

**MINUTES FOR  
ATHENS MUNICIPAL WATER AUTHORITY  
REGULAR SESSION  
November 12, 2014**

The Board of Directors of the Athens Municipal Water Authority ("AMWA") met in Regular Session on Wednesday, November 12, 2014 at 8:30 a.m. in the Hart-Morris Conservation Center of the Texas Freshwater Fisheries Center with the following members present and constituting and quorum, to-wit:

Stephen R. Sparkman  
Ed Gatlin  
Donald A Foster  
David Thomas  
Mike Peek  
Wylie Pirkle, Executive Director  
Martin Bennett, AMWA Attorney

Others present were:

Tyler Hendrickson, of Velvin & Weeks Engineering  
Sam Whitten, Lake Athens Board Member  
Dorian Reeder, Lake Athens Board Member  
Glen Herriage, City of Athens  
Darlene Forshage, AMWA

CALL TO ORDER

Director Sparkman called the meeting to order at 8:30 a.m. Before proceeding with the meeting, Director Sparkman publicly thanked the Texas Freshwater Fisheries Center for making their meeting room available to AMWA and complimented them on the facilities.

MINUTES

Motion was made by Director Foster and seconded by Director Peek to approve the Minutes of the Regular Session on October 8, 2014. The Motion carried unanimously by all Directors.

## CITIZENS TO EXPRESS CONCERNS

No members of the audience expressed items of concern.

## COMMITTEE REPORTS

Committee reports were given as follows:

- a. Lake Athens: Chairman Sparkman relayed the contents a letter received from the Lake Athens Property Owner's Association thanking the AMWA board for their commitment to the future of Lake Athens and expressing their desire to continue a partnership with their organization; discussed the status of the Concessionaire's Lease at the Lake Athens Marina; and discussed the progress being made on the easement project of the Texas Freshwater Fisheries Center.
- b. Finance: Director Gatlin gave a report based upon the financial documents provided by David Hopkins.
- c. Water Development: Director Foster reported on a recent meeting with AMWA staff and Velvin & Weeks to discuss the plant project that was awarded to RTR Construction, the well farm, power, the power grid, and monitoring wells, as well as issues with the production wells at the plant.
- d. City/AMWA Relations: Director Thomas stated he has had meetings with various elected and appointed representatives of the City of Athens.
- e. Public Awareness: Chairman Sparkman gave a report on the website development. He advised that photography from local photographers has been solicited for the site. Director Peek encouraged the involvement of Richard Hawkins at TVCC's Photography Department. Director Sparkman also expressed the desire to invite the media to attend future meetings. Director Peek stated that he has invited the participation of both the Athens Review and Henderson County Now. A suggestion was made to schedule two Regular Sessions each year in the evening to encourage additional community involvement. Meetings of this type will be considered when planning meetings of the board in 2015.
- f. Economic Impact: Director Peek stated he would be working with Darlene Forshage to develop an infographic that would detail the value of water resources in Athens. This infographic would be used on the new website and distributed to potential new businesses in Athens. Mr. Peek discussed a recent tour of AMWA facilities that Wylie Pirkle had conducted for himself, David Thomas, and Darlene Forshage. Mr. Pirkle interjected that the best strategy for economic development of the Lake area would be to involve a consulting service that would help identify the best uses of our water resource for the maximum benefit.

#### INSPECTOR'S REPORT

Inspector Bill McGee reported that Lake Athens was currently at 438.50' level; two new boat docks were being constructed; and that he had been in touch with the Texas Department of Transportation regarding the erosion on Bayshore Drive.

#### ENGINEER'S REPORT

Tyler Hendrickson of Velvin & Weeks Engineering reported on the following:

1. Construction of the treatment plant piping improvements
2. Treatment plant well
  - a. repair of well controls
  - b. approval of well & plant CT study by
  - c. minimum operational recommendations
3. Well farm monitoring wells
  - a. how to monitor the water levels
  - b. how to pump the monitoring wells
  - c. annual operational recommendations
4. Well farm power
5. Well farm access roads
6. Well farm water supply improvements
  - a. wells
  - b. pump station
  - c. transmission lines
7. Well farm maintenance
8. water conservation plan

#### EXECUTIVE DIRECTOR'S REPORT

Executive Director Wylie Pirkle reported on the progress being made in the establishment of day-to-day operations of the AMWA offices. Further details are outlined in discussions that follow.

#### DISCUSSION OF ENGAGEMENT OF LOCAL ACCOUNTANTS

Executive Director Pirkle explained that while general bookkeeping of AMWA finances will be handled in the office, good business practice dictates that AMWA engage the assistance of a local accounting firm to review these books on a periodic basis for accuracy and to assist in the filing of any necessary reports. He further explained that

local firms had been contacted and requested to submit letters of engagement. These letters will then be presented for consideration at the next Regular Session of the board of directors.

#### CONSIDERATION OF ASSUMING RESPONSIBILITIES OF EXISTING BUILDING INSPECTOR/LAKE PATROL OFFICER POSITION

Executive Director Pirkle reminded the members of the board that the City of Athens had requested the position of Building Inspector/Lake Patrol Officer be transferred to AMWA as quickly as possible. Following a brief discussion, a motion was made by Steve Sparkman and seconded by David Thomas that would allow Executive Director Pirkle to submit a written letter of separation to the City of Athens that would release AMWA from the responsibility of this position effective at the close of business on December 31, 2014, and allow for a similar position to be advertised by AMWA. The motion was approved unanimously.

#### CONSIDERATION OF POLICIES & PROCEDURES

Acknowledging that several policies were already in existence (i.e. – Investment Policy) thus making it necessary for periodic updates to the policies proposed, Executive Director Pirkle then reviewed proposed Policies & Procedures for the general business operations of the Athens Municipal Water Authority. Executive Director Pirkle drew attention to Section III, Item B.3 – Office Management Account and explained that this would be a new account to allow the AMWA staff the flexibility of making small purchases without first having to obtain board approval. The account would be established with a \$5,000 deposit. Two signatures would be required for each check to be written and checks could be written for a maximum of \$1,000.00 each. At the end of each month, a detailed reporting would be presented to the board for consideration and a reimbursement check in the total amount of the disbursements transferred into the Office Management Account to bring the balance back to \$5,000.00. Upon a motion duly made by Director Thomas and seconded by Director Foster, the Policies & Procedures were unanimously approved for immediate implementation.

#### CONSIDERATION FOR AUTHORIZATION OF CORPORATE CREDIT ACCOUNTS

At this point of the meeting, Executive Director Pirkle requested the board's consideration of action that would allow him to establish corporate credit accounts in the name of the Athens Municipal Water Authority for the purpose of doing general business. A motion to this effect was made by David Thomas and seconded by Ed Gatlin that would allow the Executive Director to enter into such corporate credit accounts as deemed necessary to include, but not be limited to, Office Depot and Walmart. Motion carried unanimously by all directors present. It should be noted that Director Peek was excused from the meeting prior to the vote on this item and did not participate.

CONSIDERATION FOR APPROVAL OF INITIAL OFFICES SETUP EXPENSES

Executive Director Pirkle then deferred to Darlene Forshage to present a listing of items of necessity for the board's consideration. This listing included items such as computer equipment, a printer, external hard drive storage, necessary software, office supplies, and nine electronic tablets for use by the board of directors in future meetings. Upon a motion made by Director Thomas and seconded by Director Sparkman, motion carried by all directors present. It should be noted that Director Peek was excused from the meeting prior to the vote on this item and did not participate.

CONSIDERATION FOR PAYMENT OF STATEMENTS

Motion was made by Director Gatlin and seconded by Director Foster to pay all statements that have been presented to the Water Authority. The Motion carried unanimously to authorize payments of all bills that were presented to the Board. It should be noted that Director Peek was excused from the meeting prior to the vote on this item and did not participate.

ADJOURN

Motion was made by Director Gatlin and seconded by Director Thomas to adjourn. The motion carried unanimously.

PASSED AND APPROVED on this 3<sup>RD</sup> day of DECEMBER 2014.

  
STEPHEN R. SPARKMAN, President

ATTEST:

  
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Donald A. Foster, Secretary