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Southwest Regional Water District  
Policy Committee Meeting Minutes

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A special meeting of the Policy Committee was held on July 11, 2023, beginning at 5:30 p.m.

Trustees present were: Joe Cook and Clark Kelly. Phil Sackenheim, General Manager was also present. Mike Egbert was absent. A quorum was declared and the meeting proceeded.

Revisions to the Engineering Technician Position Description (PD) were discussed. The original PD was created in 2019 and included Safety Director duties. In 2021 a Regulatory and Safety Compliance Manager position was created and filled in 2022. This position assumed all duties related to Safety. One of the current Engineering Technicians has submitted a resignation letter effective September 5, 2023. In order to fill the vacated position a correct PD will need to be posted. There were also revisions of a more general nature.

Revisions to the Plant Operator Position Description (PD) were discussed. The only substantive change being the correction of the position to whom the Plant Operator reports.

Three new PDs for Bargaining Unit positions were presented. These PDs either didn't exist or were in a format different than what the District is now using.

The Committee recommended the PDs to the Board for approval, pending approval of the language by District HR counsel.

The meeting was adjourned at 5:50 p.m.

Respectfully submitted,



Phil Sackenheim  
General Manager

Attachments:

1. Position Description, Engineering Technician
2. Position Description, Plant Operator
3. Position Description, General Maintenance
4. Position Description, System Maintenance
5. Position Description, Troubleshooter