

Record keeping plan to stay up to date developed

Are you up to date on your record keeping?

Standard operating procedures (SOPs), policies, and records all must be kept up to date or disposed of in a timely manner.

A new schedule has been developed that will provide structure to the updating process. Each division and work group within that division will be assigned a month in which their SOPs, policies and records need to be updated and culled. This will be the same month each year, allowing time for the updating to take place while ensuring that no SOP or policy has been left unchecked for more than a year.

"It is essential to good business practices to examine and update our SOPs and policies on an annual basis," said Steve Schneider, general manager. Some policies and SOPs are examined by outside agencies to determine if they are kept up to date, with fines imposed if they are not. Regardless of fines, keeping the records updated ensures we are following the most recent policies and practices of the utility.

Cooperation from the responsible party for all of the SOPs and policies is required to make this endeavor a success. They will receive tasks in Outlook to remind them when their SOP and policy updates are due.

The schedule will start this year, with the months of January, February, and March being done the same time as April to keep the schedule on track for 2015.

Keep an eye out for more announcements about this endeavor if you are the party responsible for an SOP or policy or are in charge of records retention for your work group.

Mike Anderson donates kidney to Karen Sullivan



Mike Anderson, engineering tech supervisor, donated a kidney to Karen Sullivan, accounting tech., earlier this year. Sullivan returned to work on March 2.

Karen Sullivan needed a kidney. She was on dialysis three days a week for four hours a day. Her once functional kidney had completely failed and was no longer working. The kidney donor that she had lined up fell through. Now, several co-workers were faxing in information on becoming possible donors that could save her life. Jackie Carey, Heidi Lagos and Katie Rohrbacher all applied to be donors. While Katie was faxing in her information, Mike Anderson overheard the conversation and asked for the forms.

"As soon as I heard the need, I knew I would be the one," Mike said. He would be swabbed to see if he

John Buechner, retiree, passes away March 24

John Buechner, retiree, passed away on March 24 at the age of 91.

Buechner was a heavy equipment operator with the utility since 1950. He started as a backfiller and added power shovel operator in 1954. He maintained that position until his retirement in 1981, after 31 years with the water utility.

A celebration of life was held on March 27 at the O'Halloran and Murphy funeral home. He is interred at Union Cemetery.



John Buechner

Richard Heille, retiree, passes away March 27

Richard Heille, retiree, passed away on March 27 at the age of 71.

Heille began work for the Saint Paul Water Department in 1986 as a water laborer. He held that title until 1988 when he was promoted to ditch digger.

In 1992, he experienced a title change from ditch digger to water system worker I. He held that title until 1997, when he changed titles to water utility worker I.

This is the title he held upon his retirement in 2001.

Richard Heille's interment is at Fort Snelling cemetery, as he served in the U.S. Army.

Mike Anderson donates kidney to Karen Sullivan

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was a match for Karen, and some inkling told him he would be the one to donate a kidney.

As it turns out Mike was right. And on Thursday, January 8, Mike donated a healthy kidney to Karen.

"If I can help, why not?" Mike says of his decision. "I'm a healthy person without a whole lot of ties." There was no one else Mike had to consult. He'd experienced surgery before without any issues. He wasn't afraid of the process. Why not him?

He insists he would do it for anyone else when asked why he would donate a kidney to someone.

He didn't really know Karen before he heard about her need.

"I knew she was a good person. I knew she was a hard worker. I knew she was a co-worker," Mike said. "And I knew she needed a kidney. That's all that matters."

Karen didn't really know Mike, either. Just as a co-worker in passing. But as results from the initial

tests came back and someone from work was a match, Karen heard through the grapevine that Mike had been tested.

"Is it you?" Karen asked Mike. He just nodded and smiled.

"Then I hugged him and cried," Karen said.

Karen would have had to quit her job just to keep up with the dialysis that helped her stay alive without the new kidney.

"That's no way to live," Karen said.

"I'm under the impression that if she doesn't get a kidney, she's going to die," Mike said before undergoing surgery. "Maybe not today or next month or even next year, but she will die."

"I can prevent that," he said. "I think that's pretty cool."

Right after surgery, Mike was in the same room as Karen and could see the ultrasound with his kidney functioning inside Karen.

"It gives me goose bumps still,"

said Mike. "It's beyond my comprehension. They took basically a car part out of me and stuck it in her and there it is, working."

Mike was out of the hospital by the Saturday following surgery and back to work 10 days afterward.

Karen returned to work on March 2.

Her energy level is back. Her color is back. Her life is back.

Once a week she goes in for a checkup, where she worries about rejection. That something is wrong. But the rest of the time, she lives her life. A life without tubes. Without dialysis.

"I am very grateful for this second chance at normal life," Karen said.

Mike and Karen's family went out for dinner March 19 so that they could socialize. "We never got together until now," said Karen. "I'm sure we'll have annual parties like we did with the previous donor."

Karen has a lot to celebrate.