

WRWSD Board of Trustees Monday Meeting – 4/29/2024

President P. Levermore called the meeting to order at 6:00 pm.

Roll Call: Present: Armstrong, Feil, Kost, P. Levermore, Moore, Wales, Mgr. Cahall, Supt. Pike

Minutes:

- A motion was made by Moore and seconded by Wales to approve the 4/20/24 Annual Meeting minutes as distributed. A yea/nay vote was taken and the motion passed unanimously.
- A motion was made by Moore and seconded by Wales to approve the 4/13/24 monthly meeting minutes as distributed. A yea/nay vote was taken and the motion passed unanimously.

President's Report (P. Levermore): Trustee S. Levermore submitted his resignation effective April 22, 2024. A second Board vacancy announcement will be made at the monthly meeting on May 11th. Interested parties should submit an application at the office. Mgr. Cahall reported that there have been no applications submitted as of today.

Treasurer's Report (Feil): The Board agreed to a one-month trial of Supt. Wilson collecting, opening and sorting mail for the WRWSD. He will be able to look at purchase orders and record which expense line to place the item. We are hoping this will help simplify the coding process for the office staff. We will revisit at next month's meeting and make adjustments, as necessary.

Manager and Plant Superintendent Report (Paul Cahall/Supt. Pike):

- Lagoon – Lagoon draining has been completed and the lake valve is closed for the season. There were no issues to report.
- Water leak – We had a company come in to track the large water leak and it was found within a few hours. It was over by Geronimo and has been repaired. We found several smaller leaks which have been repaired or are in the process of being repaired.
- Sewer Leak – Sewer leaks are rare but we located one and it has been repaired.
- Sewer Expansion Update – Supt. Wilson is looking at all options concerning the sewer plant expansion and has experience with the process. He recommends exploring several engineering companies that have experience in these types of projects. He is working on a presentation asking these companies to submit a request for qualifications (RFQ). After reviewing the qualifications, we can ask for a request for proposal (RFP) which will give us more precise information about cost and help us locate funding. Supt. Wilson spoke with the Rural Community Assistance Partnership (RCAP), and as previously reported, Lake Waynoka does not qualify for grants based on our high median household income.
- PFAS Update – Otherwise known as “forever” chemicals. The EPA has issued a national mandate to test for these chemicals. We have been complying with the mandate and have found no trace of them in our water. The carbon filters we have take care of removing these types of chemicals.
- Dan Qualifications – Congratulations to Dan Pike for earning his water distribution license.
- Expanding Role of Superintendent – Our goal is to have the WRWSD Superintendent do more of the day-to-day operations. The new General Manager will be able to commit more time to the WPOA. Mgr. Cahall will be working closely with Supt. Wilson through the end of his tenure.
- President Levermore stated that the Board is ecstatic to have Supt. Wilson on our staff because of his knowledge and experience. Supt. Wilson is committed to providing educational and training opportunities for our WRWSD employees so they can be promoted from within. He is currently working on creating job descriptions and OSHA educational requirements for the team.
- The Board agreed to pay for hepatitis vaccines for WRWSD employees.
- The Board asked Supt. Wilson to get a fair market value of our water/sewer system. This is for informational purposes only and gives us a point of reference should an emergency occur. He will put together a RFQ to get this started.
- Water tower painting has been completed.

Old Business: None

New Business: The Board approved adding Treasurer Feil and Supt. Wilson to the signature card. Currently, Mgr. Cahall is able to approve checks under \$1,500. Anything over that amount requires two signatures with one of the signatures being a Board member, usually the Treasurer or President. The Board tasked Mgr. Cahall to put together written policy procedures for handling funds and accounting before his departure.

Motions and Resolutions: A motion was made by Kost and seconded by Armstrong to approve the March 31st financial statement as distributed. A yea/nay vote was taken and the motion passed unanimously.

Board Member Concerns: None

Adjournment: A motion was made by Wales and seconded by Armstrong to adjourn the meeting. A yea/nay vote was taken. All were in favor and the meeting was adjourned at 7:17pm.

Rhonda J. Maybriar, WRWSD Assistant Recording Secretary