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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 September 5, 2023, beginning at 5:30 p.m.

Trustees present were: Joe Cook, Mike Egbert, and Clark Kelly. Phil Sackenheim, General Manager was also present.

A revision to the By-laws of the Board of Trustees was discussed. The Conflict Of Interest Statement was removed to become a standalone document.

The Board Training and Travel Recommendations were updated to reflect Board compensation rates.

The Customer Service Representative Clerical Support position was renamed to Customer Service Representative I, and the Organizational Chart was updated to reflect this change.

Regulation 070-2023, Adjustment of Water Charges For Customer's Water Loss Due To Documented Leak, was presented. This is a reformulation of Regulation 2022-007 to better utilize the abilities of the District's AMI system.

Regulation 120-2023, Records Of The District, was presented. This is an edit of Regulation 2022-012 as recommended by the Records Commission.

All of the District's Position Descriptions were presented. All had been standardized to format and required content. There were few changes in qualifications, requirements and/or duties but nothing of real substance. Bargaining unit and non-bargaining unit "Temporary" Position Descriptions were created. The Committee requested a few changes in standard content, spelling, and grammar. Additionally, the Committee recommended that changes to bargaining unit Position Descriptions which result from collective bargaining may be made without Board approval.

All policy changes listed above were referred to the full Board with a recommendation for approval.

The meeting was adjourned at 6:38 p.m.

Respectfully submitted,



Phil Sackenheim  
General Manager

Attachments:

1. By-Laws revision
2. Board Training and Travel Recommendations

3. Re-name Clerical Support Representative and update Org Chart
4. Regulation 070-2023, Adjustment Of Water Charges For Customer's Water Loss Due To Documented Leak
5. Regulation 120-2023, Records Of The District
6. BU General Maintenance Position Description
7. BU Plant Operator Position Description
8. BU System Maintenance Position Description
9. BU Temporary Position Description
10. BU Troubleshooter Position Description
11. NBU Administrative Specialist Position Description
12. NBU Customer Service Representative I Position Description
13. NBU Customer Service Representative II Position Description
14. NBU Design Engineer Position Description
15. NBU Distribution Supervisor Position Description
16. NBU Engineering Manager Position Description
17. NBU Engineering Technician Position Description
18. NBU Finance and Business Manager Position Description
19. NBU General Manager Position Description
20. NBU Human Resources Coordinator Position Description
21. NBU Infrastructure Manager Position Description
22. NBU Operations and Maintenance Manager Position Description
23. NBU Production Supervisor Position Description
24. NBU Regulatory Compliance and Safety Manager Position Description
25. NBU Senior Customer Service Specialist Position Description
26. NBU Temporary Position Description