

**DALLAS COUNTY WATER AND SEWER AUTHORITY
SUMMARY OF JANUARY 19, 2021 MEETING**

- Meeting called to order at approximately 4:11 P.M. with three directors initially present, and one other director arriving during the progress of the meeting. Present for the meeting virtually were: Chairperson Ernestine Towns, and Directors Arfletia McGuire, William Hasberry, and Earl Bender. Also present for the meeting virtually, included Field Manager, David Hamm, Office Manager Tanika Brown, and Attorney David Norton. The call-in number was made available to the public on the public notice and at least one member of the public attended virtually.
- The agenda was published, and included business of a nature essential to the operations of the Board, which are consistent with the Governor's Emergency Proclamation to hold such meetings, and other items discussed within this summary.
- On motion of Mrs. McGuire, seconded by Mr. Hasberry, the minutes from the previous board meeting were unanimously approved.
- Guest, Diane Hall was recognized, and indicated she had not gotten her bill, and yet had to pay a \$10 late fee. The board indicated all customers need to be notified that they must pay their bill each month; they know they are receiving a service, and know when it is due, and it is the customer's responsibility to follow up and pay for that service whether or not their mail arrives through the postal service. However, on motion of Director Hasberry, seconded by Director McGuire, the board voted unanimously to credit the \$10 fee back to Diane Hall on her February bill.
- In the attorney report, Mr. Norton indicated to the board that the deadline for Statements of Qualifications from engineers had ended at 4:00 P.M. today, and the board may select from those engineers for each upcoming project. Goodwin, Mills & Cawood, as well as the Kelley Group were the only two firms submitting SOQs to the board. Submittals from both firms were impressive. On motion of Mr. Hasberry, seconded by Mr. Bender, the board voted unanimously to select the Kelley Group for the SCADA lift station project currently under way. The board also called for discussion from any members of the public for a proposed project for wastewater lift station improvements. There was a discussion of the funding source in which the board proposes to seek \$500,000 of the \$1,000,000 project from ADEM under the Clean Water State Revolving Fund (CWSRF) program. No rate increase was anticipated at this time, however, a financial review will be performed to make final determination. CWSRF is a loan at 2.2% interest fixed for 20 years. On motion of Mr. Hasberry, seconded by Mrs. McGuire, the board unanimously voted to select the Kelley Group as the engineering firm for this project.
- Office manager Tanika Brown presented the operations report. She reviewed the financial report with board members. She also indicated two employees have recently tested positive for COVID and preventive steps are being taken to protect other employees and the public. Covid testing of employees will continue as previously authorized for the next few months, and until further board review on the topic. On motion of Mr. Bender, seconded by Mrs. McGuire, the board unanimously approved authorizing a one hour lunch for board employees. On motion of Mr. Bender, seconded by Mr. Hasberry, the board unanimously approved direct deposit for payroll for those interested. The board also elected to continue using Mason and

Gardner to conduct the upcoming audit, authorizing total payment upon completion of the audit of no more than \$17,500.00

- Field manager David Hamm gave the field manager's report to the board, and updated the board on numerous issues, including the trucks, manhole covers, and other items.
- There was no executive session, as it was placed on the agenda in error.
- Board members made closing comments, encouraging managers to call them in the event they expected to be off work for any reason, and generally encouraged the employees and each other to continue moving forward doing the essential work that our customers depend upon.
- On motion of Mr. Bender, seconded by Mrs. McGuire, the board members unanimously voted to adjourn the meeting at 5:51 P.M.