

Pleasant View Metropolitan District
Minutes of the Special Board of Directors Meeting

May 23, 2017

President Waller called this meeting to order on May 23, 2017 at 6:00 pm.

Roll Call:

Present: Adrian Waller, H.D. McDonald, Elmer Dudden, Tiffany Smith and Devin Keen

Also Present: Tammy Waller and Ronn Coates

Pledge of Allegiance

1. **Organizational Chart:** There was discussion on amending the organizational chart. At this time, the parks position falls under the District Manager. The Board decided to discuss the matter in Executive Session.
2. **Job Descriptions:** The Board was presented with job descriptions of the District Manager and Parks Maintenance to approve. The Board looked over the descriptions written by the previous District Manager and asked Office Manager Waller to condense the job descriptions because they were too lengthy.
3. **Minute Recorder:** Office Manager Waller requested to hire a person to record the monthly board meeting minutes. Elmer Dudden made a motion to hire a secretary to record minutes at \$100.00 per session and with a second from Tiffany Smith, the motion was approved.
4. **Executive Session:** H.D McDonald made a motion to move into Executive Session to discuss personnel matters at 6:12pm and with a second from Devin Keen, the motion was accepted.

Elmer Dudden made a motion to align the parks position and the Fire Chief position with the District Manager position and to have all positions report directly to the Board. H.D. McDonald second the motion, but the motion did not pass with a three to two vote against amending the chart. The organizational chart will remain as is with all positions reporting to the District Manager.

Office Manager Tammy Waller requested a closed session.

Ronn Coates requested an open session. He was advised to discuss personnel matters in executive session, but refused. Personnel matters were discussed in public. Ronn Coates gave his two weeks' notice, but the Board decided to give him two weeks' severance pay along with vacation and sick time accrued instead of allowing him to continue working his last two weeks. Ronn was asked to return his District keys, phone and credit

card. H.D. McDonald made a motion to come out of executive session and to return to the regular Board meeting at 7:45pm and with a second from Tiffany Smith, the motion was approved.

H.D McDonald made a motion to hire a mowing company for the season and with a second from Devin Keen, the motion was approved.

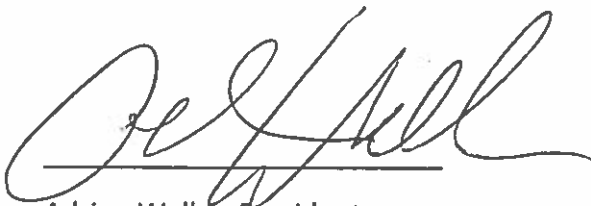
5. Public Comments: The following residents were in attendance: Helen Abbott, Clyde Harber, Gayla Wiest and Jay Gibbons. The following topics brought forward included executive sessions, staffing and job descriptions. The Board advised the public that it would take the questions & comments under advisement and discuss action items at a future board meeting.

Adjournment:

H.D. McDonald made a motion to adjourn at 9:10 pm and with a second from Elmer Dudden, the motion was approved.

Respectfully submitted by:

Tammy Waller



Adrian Waller, President



H.D. McDonald, Vice President



Devin Keen, Secretary/Treasurer



Tiffany Smith, Director

Elmer W Dudden

Elmer Dudden, Director
