

Draft Minutes  
Budget and Personnel Committee Meeting

August 8, 2016

1. Call to Order:

The Budget and Personnel Committee was called to order at 5:33 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 July 11, 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 – this item will be coming before the Board on August 15<sup>th</sup>
- d. Meter Reading Position – interviews are in process and hope to have someone on-board by September
- e. System Analyst Position – this position is being advertised and will close August 25<sup>th</sup>
- f. Associate Engineer Position – this position is being advertised as open until filled
- g. Customer Service Rep – the person filling this position was let go and in the process of filling the position

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

The next meeting is scheduled for September 12, 2016 at 5:10 p.m.

6. Committee Member Comments:

No comments.

6. Adjournment:

Meeting adjourned at 5:38 p.m.