

MEMORANDUM

From the desk of

CINDY VAN METER

Office Manager/Human Resource Coordinator



DATE : September 23, 2020

TO : Board of Directors

CC : John Tillotson

RE : Deactivation of unused positions

Below is a list of unused positions which are for all intent and purpose considered vacant. The District has no current need to keep these positions in a vacant status and would like to deactivate them.

- Account Clerk I
- Utility Worker Position (one of the three positions currently on the books)
- Laboratory Analyst
- Accounting Specialist
- Engineering Technician
- Fire Battalion Chief-Safety Officer