

Chester Storm Water Authority
Board Meeting: Tuesday, May 31, 2016, 10:00 AM.

Agenda

- 1, Appointment of Board Members, Mayor Kirkland.
2. Election of Board Officers:
Chairman, Vice Chairman, Secretary, and Treasurer.
3. Hiring of Exective Manager.
4. Vote on selection of bank for CSWA account.
5. Set schedule for regular meeting.
6. Chairman appoints committee to work on CSWA BY-Laws.
7. Authorize Executive Manager to hire staff, as needed.
8. Discuss June 3rd 10:30 AM meeting with EPA .
9. Discuss proposed financial support from Chester Water Authority.
10. Ajourn meeting.

Chester Stormwater Authority (CSWA)
Meeting Minutes
May 31, 2016-10am

Attendees: John Shelton, Dr. Horace Strand, Mayor Thaddeus Kirkland, Latifah Griffin, Livia Smith, Councilman Al Jacobs, Councilwoman Portia West (via teleconference)

1. Opening Prayer-Livia Smith
2. Appointment of Board Members-Mayor Thaddeus Kirkland
 - a. Mayor Kirkland appoints 7 members to the Chester Stormwater Board for the following term limits:
 - i. Livia Smith-5 year term
 - ii. Dr. Horace Strand-5 year term
 - iii. Bill Riley- 5 year term
 - iiii. John Shelton- 5 year term
 - v. Councilman William "Al" Jacobs-4 year term
 - vi. Councilwoman Portia West- 4 year term
 - vii. Latifah Griffin- 4 year term
3. Election of Board members
 - a. On motion of Dr. Strand, seconded by Livia Smith, selections for the following board officer positions were as follows:
 - i. Chairwoman- Livia Smith
 - ii. Vice Chairwoman- Councilwoman Portia West
 - iii. Secretary-Latifah Griffin
 - iiii. Treasurer- Williams "Al" Jacobs
4. Hiring of Executive Manager
 - a. Chairwoman Smith proposes to select Dr. Horace Strand as the Executive Manager.
 - b. On motion of Chairwoman Smith, seconded by John Shelton, Dr. Horace Strand was hired as the Executive Manager of the Chester Stormwater Authority. The following vote was taken: Yeas: Smith, West, Griffin, Jacobs, Riley, and Shelton. Nays: 0.
5. Vote on selection of bank for CSWA account
 - a. On motion of Chairwoman West, seconded by Riley, TD Bank was selected as the bank to open an account for the Chester Stormwater Authority. The following vote was taken: Yeas: Smith, West, Griffin, Jacobs, Riley, and Shelton. Nays: 0.
6. Set schedule for regular meetings
 - a. The board decided to meet the 1st Tuesday of every month until October. The future meeting dates are as follows:

- i. July 5, 2016
 - ii. August 2, 2016
 - iii. September 6, 2016
 - iiii. October 4, 2016
- b. On motion of Chairwoman Smith, seconded by Griffin, the CSWA agreed on the aforementioned meeting dates. The following vote was taken:
Yeas: Smith, West, Griffin, Jacobs, Riley, and Shelton. Nays: 0.
7. Chairwoman appoints committee to work on CSWA Bylaws.
- a. Strand, Griffin, West, Riley, and Shelton agreed to form an ad-hoc committee to develop bylaws for the CSWA.
 - b. The board agreed to allow flexibility within the bylaws to make it easier to become a model for other municipalities.
 - c. On motion of Chairwoman Smith, seconded by Shelton, the CSWA agreed to form an ad-hoc committee to develop bylaws. The following vote was taken: Yeas: Smith, West, Griffin, Jacobs, Riley, and Shelton. Nays: 0.
8. Authorize Executive Manager to hire staff, as needed
- a. Dr. Strand proposed to the board, that if need, the Executive Manager has the authorization to hire staff. The board agreed that if staffing is needed beyond what's in the budget, then the Executive Manager will need Board approval.
 - b. On motion of Chairwoman Smith, seconded by Riley, the CSWA agreed to authorize the Executive Manager to hire staff within budget. The following vote was taken: Yeas: Smith, West, Griffin, Jacobs, Riley, and Shelton. Nays: 0.
9. Discuss June 3rd (10:30) meeting with EPA
- a. Bill Riley will not be present for meeting with EPA.
 - b. Dr. Strand explains that the EPA will help the CSWA become an efficient authority and a financial resource for the city.
 - c. Dominique Lueckenhoff Deputy Director, Water Protection Division lueckenhoff.dominique@epa is the EPA representative that will give the presentation.
10. Discuss proposed financial support from Chester Water Authority
- a. Dr. Strand explained that the Chester Water Authority wants to use CSWA as a model and will collect Stormwater fees on our behalf. EPA will assess fees for us. CWA will give CSWA \$100,000 for fee assessment. Dr. Strand states it's in our (CSWA) best interest to partner with CWA for fee collection. Also, Dr. Strand states he will raise \$478,000 dollars for the fiscal year.
 - b. Dr. Strand explained that a percentage of the funding will go in a special account for maintenance, job creation, GSI, and jobs to build energy efficient homes, etc. Councilwoman West ask if there will be funding available to separate the Stormwater system. Dr. Strands responds yes.
11. Meeting Ajourn
- a. Next Meeting July 5th.

Proposed Budget:

Executive Manager, 120,000.00

Chief Engineer, 90,000.00

Executive Secretary, 65,000.00

Two Storm Water Inspectors,
46,000.00 each, 92,000.00

CSWA Board members, Chairman
24,000., Vice Chairman, 18,000.00,
Secretary, 18,000.00, Treasurer,
18,000.00, and Board Members,
14,400.00.

Total Salaries: \$473800.00.

Operating expenses to be determined.