

The special meeting of September 13, 2011 was called to order at 3:04 p.m. Present were Commissioners Charlotte Haines, Ron Ricker and Larry Schoonmaker; Stu Turner, District Manager; Jaime Gray, Executive Assistant and Andrew Maron, District Attorney.

**PUBLIC COMMENT:**

None.

**NEW / OLD BUSINESS:**

Mr. Maron spoke to the Board regarding the hiring process for a new District manager. He informed them that as a Board they need to decide the criteria of the position, the timing and process of hiring someone and who will be responsible for various tasks. The Board reviewed job descriptions for similar positions at other water/wastewater districts.

Mr. Maron left at 3:58 p.m.

After discussion, the Board decided on a number of attributes that they would like to include in the District's job description. The Board instructed Mr. Turner to draft the description and have it ready for review at the next Board meeting. The Board stressed that they would like the announcement to go out before the Fall WASWD Conference.

**NEXT MEETING:** September 20, 2011

**ADJOURN:** The meeting adjourned at 4:22 p.m.

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**COMMISSIONERS**