

**MINUTES FOR  
ATHENS MUNICIPAL WATER AUTHORITY  
REGULAR SESSION  
December 03, 2014**

The Board of Directors of the Athens Municipal Water Authority ("AMWA") met in Regular Session on Wednesday, December 03, 2014 at 8:00 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 included:

Sam Whitten, LAPOA Board Member  
Dorian Reeder, LAPOA Board Member  
Jane Nettune, LAPOA Board Member  
Brett Mickey, Citizen  
Glen Herriage, City of Athens  
Tyler Hendrickson, of Velvin & Weeks Engineering  
Darlene Forshage, AMWA

**CALL TO ORDER**

Director Sparkman called the meeting to order at 8:00 a.m.

**DECLARATION OF CONFLICT OF INTEREST**

No conflicts were reported.

## **MINUTES**

Motion was made by Director Foster and seconded by Director Peek to approve the Minutes of the Regular Session on November 12, 2014. The Motion carried unanimously by all Directors.

### **BUSINESS RELATIONSHIP BETWEEN AMWA AND ITS CUSTOMERS (ALL PROPERTY OWNERS AT LAKE ATHENS)**

President Sparkman discussed the need to consider a future agenda item that would allow for the development of communication channels between AMWA and its customers, and asked AMWA staff to prepare recommendations for such venues to present at the next Regular Session.

### **OPPORTUNITY FOR CITIZENS TO EXPRESS CONCERNS**

Dorian Reeder, Secretary of the LAPOA, expressed his appreciation for the revival of the ad hoc committee and the information to be provided in the new AMWA website. He reminded the board members that an email had been submitted to AMWA regarding the involvement of property owners on Lake Athens as AMWA board members. He requested that a written response be made.

Brett Mickey was present and expressed his concern over the amount of water being used at Kiwanis Park for the upkeep of the new splash pad.

Jane Nettune, Treasurer of the LAPOA, asked the board members if there were any precedence in any other municipalities for residents to be voting members. Martin Bennett asked to meet with Mrs. Nettune following the meeting to discuss this issue further.

## **COMMITTEE REPORTS**

Committee reports were given as follows:

- a. **Lake Athens:** President Sparkman's report included the earlier discussions on an ad hoc committee with Lake Athens property owners, and a report on the progress of the easement being created by Texas Freshwater Fisheries Center. He ended his report by expressing concerns over the current status of the Concessionaire's Lease at the Lake Athens Marina, noting that the facility has been listed for sale by Peter Gould.

- b. **Finance:** No report was available.
- c. **Water Development:** Director Foster deferred to the Engineer's Report to be presented by Tyler Hendrickson.
- d. **City/AMWA Relations:** Director Thomas stated he continues to meet with various elected and appointed representatives of the City of Athens. During the month of November, he also met with the new Lt. Governor, Dan Patrick to discuss water regulations in Texas. During that meeting, he (Thomas) volunteered to be part of any further discussions on this topic at the state level. Director Thomas also informed the board that he would be attending a meeting of the Athens Economic Development Council later that morning.
- e. **Public Awareness:** President Sparkman gave a report on the website development. Director Thomas suggested that a Holding Page be created for the website so that the address could be distributed to develop interest.
- f. **Economic Impact:** No report.

#### **INSPECTOR'S REPORT**

Inspector Bill Magee reported that Lake Athens was currently at 438.34' level; two new boat docks were being constructed, with another three to four awaiting permitting. At this time, Mr. Magee announced his plans to retire effective December 31, 2014 and distributed his resignation letter to the board. President Sparkman accepted the letter with regret and thanked Mr. Magee for his service by leading a round of applause.

#### **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
3. Well farm monitoring wells
4. Well farm power
5. Well farm access roads
6. Well farm water supply improvements
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 the discussions that follow.

### **DISCUSS AND ACT UPON PERSONNEL MATTERS**

Executive Director Pirkle reminded the board of action taken during the November 12, 2014 Regular Session that provided for the release of financial responsibility of the Lake Patrol Officer position within the City of Athens and allowed for a similar position to be advertised for by AMWA. Similarly, the position of Office Manager would also be opened for application. Resumes for both positions will be accepted through January 15, 2015 at which time, the interview process will begin. While he will be overseeing the interview process, he invited members of the board to participate at will. A motion was made by President Sparkman and seconded by Director Gatlin to allow for the advertising of the Lake Patrol Officer/Building Inspector and Office Manager positions and to convert the existing Executive Director position from a contract position to a full-time employee with Wylie Pirkle remaining in this capacity. The motion passed unanimously.

Pirkle then discussed progress being made on the benefits to be offered to employees. In order for AMWA to obtain group insurance rates, a minimum of two full-time employees must be on the payroll and of an age that would utilize insurance coverage. Because this may or may not be the case with AMWA, Pirkle suggested that employees be reimbursed up to \$600 or 50% of their individual insurance costs with proof of insurance.

With regard to the creation of a retirement plan for AMWA employees, Pirkle suggested that a 3% employee contribution/3% employer match program be created. Following discussion, it was further suggested that the amount be amended to 4% employee/4% employer. No formal action was taken.

Pirkle informed the board that he anticipated the transference of all bookkeeping and payroll from the City of Athens to the AMWA offices by mid-January. He also informed the board that the City had offered assistance in the annual customer billing in April 2015 if needed.

To conclude his report on personnel issues, Pirkle drew attention to the Employee Manual that had been prepared for distribution to all new AMWA Employees.

### DISCUSS AND ACT UPON THE ENGAGEMENT OF LOCAL ACCOUNTANTS

A motion was made by Director Gatlin and seconded by Director Foster to retain the services of Holdredge, Shaddox, and Habibelahian, LLP to analyze QuickBooks accounting records and bank reconciliations on a quarterly basis and propose any necessary adjustments, as well as prepare all required payroll reports and information reports. Motion carried unanimously.

### CONSIDERATION FOR PAYMENT OF STATEMENTS

Motion was made by Director Sparkman and seconded by Director Peek 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.

### ADJOURN

Motion was made by Director Peek and seconded by Director Sparkman to adjourn. The motion carried unanimously.

PASSED AND APPROVED on this 11 day of Feb., 2015..

  
Stephen R. Sparkman, President

ATTEST:

  
Donald A. Foster, Secretary