

**WEST SLOPE WATER DISTRICT**

**Special Board of Commissioners Meeting**

**September 22, 2015**

**Meeting Summary**

**CALL TO ORDER**

Present: Chair Charles Conrad, Commissioners Donna Davis, Micky Hoffman, Noel Reiersen, and Bob Rieck

Absent: None

Management Staff: General Manager, Michael Grimm

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Chair Conrad called to order the special meeting of the West Slope Water District Board of Commissioners at 5:31 P.M., Tuesday, September 22, 2015.

**PUBLIC COMMENTS/COMMUNICATIONS**

There were no public comments.

**PERSONNEL STAFFING ISSUE**

Mr. Grimm shared with the Board the resignation letter from Finance Manager Heidi Starks effective Friday, October 2, 2015. With less than 2 weeks before Ms. Starks' departure, staff considers the necessary tasks to ensure the District's fiscal viability and sustainability are as follows:

- 1) Recruit and hire a part-time, limited duration finance person who has had some governmental finance experience. Staff is working with several contacts locally to find such a person.
- 2) Begin a thorough hiring process using the services of LGPI to recruit, screen, interview, and hire a permanent finance manager within a time frame that will meet the District's needs.

Mr. Grimm presented a cost estimate from Ruth Mattox at LGPI to accomplish the tasks in Item #2 above. The total cost of service estimate was \$8,628.35. Commissioner Rieck asked if it would be Ms. Mattox who would be working on this project, and Mr. Grimm assured the Board it would be. Chair Conrad commented he trusts LGPI based on work previously done for the District as our human resource consultant. Commissioner Reiersen commented LGPI has a very good working knowledge of the District which is a distinct advantage for the District.

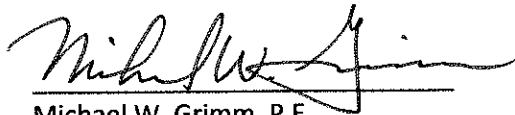
Commissioner Reiersen motioned to accept the LGPI proposal for a not-to-exceed value of \$9,000 and directed staff to move forward with the hiring process. Commissioner Davis seconded the motion, and the motion was passed unanimously.

**ADJOURNMENT**

There being no further business to discuss, Commissioner Reiersen moved to adjourn. Commissioner Davis seconded the motion, and the motion was approved unanimously.

Chair Conrad adjourned the September 22, 2015 special Board of Commissioners meeting at approximately 5:47 P.M.

Respectfully Submitted,



Michael W. Grimm, P.E.  
Acting Secretary

Approved:

