
Southwest Regional Water District
Policy Committee Meeting Minutes

A special meeting of the Policy Committee was held on July 20, 2022, beginning at 5:02 p.m. at the administrative building.

Trustees present were: Rob Brehm, Nick Gronas, and Clark Kelly. Phil Sackenheim, General Manager was also present.

The committee members discussed the organization of the committee and agreed to function with no chair. The General Manager will record and prepare meeting minutes for the committee members' review and input.

Revisions to the By-Laws of the Board of Trustees of The Southwest Regional Water District were discussed. There were minor revisions regarding the postponement of an Annual Meeting, allowing Trustee Compensation modifications to be determined at a Special Meeting of customers, and the timing of Trustee election ballot receipts in the event of a delayed Annual Meeting. There were also some non-substantive general formatting revisions. The committee recommends approval of the proposed revision.


Revisions to the Personnel Policy Manual, Chapter 5, Employee Benefits, were discussed. Revisions to Section 5.01, Sick Leave, include "return to work" language to protect the District in the event of staff absence. Revisions to Section 5.02, Vacation, include language intended to clarify the District's responsibility to recognize prior Qualifying Public Service and explain the "front loading" policies of vacation time allotment in the hiring of new staff. Minor revisions to address vacation allotment to part-time staff, the vacation request submittal date, and one typo correction were also discussed. The committee recommends approval of the proposed revisions.

Revisions to the Personnel Policy Manual, Chapter 6, Personnel Procedures, were discussed. Revisions to Section 6.01, Employee Expenditures, were largely a reorganization of the chapter for clarity and consistency. One item (internet service) was added to the non-reimbursable list and there were also a couple of minor language corrections. The committee recommends approval of the proposed revisions.

A list numbering correction was made to the General Manager's Position Description, and an updated Organizational Chart removing the Deputy General Manager position and noting one Troubleshooter position to be deleted when vacated was made. The committee recommends approval of the proposed revisions.

The meeting was adjourned at 5:33 p.m.

Respectfully submitted,


Phil Sackenheim
General Manager

Attachments:

1. Revisions to By-Laws of the Board of Trustees
2. Revisions to the Personnel Policy Manual Chapter 5
3. Revisions to the Personnel Policy Manual Chapter 6
4. Revisions to the General Manager Position Description
5. Revisions to the Organizational Chart