

GREENVILLE WATER AUTHORITY
REGULAR MEETING OF THE
BOARD OF DIRECTORS
Wednesday January 10, 2024 4:30 PM

Present

Directors:	Tom Strahler, Chairman	Present
	Linda Zuschlag, Vice Chairman	Absent, Excused
	Chad Sankey, Secretary	Present
	Robert Stuver, Treasurer	Present
	Stephanie Williams, Asst. Secretary/Treasurer	Present

Employees: Jessica Kent, Authority Manager
Elmer Nevin, Distribution Foreman

Engineer: Macy Divens, PE, Entech Engineering

Solicitor: Jim Douglas, Esq., Douglas, Joseph, and Olson Attorneys

Press: None

Visitors: Jasson Urey, Manager, Town of Greenville
Garry Mueller

Meeting called to order at 4:30PM by Ms. Kent.

Reorganization of the board was conducted. Motion by Mr. Sankey to keep officer's positions the same as the prior year with Tom Strahler, Chairman; Linda Zuschlag, Vice Chairman; Chad Sankey, Secretary; Robert Stuver, Treasurer; Stephanie Williams, Asst. Secretary/Treasurer. Motion seconded by Mr. Stuver. Ms. Kent called for any other nominations, with none being made the nomination was closed. Motion carried by unanimous vote to keep all board officer's positions the same as the prior year.

Minutes of the December 13, 2023 meeting were reviewed. Motion by Mr. Stuver to accept the minutes as presented, seconded by Ms. Williams. Motion carried by unanimous vote.

Treasurer’s report was given by Mr. Stuver as follows:

Balance Ending	Restricted	Unrestricted	Committed	Available
\$1,646,073.48	\$1,023,655.60	\$622,417.88	\$280,000.00	\$342,417.88

Motion by Mr. Sankey to approve the Treasurer’s report, seconded by Ms. Williams. Motion carried by unanimous vote.

Entech Engineering presented the Engineers Report.

Mortimer Excavating submitted change order #2 in the amount of \$27,382.68 for Contract 2022-01 and it is recommended for approval. A motion was made by Mr. Sankey to approve Mortimer Excavating change order #2 in the amount of \$27,382.68 and seconded by Ms. Williams. Motion carried by unanimous vote.

Mortimer Excavating submitted pay request #5 in the amount of \$110,642.82 for Contract 2022-01 and it is recommended for approval of payment. A motion was made by Mr. Sankey to approve Mortimer Excavating pay request #5 in the amount of \$110,642.82 and seconded by Ms. Williams. Motion carried by unanimous vote.

Ms. Kent presented the manager’s report; she reviewed revenues versus expenses and capital expenses for the month of December.

Ms. Kent presented revisions to the Employee Handbook. The changes are as follows;

- “Working Days” adjusted to a reasonable equivalent of time served in whole months (all sections)
- Added language to include personal time when calculating overtime (5.10)
- Language added to give Authority Manager say over when holidays that fall on weekends are observed (6.4)
- Strike language requiring paid sick leave be paid in a minimum of 4-hour units (6.5)
- Strike the bonus vacation day earned for not using sick time in a 6-month period (6.5)
- Added language to include travel time as paid hours for employees who receive medical care that is required by the Authority (7.2)

Motion was made by Ms. Williams to accept all presented revisions to the Employee Handbook and seconded by Mr. Stuver. Motion carried by unanimous vote.

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Meeting adjourned at 5:05 PM.

A handwritten signature in black ink that reads "Chad Sankey". The signature is written in a cursive style with a horizontal line at the end.

Chad Sankey
Secretary

Transcribed by: Shannon McClimans

Draft review by: Board