
Southwest Regional Water District Special Meeting Minutes

A special meeting of the Policy Committee was held on October 5, 2021, beginning at 6:00 p.m. at the administrative building.

Trustees present included Nick Gronas, Rob Brehm and Clark Kelly. Sue Vance, General Manager was also present.

Proposed changes to the District's by-laws were discussed as follows:

- Changes to facilitate the District's ability to cancel or adjust the timing of the Annual Meeting – no changes recommended as there is already existing language giving the Board this ability.
- Changes recommended by the Committee include:
 - Add language regarding trustee candidate nominee conduct
 - Add language regarding expectations of Board members
 - Incorporate the District's Policy on Public Comment
 - Require agendas to be placed on internet 24 hours in advance of meetings
 - Eliminate language allowing annual purchase of agendas
 - Update title of Finance Manager to Finance and Business Manager
 - Various grammatical corrections

Changes to Section 4 of the Personnel Policy Manual was discussed. The Committee recommended changes to Section 4.06 to provide employees not covered by a collective bargaining agreement an appropriate rate of call pay with a mechanism for rate escalation, as well as various grammatical corrections throughout the entire Section 4.

Changes to Section 5 of the Personnel Policy Manual were discussed. In addition to various grammatical corrections, the Committee recommended:

- Removing reference to a district-paid, short-term disability insurance benefit in Section 5.10
- Providing newly hired NBU employees with vacation in their first year, consistent with bargaining unit employees' newly negotiated vacation benefits in Section 5.02
- Providing an amended holiday benefit for NBU employees consistent with BU employees' benefits in Section 5.03

The Committee recommended changing the Returned Check/ACH Fee from \$25 to the State of Ohio maximum fee of \$30.

Information relating to historical attendance costs for the National Rural Water Association WaterPro Conference were shared and the Committee recommended amending the Board Travel and Training Information document to permit all Trustees to attend the WaterPro Conference, but to retain the prioritization of attendees such that in the event of financial hardship by the District, the Board may

elect to send fewer Trustees, and the priority list shall dictate the order of invitations.

In regard to old business, proposed changes to the position description for Engineering Technician were rejected by the Committee and the Board in June based on issues surrounding responsibilities relating to safety. The Committee recommends the establishment of a new position of Regulatory Compliance and Safety Manager and the intent will be to attempt to staff this as a part-time position. The Committee also recommends changes to the position description of Engineering Technician as attached.

The meeting was adjourned at 7:33 p.m.

Respectfully submitted,

Sue Vance
General Manager

Attachments:

1. Proposed Revisions to By-Laws of the Board of Trustees
2. Proposed Increase Call Pay for NBU Office Staff – Section 4.06 with rate escalation spreadsheet
3. Proposed Removal of Reference to Short-Term Disability Insurance Benefit – PPM Section 5.10
4. Proposed Front Load of Vacation – PPM Section 5.02
5. Proposed Change to Holidays – Section 5.03
6. Proposed Change of Returned Check/ACH Fee – Update to State of Ohio Maximum Fee
7. NRWA WaterPro Conference Costs and Proposed Change to Travel & Training Information
8. Proposed New Regulatory Compliance and Safety Manager Position; Proposed Amended Engineering Technician Position