

APC Meeting
January 24, 2012

Present: Chair Linda Wishard; APC Members Don Paczkowski; Jan Neese; Lois Willis; Board Liaison Allan Hitchcock; and General Manager Earl Foster. Board Member Kay Andrews also attended.

Wishard brought the meeting to order at 5 pm Lynn Miller from Penicle Group was present, and we had her partner, Ed Rogers, on the speaker phone. The length of the survey was discussed. Ed felt that the best way to get entities to participate was an orientation meeting. It was proposed that a cover letter be sent to the General Manager with cc to the President of the Board. This should be done with hard copy and email. The letter would invite them or a designee to attend the Orientation Meeting. Andrews mentioned that the opportunity to share in the results would interest many of them. Lynn said that having a third party doing the survey leant credibility to the project, and the results were in percentages.

Lynn and Foster reviewed the list of candidates that were similar to the District, .i.e. they had both water and wastewater systems.

Foster presented the edited copy of the Ethics Policy to the group and Wishard suggested that it be included in the Personnel Manual. Then Foster presented copies of the District's IT Security Policy that he and the IT company developed. Paczkowski asked how many employees were actively involved with the computers. It was decided that the Logon notice that "unauthorized access to the District's computer system is prohibited" would be included in the Personnel Manual. The employees who had passwords and official access would receive the IT Security Policy and sign off on it. Next Foster distributed the Texas Rural Water Association 2010 Salary Survey Report. Although interesting, they are so dissimilar to the District so as to not be very pertinent.

A detailed discussion ensued on the edited Personnel Manual comprising the next sections of the Manual. Wishard instructed everyone to go through the Manual before the next meeting to find any items that we may have overlooked and that need to be included.

Hitchcock asked Foster to ask Lynn to include job descriptions not just titles in our survey.

The next meeting is scheduled for February 21st at 4.00 pm.

The meeting was adjourned at 7 pm.