

**JACKSON COUNTY WATER
AND SEWERAGE AUTHORITY**

**MEETING MINUTES
February 10, 2011**

Vice Chairman Dave Ehrhardt called the meeting to order at 6:03 p.m. Members present included Vice Chairman Dave Ehrhardt, Board Member Shade Storey, and Board Member Dean Stringer. Also present: Manager Eric Klerk, Attorney Paul Smart, CIO/GIS Analyst Mike Johnson, Wastewater Manager Mark Dudziak, Water Manager Stacy Jenkins, Finance Director Judy Davis and Board Secretary Karen Johnson. Visitors included Mark Beardsley with The Main Street News.

APPROVAL OF MINUTES

Member Storey made a motion to approve the minutes of the January 13, 2011 board meeting.

Member Stringer seconded the motion. The motion carried with no objection and all board members present voting.

NEW BUSINESS

Proposed Personnel Policy Changes

Manager Klerk stated there were several proposed changes to the Personnel Policy Manual. He explained the first change is in section 4.315 – Immigration Law Compliance. There is a new federal mandate called the E-verify program that we must comply with. The verbiage from this law needs to be added to our current policy.

The second changes Manager Klerk discussed are changes to the current organizational chart including the deletion of eight full time positions and several title changes. The duties from these eight positions have been absorbed by existing personnel. He also explained that job descriptions were updated and those changes, as are all job descriptions, would be included in the policy manual as well.

The third change has to do with section 4.306 – Drug and Alcohol Abuse. Our current policy is seriously lacking in certain areas and does not include random drug testing of employees. With the assistance of an outside consultant, a new policy was drafted that includes random testing of all Authority employees and well delineated guidelines for the employer and employee.

Proposed Changes to Accepting Public Improvements

Manager Klerk explained the issues surrounding the proposed changes to public improvements, which fall under the Authority's Construction Standards and Specifications.

He explained how several problems could occur and referred to the supporting documentation in the board packets for further clarification.

Manager Klerk explained how our standards and specifications work with regard to accepting maintenance responsibilities and ownership of new construction (donated lines). Currently the Authority has a (1) year maintenance period with a bank Letter of Credit or Bond posted for that (1) year, and after satisfactory inspections the Authority takes ownership. It is in the year of acceptance by JCWSA that the donated water or sewer system becomes an asset on our books at the cost of that asset.

Manager Klerk recommended we become more in line with the Jackson County Unified Development Code (UDC). The UDC requires a longer, renewable, maintenance period with stricter bonding requirements and provides that the County does not assume ownership of roads, drainage, etc. until Certificates of Occupancy have been issued to 75% of the lots in a subdivision. Engineer Alke stated problems occur because our schedules are not in sync with the UDC.

EXECUTIVE SESSION

Vice Chairman Ehrhardt said there was a need for an Executive Session.

Member Storey made a motion to go into executive session at 6:40 pm.

Member Stringer seconded the motion. The motion carried with no objection with all board members present voting.

Member Storey made a motion to come out of executive session at 6:49 pm.

Member Stringer seconded the motion. The motion carried with no objection with all board members present voting.

No action was taken.

MANAGER'S REPORT

Manager Klerk reported that Wastewater Manager Dudziak received a framed magazine advertisement featuring our sewer plant in Amwell's national ad campaign. Amwell is the contractor that did the rehabilitation work on our clarifier.

With there being no further business to discuss, the meeting was adjourned at 7:00 pm.

Karen Johnson
Board Secretary