
Southwest Regional Water District
Special Meeting Minutes

Following public notice as required by R.C. § 121.22 and the By-Laws of the District, a special meeting of the Southwest Regional Water District's Records Commission was held on November 9, 2022, beginning at 1:00 p.m. at the administrative building.

R.C. § 149.412 provides for the creation of a records commission for each special taxing district composed of, at a minimum, the chairperson, a fiscal representative, and a legal representative of the governing board of the special taxing district. Pursuant to authority vested in the Board by R.C. § 6119.07, the Board of Trustees of the District adopted Regulation No. 2007-001 which created the Records Commission of the District to be composed of the Secretary of the Board of Trustees, the General Manager of the District, the Financial Manager of the District, and the District's Legal Counsel. The Records Commission proceeded as directed by Regulation No. 2007-001.

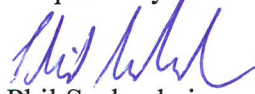
Records Commission members present were Chad Chenoweth, Board Secretary, Phil Sackenheim, General Manager, Kenny Hoffman, Finance and Business Manager, Tracy Brindle, Administrative Specialist, and Nick Ziepfel, Board Counsel. Chad Chenoweth served as Chair of the Records Commission as provided in Regulation No. 2007-001. Phil Sackenheim appointed Tracy Brindle to be the Records Officer and volunteered to record the meeting minutes.

R.C. §§ 149.412 and 149.381 authorize the Records Commission to review and approve schedules of record retention and to thereafter review and revise any approved retention schedule for good cause. There were no proposed changes to the current RC-2. Nick Ziepfel recommended strict adherence to the Records Retention Policy and destruction schedule. Application and submission of RC-3 will be made to the Ohio Historical Society to proceed with records destruction in adherence to the RC-2.

The current Records Policy Manual has not been revised since 2016. Commission Members will individually review the Manual before the next Commission meeting and bring suggested revisions to the meeting. Notice of the next Commission meeting and an electronic version of the Manual will be sent out approximately one month prior to the next Commission meeting, tentatively scheduled to be held in September, 2023.

Chad Chenoweth motioned to adjourn, Nick Ziepfel seconded. Meeting adjourned 1:20 p.m.

Respectfully submitted,



Phil Sackenheim,
General Manager