

# STRATMOOR HILLS WATER DISTRICT

Board of Director's Meeting  
September 18, 2024, 3:00 PM  
Agenda

**I. Approval of Minutes**

a. August 21, 2024, Regular Meeting

**II. Approval of Agenda**

**III. Public Comment**

**IV. Unfinished Business**

**V. New and Miscellaneous Business**

**W-1. District Manager Job Recruitment (Update) Medina**

With the district manager planning to retire at the end of 2024, the Board has hired consultant, Steven G. Rabe to assist in the search to fill the vacancy. The position has been posted on several water agency websites and interviews will be scheduled for qualified applicants.

**W-2. TruTech Managed Services Agreement (Action Item) Medina**

TruTech IT Solutions has updated its annual service agreement to provide complete computer services for the district which includes hardware and software support, software licenses, cyber security, remote monitoring and onsite helpdesk services.

Suggested motion... “to approve the TruTech IT Solutions Managed Services Agreement as presented.”

**W-3. 2023 Audit Follow Up – (Informational) Medina**

The district manager will provide a report to the Board describing the journal entries and adjustments made resulting from the 2023 audit report.

**W-4. Job Description Updates (Action Item) Medina**

Recent changes to the organizational structure altered the supervisory roles for three positions. These job descriptions have been updated to include the direct reports for these positions.

Suggested motion... “to approve the updated Office Clerk, Accounting Clerk and Water/Wastewater Technician job descriptions as presented.”

**W-5. Budget Workshop (Informational)**

The District Manager will inform the Board that the draft 2025 budget is nearly complete, and State law requires staff to submit the proposed budget to the Board no later than October 15<sup>th</sup>, but it does not require that it be submitted at a meeting. Staff will deliver the proposed budget to each Board member by Wednesday, October 2, 2024, at the Budget Workshop.

**VI. Manager's Report**

**VII. Safety Committee Report**

**VIII. Financial Reports**

**IX. Other Business**

**X. Adjournment**