

**KINKAID-REED'S CREEK CONSERVANCY DISTRICT
PERSONNEL COMMITTEE MEETING
Wednesday, July 23, 2025**

The Personnel Committee of the Kinkaid-Reed's Creek Conservancy District held its meeting on Wednesday, July 23, 2025. Chairwoman Lisa Byrd called the meeting to order at 4:30 p.m. at the District Office on Water Plant Road in Murphysboro, Illinois.

ROLL CALL: Dave Ardrey	Present
Scott Wilmouth	Present
Michael Barone	Present
Lisa Byrd	Present

Also present: Kyle Hargraves and Carrie Likins.

PUBLIC COMMENT: None

OLD BUSINESS: Nothing to discuss.

New Business:

MANAGER'S JOB DESCRIPTION: Trustee Barone stated that as the Personnel Committee members know, the Board members present at the July meeting unanimously agreed that the District Manager should remain in charge of all three entities and report to the Board the way it is done now. Trustee Ardrey stated that the Board also agreed that the District would benefit from a full-time employee to be the Supervisor of operations at the Marina.

Chairwoman Byrd stated that the Committee has been given several different Manager job descriptions to review and form an updated version to use for the District this year. Trustee Ardrey stated that he has reviewed each one and there is not much difference in the language. Trustee Ardrey stated that the Manager's description written by Manager Wilmouth is the most up to date and accurate one for the District. Trustee Ardrey stated that the Rend Lake General Manager job description did a very good job of identifying minimum job requirements, skills and ability, and the working conditions. Trustee Ardrey stated joining those items from Rend Lake's description with the written draft from Manager Wilmouth is the framework for the updated version of the District's Manager job description.

Chairwoman Byrd led the discussion of job requirements for the District Manager position. All members agreed that a bachelor's degree is required with the preferred areas of the degree in accounting, recreational management, business administration, management, or a related field. The committee agreed that a master's degree is preferred and should be included in the job description as well. The Personnel Committee also agreed that ten or more years of experience in management and five or more years of experience in governmental or nonprofit organization and/or public utilities would be listed as a job requirement. All members agreed that other job requirements would include passing a criminal and financial background check and possess a valid driver's license.

Trustee Ardrey stated the Personnel Policy will need to be revised regarding the qualifications of the District Manager's position to include the Manager's job requirements that were just discussed. Trustee Ardrey stated that changing the language to read experience related to Water Plant operations, Conservancy operations or government administration is preferred. All members agreed to omit the language of an IEPA Class A Water Operators License is preferred for the Manager qualifications from

the Personnel Policy. All members agreed to change the five years of administrative experience to ten years in the policy. Trustee Ardrey stated that passing a criminal and financial background check as well as possessing a valid driver's license also needs to be included in the revised Personnel Policy. All members agreed that communication skills should remain in the policy, however the language of that item will need to be updated.

Trustee Barone stated that the salary and compensation portion for the District Manager position should include a salary range, and the starting salary will be determined based upon qualifications and experience. Trustee Ardrey stated that the language for the compensation section should include a comprehensive benefit package that includes paid sick and vacation days, retirement, paid holidays, and company paid health insurance plan.

The Personnel Committee agreed upon using the application procedure provided in the General Manager's job description from Rend Lake Conservancy District. All members agreed to accept mailed applications and electronic application packets in a pdf format. Trustee Ardrey stated that the new District Manager will need to be hired by December 15th. Trustee Ardrey stated key dates in the timeline the Committee needs to work from will include Board approval of the Manager Job description at August 13th meeting, followed by posting the job description the following day. All members agreed that the deadline for applications should be Friday, September 12th, at the end of the business day. Trustee Ardrey stated that interviews need to be conducted in October after the Personnel Committee has had time to meet and discuss all the applications. Trustee Ardrey stated that after the interviews the Personnel Committee will make a recommendation to the Board and hopefully hire the new Manager by November, which will give that person long enough to give notice to their current Employer. Trustee Ardrey stated hopefully the new Manager will have at least a couple of weeks to work with Manager Wilmouth.

MARINA/CAMPGROUND SUPERVISOR JOB DESCRIPTION: Tabled

OTHER MATTERS TO DISCUSS:

ADJOURNMENT: Trustee Barone made a motion to adjourn the meeting. Trustee Ardrey seconded the motion. All members present voted "Aye," and Chairwoman Byrd declared the motion carried.



CHAIRMAN