

DRAFT

Holiday Park Park and Recreation District
Board of Trustees Regular Meeting
Minutes
July 31, 2025

I. Call Meeting to Order – Shawn called the meeting to order at 9:00 A.M.

II. Invocation and Pledge of Allegiance - By Shawn

III. Roll Call – By Debbie Burns

Chairperson	Shawn Slattery	present
1 st Vice Chair	Bob Bachman	present
2 nd Vice Chair	Rick Haggard	present
Treasurer	Don LaMaster	present
Secretary	Debbie Burns	present
Asst. Secretary	Jackie Mitchell	present
Trustee	Joni Anderson	present
Trustee	Tim Seelow	present
Trustee	George Clinch	present
Dist. Manager	Carmella Coon	present
Sergeant at Arms	Rick Weber	present

IV. Approval of Previous Meeting Minutes

1. Note: The 7-22-25 Regular Mtg. Minutes will be approved in October.

V. Report from District Manager

Carmella said this would be her last meeting and its bittersweet. She thanked past and present Trustees for all their work. Carmella thanked all the residents.

VI. Treasurer's Report

Don said there is nothing to report at this time.

VII. Chairpersons Report

Shawn said he wanted to give Carmella some flowers and thank her for her time here at Holiday Park and the wonderful job she had done. Shawn said out of 6 candidates 4 showed up to be interviewed for the District Managers job. As we go through the applicant's names will not be used, we will go by numbers. The new District Manager will not be posted until they are notified, and a contract has been signed.

There has been some confusion about Special vs Regular vs workshop meeting I will be bringing some language to define the meetings.

VIII. Trustee Reports

Rick said he had looked at the sewer on Palena and doesn't see it ending anytime soon. Joni has requested a meeting with US Lawns to get some things taken care of. Please call me with any questions or concerns.

IX. Residents Comments – None

X. Old Business

1. New District Manager Position Templates for Trustee Handbook

A. Review / Acceptance – OB1 Template DM Full Time Job Posting

We added some requirements preferred 5 years change to require 3 years' experience.

B. Review / Acceptance – OB2 Template for new DM Search – Timeline

Took out all dates.

C. Review / Acceptance – OB3 Template for DM Candidate Interviews - Schedule

Shawn made a spreadsheet that worked excellently.

D. Review / Acceptance – OB4 Template Questions for DM Candidates

There's a list of questions for the Candidate.

E. Review / Acceptance – OB5 Reference Health Insurance Costs Sheet

No changes to this.

F. Review / Acceptance – OB6 Template DM Pay Range & Health Benefits Costs

Changes can be made to this in the future.

G. Review / Acceptance – OB 7 Template New DM Contract

Change needs to be made to say he / she.

H. Review / Acceptance – OB8 Template DM Responsibilities & Duties - No change.

2. Motion – Create Section 14 – District Manager Search & Hiring Information

Tim made the motion to create section 14, Bob seconded. All in favor. Motion carried.

3. Motion - Add all above Templates to Section 14 in Trustees Handbooks

Bob made the motion to add all Templates to section 14 in Trustees Handbooks, George seconded. All in favor. Motion carried.

XI. New Business

1. Discussion DM Candidate Interviews from 7-29-2025

There should be at least 2 candidates in case the first choice does not accept the job. We will be using numbers not names of candidates.

First choice is C-4. C-5 was the second choice.

2. Motion – Selection of Top 2-3 candidates for District Manager Position

Tim made a motion to accept C-4, seconded Bob. All in favor. Motion carried to accept C-4.

Don made the motion to accept C-5 as the second choice, Bob seconded. All in favor. Motion carried.

Shawn said he and Carmella will be calling the first Candidate and the rest will receive a letter.

Jackie asked about the overlapping of managers. Shawn said there may be some overlapping for the training.

Don suggested offering a 6-month contract that will move us into February, then we can re-evaluate and give a raise.

Don made a motion to amend the Candidate contract to a 6-month review and after February offer a 2-year contract. Bob seconded. All in favor. Motion carried.

Shawn said he likes having a 2-year contract starting in February for the budget.

XII. Supplemental – None

XIII. Trustee Comments

Bob thanked everyone for the process, it was very smooth.

XIV. Residents Comments

Dan Stewart 6855 Alani Court asked if offering a 6-month contract might deter the candidate from taking the job.

Shawn, that will not be an issue.

XV. Adjournment

Rick made a motion to adjourn the meeting, Bob seconded. All in favor. Motion carried to adjourn the meeting at 9:47 A.M.

Secretary,

Debbie Burns