
Southwest Regional Water District
928th Meeting Minutes

The 928th meeting of the Board of Trustees of the Southwest Regional Water District was held on June 22, 2021, beginning at 7:00 p.m. and called to order by Doug Drake, Board President.

Trustees in attendance were Rob Brehm, Chad Chenoweth, Robert L. Copeland, Jr., Doug Drake, Michael Egbert, Nick Gronas, Clark Kelly, Randy Rolke and Robert Schmidt.

Also, in attendance were Susan E. Vance, General Manager; Phil Sackenheim, Deputy General Manager; Kenny Hoffman, Finance and Business Manager; and, Sherry Geurin, HR Coordinator. Roger Gates, Board Counsel attended the meeting remotely.

The 927th Meeting Minutes and the Audit Committee Special Minutes from June 8, 2021, were approved by general consensus.

Clark Kelly moved to approve the Policy Committee Meeting Minutes from June 15, 2021, with the following changes: Identify by title the Finance and Business Manager; and 1 position description to be sent back to the committee for review. Nick Gronas seconded. Motion passed.

Rob Brehm moved to approve the Trustee Candidate questionnaire as included in the minutes. Randy Rolke seconded. Motion passed.

Robert Schmidt moved to approve two revisions to the Employment Policy, Chapter 2 Equal Employment Opportunity / Discrimination and Chapter 8 Discipline Investigations and Complaints. Randy Rolke seconded. Motion passed.

Michael Egbert moved to approve the Disconnection and Reconnection SOP. Chad seconded. Motion withdrawn.

Robert L. Copeland, Jr. moved to approve revisions to the following position descriptions pending correction of Finance and Business Manager title throughout:

- Administrative Specialist
- CSR/Clerical Support Representative
- Customer Support Representative II
- Distribution Supervisor
- Finance and Business Manager
- Human Resource Coordinator
- Senior Customer Service Specialist

Rob Brehm seconded. Motion passed.

It was noted that the By-laws need to be amended to replace any reference to the Fiscal Officer with the position of the Finance and Business Manager. This will be added to an upcoming agenda, or perhaps a Policy Committee agenda if more By-law changes are contemplated.

Kenny Hoffman, Finance and Business Manager, presented a College Corner Cost-Benefit Analysis for the Board's information.

Clark Kelly moved to accept the May 2021 Financial Statements as presented. Michael Egbert seconded. Motion passed.

At the April Board meeting, the Board approved the purchase of a new cab and chassis truck that was to be upfitted with a utility body and used as a crew truck for the Distribution department. The State contract for this vehicle has been canceled due to a nation-wide microchip shortage. Therefore, the purchase of this vehicle will be reevaluated at a later time.

Resolution #1534-2021 approving the 2022 Operating Budget was submitted to the Board for approval. Robert L. Copeland, Jr. moved to adopt the resolution. Randy Rolke seconded. Motion passed.

Board discussion took place about the appropriate level of detail of meeting minutes. Meeting minutes are not required to be verbatim but must include enough facts and information to permit the public to understand and appreciate the rationale behind the Board's decisions. It was recommended that the supporting documents contained with the agenda packet and any other documents provided to the Board at the meeting are included as part of the official meeting minutes, and be listed as attachments to the minutes, which are then signed by the Secretary of the Board.

Kenny Hoffman, Finance and Business Manager, presented to the Board a tentative "Authorized Signatures on Bank Accounts" break-down. This will be revisited in the July 2021 meeting.

Michael Egbert moved to adjourn. Rob Brehm seconded. Motion passed.

Meeting adjourned at 8:36 p.m.

Respectfully submitted,

Chad Chenoweth, Secretary
Board of Trustees

DOCUMENTS INCLUDED:

- 927th Meeting Minutes
- Audit Committee Minutes 06/08/2021
- Policy Committee Minutes 06/15/2021
- College Corner Cost-Benefit Analysis
- May Financial Statements
- New Vehicle Update
- Resolution #1534-2921
- Information Regarding Level of Detail in Meeting Minutes