

RECORD OF PROCEEDINGS

MINUTES OF THE SPECIAL MEETING OF THE GENERAL MANAGER SEARCH COMMITTEE OF THE ROXBOROUGH WATER AND SANITATION DISTRICT HELD May 31, 2017

A Special Meeting of the Board of Directors of the Roxborough Water and Sanitation District was held on Wednesday, May 31, 2017 at 8:00 a.m. at the Roxborough Water and Sanitation District's offices located at, 6222 N. Roxborough Park Road, Littleton, Colorado 80125. The Special Meeting was called for the purpose to discuss the search for a General Manager. Notice of the meeting was duly posted in at least three locations within the boundaries of the District, as required by State law.

Attendance: Directors/Search Committee: Dave Thomas President
Ken Maas Vice President

RWSD Employees: Larry Moore

Call to Order: The meeting was called to order at 8:10 a.m. by Dave Thomas.

Public Comment: There was no public comment

General Manager Search Committee:

The Committee is meeting to discuss the job description for the General Manager position and the schedule for the selection process.

The Committee discussed the job description that current General Manager, Larry Moore, developed and added a couple of responsibilities to the job description.

The majority of the meeting was spent discussing the schedule for the selection process.

Alan Pogue, the District's legal counsel, called in by telephone at 9:40 am and left the meeting at 10:20 am.

Mr. Pogue provided the notice provisions for posting of the short list of final candidates and other procedures and guidelines in assuring the process is done correctly.

The committee finalized the job description and selection process schedule which is attached to these minutes entitled General Manager for the Roxborough Water and Sanitation District Job Description and General Manager Selection Committee Schedule.

Larry Moore will post notice of the job opening and job description under the classifieds on the Colorado Special District Association's website.

The Selection Committee will meet on Friday, June 9th at 1:00 pm to begin interviewing selected candidates and possibly on Monday or Tuesday, June 19 or 20, if needed.

ADJOURN: Being no further business, the meeting was adjourned at 10:40 am.

Respectfully Submitted,


Secretary for the Meeting