



WEST DES MOINES WATER WORK BOARD OF TRUSTEES MEETING COMMUNICATION

DATE: January 7, 2019

ITEM:

5. Recommendations from Committees

c. Personnel and Compensation

2. Resolution – Approving the Appointment of Josh Heggen as Interim General Manager and Providing for Temporary Additional Compensation

FINANCIAL IMPACT:

Temporary pay increase as noted below.

SUMMARY and BACKGROUND:

Water Works General Manager Diana Wilson recently accepted a new position as the General Manager of the Island Water Association in Sanibel and Captiva Islands, Florida. Diana has been serving as the West Des Moines Water Works' General Manager since 2010. Josh Heggen, the Business Relations Manager, has been serving in his capacity since 2015.

The process to hire a new general manager can be long and may involve hiring an outside firm to assist with the search. The search firm will develop a position profile and advertise for candidates. The firm screens and vets the candidates and brings the top candidates from which the board chooses finalists to interview.

While this process is occurring, it is recommended that Josh Heggen serve at the Interim General Manager, in addition to his duties as Business Relations Manager. This resolution approves appointing Josh Heggen as the Interim General Manager and adjusts his current salary accordingly.

This resolution would compensate the Interim General Manager an additional \$350 per week beginning January 21, 2019. At the conclusion of his duties as the Interim General Manager, Josh Heggen will return as the Business Relations Manager and his most recent approved Board of Trustees salary level and receive an additional 40 hours of vacation time.

RECOMMENDED ACTION BY THE BOARD OF TRUSTEES:

To concur with the recommendation of the Personnel and Compensation Committee and ratify the appointment of Josh Heggen as the Interim General Manager.

Prepared by: 

Approved for Content by: 

**A RESOLUTION THE APPOINTMENT OF JOSH HEGGEN AS INTERIM GENERAL
MANAGER AND PROVIDING FOR TEMPORARY ADDITION COMPENSATION**

WHEREAS, Josh Heggen, the Business Relations Manager will be acting as Interim General Manager, in addition to his regular duties, and

WHEREAS, it is the desire of the Board of Trustees to provide additional compensation related to the employee's performance of the additional duties on a temporary basis for the period he continues to act as Interim General Manager,

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES
OF THE WEST DES MOINES WATER WORKS, AS FOLLOWS:**

1. That beginning January 21, 2019, Josh Heggen will be appointed the Interim General Manager, and
2. That beginning January 21, 2019, Josh Heggen will be temporarily compensated an additional \$350 per week until which time a new General Manager has started their position with West Des Moines Water Works, and
3. At the conclusion of his duties as the Interim General Manager, Josh Heggen will receive an additional 40 hours of vacation time.

PASSED AND APPROVED this 7th day of January, 2019.

BOARD OF TRUSTEES, WEST DES MOINES WATER WORKS

Brian Rickert
Chair

Attest:

Diana Wilson
Secretary