Mayer Water District

**Special Board Meeting**
**Date:** July 07, 2025 **Time:** 6:00 p.m.

**1.0 MEETING OPENING**

1.1 The meeting was called to order at 6:12 p.m. by Chair, Kathy King.

1.2 Roll Call:

Board: Kathy King – Present; Keith Francen – Present via phone; Kevin Jones –Absent; Marty McMains - Present

Staff: Jerry Postema – Present; Bob Hanus – Absent; Carrissa Anderson- Present

1.3 Pledge of Allegiance

1.4 No comments from the Public

**2.0 BUSINESS ACTION AND DISCUSSION ITEM**

**2.1** Discussion and possible action on moving Board Meetings to the last Wednesday of the month.

King explained that Postema has a conflict with the Thursday Board Meetings. If meetings are moved to Wednesday, Postema would be able to be present.

King moved to move the monthly Board Meeting to the last Wednesday of the month.
McMains seconded.

**Motion Passed: 3/0**

**2.2** Discussion and possible action on job description and salary increase for Business Admin

King stated Business Admin has been with district for a year. King explained that last year when the job description was completed, the Board was not sure how the jobs would be split up and now a year later we have a better idea. Postema made recommendation to accept new job description and increase Business Admin salary.
Francen asked what the job description contains. King reviewed the job description.

King moved to accept Postema's recommendation and increase the Business Admin salary by $3,000.00 annually, effective 07/12/25.
McMains second

**Motion Passed 3/0**

**2.3** Discussion and possible action on Field Operations Contract

King asked that Postema explain the current situation. Postema stated that Western Environmental Technologies had a three-month agreement with one-month renewals. As with the Business Admin, we know more this year about what we need in the Field and from the Operators. Postema recommends putting out a Request for Proposals (RFP). Then a committee can review, would not have to be a full Board review. The committee can then make recommendations to the Board. Francen had concerns of costs to the District. Francen agreed that the District needs professionals but is concerned that the District can afford it. Postema stated that once RFP are received, we can see where pricing is a negotiate tasks and fees.

McMains moved that District advertise RFP for Field Operations contract for the month of July.
King second.

**Motion Passed 3/0**

Approved by the Board on _____. Signed by _____.

**6.0 ADJOURNMENT**

King moved to adjourn. Francen seconded the motion.

**Motion Passed 3/0**

Meeting adjourned at 6:34 p.m.

Approved by the Board on _____. Signed by _____.