

Draft Minutes  
Budget and Personnel Committee Meeting

September 12, 2016

1. Call to Order:

The Budget and Personnel Committee was called to order at 5:14 p.m. by President Gustafson. In attendance were:

- Committee members: President Gustafson and Vice President Moore
- Staff: Keith Van Der Maaten and Paula Riso
- Public members: none

2. Public Comments on Any Item Not on the Agenda:

No comments.

3. Approve the Draft Minutes of the August 8, 2016 Meeting:

On motion by Vice President Moore, seconded by President Gustafson, the minutes were unanimously approved.

4. Receive an Update on the Budget and Personnel Processes:

Mr. Van Der Maaten gave an update on the status of tasks staff is working on:

- a. Fiscal Year 2016-2017 Budget – this item is complete
- b. EERP Update – this item is complete
- c. FLSA Audit/Update – update given regarding new law
- d. Meter Reading Position – new meter reader was hired and started work on September 12th
- e. System Analyst Position – a consultant was hired to help with the recruitment
- f. Associate Engineer Position – having difficulty filling this position and staff is looking for help with recruitment
- g. Customer Service Rep – student intern is interested in the position and staff is looking at holding the position open by using temporary staff until the intern graduates and can apply for the position
- h. Accounting Technician – probationary Accountant Technician resigned and staff will be seeking a replacement after the annual audit process is complete

5. Identify Agenda Items for the Next Committee Meeting and Set Date:

The next meeting is tentatively scheduled for October 5, 2016 at 5:10 p.m.

6. Committee Member Comments:

No comments.

7. Adjournment:

Meeting adjourned at 5:20 p.m.