

## Minutes

---

### **HGCSO Board Special Meeting, May 28<sup>th</sup>, 2024 @ 4:30pm**

Applegate Civic Center, 18014 Applegate Road, Applegate, CA

**Meeting Called to Order at 4:30pm:** Those present included (President) Max Bailey, (Vice President) Rhonda Rajaofera, (Board members) Gary Bundesen and Cheryl Madden. (Board Member) Marc Krupin absent (Represented by written and signed proxy held by Cheryl Madden.)

**Pledge of Allegiance** Led by Kimberley Keck - Minutes from prior Meeting not read.

#### **A. Approval of General Manager position with salary of \$1,200 @ 40 hours per Month.**

Rhonda Rajaofera made a Motion to approve the position of General Manager with a monthly salary of \$1,200 for 40 hours per month. Second by Gary Bundesen.

There was discussion that the GM job duties document had not yet been reviewed and approved by the Board and that some important duties were missing from this job document. There was clarification added that this vote was only for the approval of a job title and salary and not qualifying (in an open meeting) a current salaried employee.

Cheryl Madden amended the initial motion that the GM job duties document be revised and add that the GM (1) To take direction from the Board officers as decided by a majority, (2) Maintain a petty cash accounting of \$300, (3) Present at Regular Meetings a GM Quarterly Report, (4) Termination clause to insure that the District is not harmed and can proceed with the business of the District without interruption.

No second to the Amendment of the original motion.

Gail Adams stated that a termination clause was important for this type of job. Ken Reid asked the Board if there were funds in the HGCSO budget to pay for this annual increase. Board member Rhonda Rajaofera reassured those present that the Treasurer submits a Budget report quarterly and Board Member Gary Bundesen stated that funds are available to allocate for this increase.

**Votes in Favor = 2**

**Against = 2\***

**President Vote = 1**

\* Marc Krupin (Proxy) statement: "No on GM vote due to insufficient discussion and finalization on job description. In my judgement this needs to be a formal contract with a Termination clause."

**MOTION PASSED**

#### **B. Approval of the Treasurers' monthly contracted compensation from \$1,100 to \$1,200 per month.**

Gary Bundesen made a motion to increase the Treasurers' contracted compensation from \$1,100 to \$1,200 per month. Second by Rhonda Rajaofera.

There was discussion on the purpose of the increase.

**Votes in Favor = 2**

**Against = 2\***

**President Vote = 1**

\* Marc Krupin (Proxy) statement: "No to raise to current bookkeeper without stipulations on keeping proper books as I am learning from CSDA".

**MOTION PASSED**