

MEMORANDUM

From the desk of

CINDY VAN METER

Office Manager/Human Resource Coordinator



DATE : September 14, 2021

TO : Board of Directors

CC : John Tillotson

RE : Wastewater Collection System Operator I position

Set up eight (8) interviews for this position. Staff interviewed four (4) applicants with four (4) no shows for the vacant position. A second interview was set up for the top three candidates. Two (2) were interviewed, third applicant did not call back. The eligibility list is as follows:

Michael Ackerly	1
Stephen Nelson	2