

**NICHOLSON WATER AUTHORITY
BOARD MEETING
JANUARY 9, 2024**

Board Members Present: Brock Wilson, Allen Love, John Ring, Roger Brock, Robert Akin
Staff present: Attorney Mike Pruett, Doug Kesler, Tosha Gaddis, Jeremy Owensby
Others: Steve Nichols, Walter Barnett, Mainstreet News

Chairman Brock Wilson called the meeting to order at 6:00 pm.

Pledge of allegiance.

APPROVAL OF MINUTES

The minutes from December 12, 2023 and Jan 3, 2024, were looked over. There was a motion by Roger Brock to accept the minutes as written. There was a second by Robert Akin. All members agreed. The motion carried.

PUBLIC INPUT

None

REPORTS

OPERATIONS

Jeremy Owensby let the board know that there have been a few leaks and that they have been fixed. Jeremy said that he has been in contact with the super for Eagles Crest Subdivision, he has asked what NWA is expecting with meter sets, hydrants, etc. Jeremy emailed him the documents on what and how NWA would like for them to be. And said that we would need to order the material for the 6" tap ASAP so that it can be done and ready for them. Brock Wilson asked Mike Pruett if we were good on paperwork for this and Pruett responded that the appropriate parties never got back to him on the agreement. Pruett stated that he would check on it. Mike Pruett asked if the purchase of the 6" tap materials would be over \$5,000. Jeremy said that it would not. And that he would do the digging and NWA would hire a contractor to do the tap because we do not have the proper equipment to do it ourselves.

Doug Kesler let the board know that he has had issues with the Spud Palmer Well. He has Phil come out and look at the issue. They found some corrosion and were able to get the problem fixed. Hickory St Well was flooded from the big rain that came in. And there are some electrical issues that need to be looked at and fixed. Quotes on work need to be in by February meeting. Doug also stated that some of the well houses need new doors and casings. Brock Wilson asked if we could put those on future projects. There was some discussion. Tosha Gaddis asked if the doors can be under general maintenance and be taken care of as long as it's under \$5,000. Robert Akin said, yes.

Roger Brock discussed the call that was received about a leak on Old Athens Drive. The area has been dug up, tested for chlorine, a listener device put on the pipes two different times and there is no leak.

There was discussion on draining the 500,000-gal tank. Doug stated that he would let the customers use the water down to a certain point and then drain the remainder. Tosha Gaddis said that she has spoken to Massie with American Tank about scheduling the washout. He said that he would need a 2 week notice to get it in the books. There was more discussion about the interior and the washout. Mike Pruett was looking over the contract and it stated that the interior should be good until 2025-2026. Allen Love asked Tosha Gaddis to talk to Massie and EPD

and find out when the washout needs to be done and why it seemed that we were being rushed to get the job completed.

Jeremy Owensby stated that the Antioch Church project is completely finished. Roger Brock stated that we have a few driveways that are waiting on asphalt. Waiting on weather to clear up and Whitfield Paving will be completing those. Owensby said that all valves, hydrants and meters are marked.

FINANCIAL--

All financials provided were looked over. There was an update by Tosha Gaddis on Sabrina Sanderson's progress on looking at our QuickBooks and updating them. Tosha stated that Sabrina had gone back to June and July 2022 and that everything balanced and was reconciled correctly. She has made the adjustments and completed August and September 2022 so far.

Tosha Gaddis let the board know that she was going to cancel a few monthly subscriptions that were not needed for operation.

There was some discussion on Tosha and Marybeth working to clean and organize the office on MLK Holiday. The board agreed that it would be okay and that we could have those hours for a different day.

Water loss reports were looked over.

OLD BUSINESS

Status Update on American Tank Maintenance

Each board member and attorney received the final inspection report. The 500,000-gal tank exterior inspection is complete.

ANTIOCH PROJECT COMPLETION

Tosha Gaddis has turned in all invoices for reimbursement to Kevin Poe with the County and we have received reimbursement payment for all work.

There was some discussion on Antioch in the Operations section.

2024 BUDGET REVIEW AND APPROVAL

There was discussion about depreciation and that it was suggested in the audit from 2022 to raise the number to \$177,693. Robert Akin asked Jeremy and Doug if anything was needed for the trucks or for operations. Jeremy Owensby said that we need to purchase a bore so that we can do our own bores. He said that it would cost around \$7,000-\$10,000, that price comes with a kit. Jeremy will get quotes and bring them to the meeting for next month. Roger Brock said that the F-250 needs new tires. Jeremy Owensby is to get new tires in the next week. There was a motion made by Allen Love to accept the 2024 Budget as is. There was a second made by Roger Brock. All members agreed. The motion carried.

NEW BUSINESS:

EMPLOYEE POLICY & PROCEDURE HANDBOOK

Chairman Brock Wilson said that there were 3 handbooks floating around. And that he would like for Mike Pruett to put a rough draft together to vote on and to toss the 3 floating around. Brock stated that there were some

things that he would like to see changed in the handbook as far as, at will employee section, job descriptions. The item was tabled until a work session would be set up to go over the rough draft from Attorney Mike Pruett.

FULL-TIME BUSINESS MANAGER OPEN POSITION

Brock Wilson told the board that Tosha Gaddis has been with us since November and that he would like for the board to consider her for the office manager position. There was a motion made by Robert Akin to hire Tosha Gaddis as the office manager making the same amount as she is currently making, \$21/hr. There was a second made by John Ring. All members agreed. The motion carried.

Roger Brock asked if he needed to continue to work with operations outside. Robert Akin said that he would like to go back to the organizational structure with the employees under the office manager. Brock Wilson said that that contract with Antioch Church Project is over but, if the operations had questions or needed him that he had no objections in them asking him questions.

There was a motion made by Roger Brock to adjourn. There was a second made by Robert Akin. All members agreed. The motion carried.