**Moose Lake Windemere Area Sanitary Sewer District**

**Approved Special Meeting Minutes**

**March 14, 2025**

**@MLWSSD Office**

1**.**  A Special Meeting of the Moose Lake Windemere Sanitary Sewer District was called to order by Chairman Byron Kuster at 12:50 p.m. Members present included: Chairman Kuster, Vice Chair Paula Engstrom, Treasurer Eric Nielsen, and Clair Strandlie. Others present included: Executive Director Darla Hall. Board member Lourey was absent from the meeting.

2. The District received several applications for the position of Executive Director. The Special Meeting was called to conduct interviews of two of the candidates for the position. Job descriptions were provided to the candidates prior to the interview sessions. Both candidates were very qualified.

3. Board discussed the qualifications of the candidates and what different assets each could bring to the District and asked Hall to follow up in asking for references on the selected individual. Nielsen and Engstrom will then contact references. Nielsen discussed employment offer options. Board inquired if Hall would be willing to assist in training of the individual during the interim process. Hall indicated she would be willing and mentioned she would ideally like to bring the individual up to speed on the legal matters and ordinance updates. If the individual could take over that portion immediately and be brought on board and up to speed that would relieve much of the extra time she is spending working on those matters. She could continue with the utility billing and financials and would be willing to stay on as long as necessary and train on the additional items at a later time. Hall discussed the need for the office phone line to be transferred either to another phone or set up with the new Executive Director.

4. Motion was made by Engstrom second by Strandlie to adjourn the meeting, the motion carried 4/0 and the meeting adjourned at 3:00 p.m.

Minutes by Darla Hall, Executive Director