
**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 September 5, 2023, beginning at 1:03 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 recorded the meeting minutes.

The Records Commission made a number of changes to the Record Policy Manual. Rather than being detailed in the minutes these will be included in the attachments.

The Records Commission recommended very minor changes to Regulation 2022-012. These recommendations will go to the Policy Committee for review and recommendation to the full Board.

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 proposed changes to the current RC-2: combining schedules C04 and C05 and the addition of schedule M-12 setting RC-1, RC-2 and RC-3 retention schedules to permanent.

Meeting adjourned 2:03 p.m. by common consent.

Respectfully submitted,



Phil Sackenheim,
General Manager

Attachments:

1. Records Policy Manual 2023
2. RC-2 2023
3. Regulation 120-2023, Records Of The District