't be salary. Chace said if we were to not drop him down to \$24 he could see that creating issues with the other staff that have lower wages. Chace suggested if we decide to keep him at his current \$25.75 wage, that he stay locked there with no merit increases until the cost of living brings everything back up, but that would still cause problems with other crew members.
- Mike said he isn't just losing a \$1.75 per hour but is losing a couple months of wages, Chace said he will be on unemployment during that time and he will still have his insurance. Mike said if Shanon's wage goes down to \$24/hour then Michael should be brought up to \$24/hour too.
- Braxton will be moved up to \$19/hour since he is starting his second season.
- Mike said even if it's not that much responsibility, Michael should be moved up in wage to the \$24, so Michael and Shanon are both paid equally.
- Sarah pointed out Michael won't be implementing disciplinary actions or the normal supervisory roles, just on occasion. Mike said he is sort of second in command, even if he's not. Tim said he doesn't become the supervisor but becomes the main contact and will have more responsibility than Shanon does. Especially the biological things he is doing, the website, etc., it is a more complex job. Tim said we should definitely bring Michael up to \$24 per hour.
- Jeanette asked if Michael has a degree in biology. Michele and Tim said he has at least an undergraduate biology degree and a master's degree in library science and possibly

a third degree in there. Jeanette asked if anyone else is college educated? Tim said no. Jeanette said that's another feather in his hat, and if anyone else complains, tell them that Michael has college degrees and that is a legitimate reason for a pay increase.

- Tim asked if under the job qualification for Michael if it included a degree, if not it should be added for a preferred/minimum qualification. Michele will add that in there.
- Tim said Michael has skills in education that fits his position better than anyone else and that makes him more valuable for that position, whether he is given any supervisory duty in addition to that occasionally.
- Sarah said the title Operations Specialist might be a little ambiguous, so maybe a little more specific. Sarah suggested Fleet Technician or Fleet Specialist.
- Tim said if we put "technician" in the title, Shanon would feel he would be too much like David and Braxton's position. Chace suggested Logistical Specialist or Mechanical or Maintenance Technician that includes "and other duties as assigned".
- Jeanette and Tim both agreed that the district has given Shanon enough chances in the past to rectify his past behavior. Tim said Maintenance or Mechanic Specialist, not "technician", would be good. Chace suggested Mechanical Maintenance Specialist.
- Sarah said it's also in the way your phrase it, such as "Shanon you are no longer in a supervisor role, so we are paying you at the top end of this new specialist position range we created, and we appreciate your work, but need to go down in pay due to responsibilities changing."
- Michele would like to change David's title to "Lead Field Technician" for now and possibly have him on a probationary period of 6 months or whatever the term and see if we'd want to move him into a Field Supervisor position. In that case, he would still only be in charge of other field technicians. Keep him at \$20.60 per hour for now and then if we feel he suits a Field Supervisor position, consider a wage increase. Tim said he thinks that's fine if we hire another field technician, then a Field Supervisor position would be possible and we could bump him up. For now, he can be a Lead Field Tech and this is a good place to start.
- Shanon – no paid time off. For David, as a lead field tech, keep as no paid time off. But with a Field Supervisor position, the possibility for paid time off can be decided at a later time.
- Jeanette made a motion to approve the whole job and wage structure working document which includes changes to Shanon, Michael, and David's positions, title, and any wages and Michele has the reigns on that. Mike seconded it. Mike said it is up to Michele if she needs extended time for maintenance or any extra projects and that Shanon should move to hourly after everyone else comes back in March for the season. All voted in favor.
- Michele brought up to think about if the district would want to ask for a tax increase this year or not due to raises in wages and the budget. Tim said sometime early spring Michele can look at what the budget looks like overall and present them with that to see about a tax increase.
- Michele said she is waiting on a quote from the district's ULGT representative for a quote on workers compensation insurance since the district was asked to move separate from the County.
- COVID-19 vaccine policy – Renee passed along a house bill that passed about governmental entities can't require employees. Mike said he called Christine, an

attorney, to ask if special service districts are excluded from this and those with under 15 employees. He will update us.

- Chace asked if the district will be paying for the testing of employees since we are requiring them to test if they are not vaccinated. Sarah said we could require them to wear a mask inside if they're not vaccinated in lieu of weekly testing. Sarah said we could also require them to be tested at the Free Utah test and pay for their time there, usually Thursday or Friday evening, at the Grand Center.
- Michele also pointed out she believes only Izzi from the Weed Dept. is vaccinated and there are now three technicians in her department that are unvaccinated, and we are sharing an open space too. Renee said the County is not doing any vaccine policy. Tim asked if they were wearing masks and Michele said no, although it is a County policy to wear masks in County buildings/facilities.
- Chace said COVID-19 policies will be ongoing. Sarah said she wants Michele and anyone coming to work to feel safe. Chace suggested incentivizing getting the vaccine. This could look like a bonus or one of more PTO days during the slow season. This will be tabled for now and thought on for next meeting(s). Mike said at the very minimum require to wear masks inside. Tim suggested to get a formal thing in writing and then we can consider for the next time.
- Chace moves to adjourn. Mike reminded everyone that Michele is giving her Science on Tap talk tomorrow night. Sarah seconds to adjourn.

Meeting adjourned at 6:45 p.m.