

**NICHOLSON WATER AUTHORITY
WORK SESSION
MARCH 5, 2024**

Board Members Present: Brock Wilson, Allen Love, John Ring, Roger Brock, Robert Akin
Staff present: Attorney Mike Pruett, Tosha Gaddis, Jeremy Owensby
Others: None

Chairman Brock Wilson called the meeting to order at 4:30pm.

EMPLOYEE PERSONNEL POLICY AND PROCEDURES HANDBOOK:

There was a discussion about clarifying a part time employee. To remove Probationary and Provisional Employee from Ch 3. There is to be some wordage changes to the Termination & Appeal Procedures. The board wants it stated that employees are “At-Will” employees.

In Ch 9, the annual retention will be the first pay period in December for employees. This will not need board approval every year.

Ch 8, discussion about changing the vacation notice to office manager from a 10-day notice to a 5-day notice.

Discussion on collapsing all time (vacation, sick, personal) to PTO.

Do away with days available and change it to hours available.

On call status stays the same and will need to be referenced back to the job description for compensation.

Discussion to remove wordage January – December as year to Hire Date to Hire Date.

Employees currently have 10 holidays; the board would like to have 11 holidays for employees. There was discussion on days to take, Tosha Gaddis suggested to have employee’s Birthdays as a holiday.

Put on March 12, agenda for approval.

WATER TECHNICIAN JOB LISTING:

We are preparing for Doug Kesler’s retirement. Water Technician job description and job listing was looked over. The board liked the job posting for the paper and said that it looked good. Need to add FLSA to the posting and job description. Put on March 12, agenda for approval.

FEE SCHEDULE PRICES:

The board was presented with three different fee schedules. One from 2014, one from 2022 and one that said approved October 2022. There was some discussion on the fee schedule prices that had been changed. The Rates were correct and no change needed. There was a motion made by Allen Love to set the fee schedule to the 2020 approved prices. There was a second made by Roger Brock. All members agreed. The motion carried.

SABRINA SANDERSON:

Tosha Gaddis presented the board with Sabrina Sanderson’s services to come in once a month or as needed at \$75/hr. Put on March 12, agenda for approval.

WEBSITE:

There was discussion on the website and how changes need to be made.

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