

STRATMOOR HILLS WATER DISTRICT

Board of Director's Meeting

July 17, 2024, 3:00 PM

Agenda

I. Approval of Minutes

a. June 12, 2024, Regular Meeting

II. Approval of Agenda

III. Public Comment

IV. Unfinished Business

V. New and Miscellaneous Business

W-1. 2023 Audit Presentation – Hoelting and Company – Action Item

Tom Sistare and Jessie Seibert of Hoelting and Company will provide the Board a synopsis of the 2023 audit findings. Board members will be provided with a copy of the audit that will be sent to the State Auditor.

Suggested motion... “to accept the 2023 audit as presented and authorize the report to be filed with the State Auditor.”

W-2. Update of Superintendent Job Description - Action Item (Medina)

The existing job description for the Superintendent responsible for directing the water and wastewater operations staff needs updated. This position has not been filled in over nine years, and many of these responsibilities have been filled by the Field Supervisor. The district manager is recommending posting this job internally and filling this position with a qualified candidate.

Suggested motion “... to approve the changes made to the Superintendent job description and authorize the manager to fill this position from within.

W-3. Office Supervisor Job Description - Action Item (Medina)

The district manager is recommending an Office Supervisor position be developed to oversee office, customer service and billing activities. This would not be an additional position but would replace one of the existing positions. The district manager is recommending posting this job internally and filling this position with a qualified candidate.

Suggested motion “... to approve the Office Supervisor job description and authorize the manager to fill this position from within.

- VI. Manager's Report**
- VII. Safety Committee Report**
- VIII. Financial Reports**
- IX. Other Business**
- X. Adjournment**