

WRWSD Board of Trustees Monday Meeting – 8/26/2024

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

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

Minutes: A motion was made by Wales and seconded by Kost to approve the 8/10/24 Monthly Meeting minutes as distributed. A yea/nay vote was taken and the motion passed unanimously.

President's Report (P. Levermore): None

Treasurer's Report (Feil): Treasurer Feil presented Motion #2024-17 to amend the WRWSD expense budget for sludge removal and Spectrum line repair. The reason behind so many budget adjustments is the State Auditor requires the money to be in the specific line account before payments can be made.

Manager and Plant Superintendent Report (Paul Cahall & Supt. Wilson):

- Water Main Break – The break was caused by corrosion of an old cast iron T-fitting. This is something we do not keep in-stock and we had to order a replacement. We were able to make a temporary repair so service was not interrupted and a boil water advisory was issued which is common practice. The replacement part arrived and the permanent repair was made. On Wednesday, the boil water advisory was lifted.
- Boil Notice – We received a lot of calls about notifying residents about the boil water advisory. Our normal procedure is to knock on doors in the affected area but this affected approximately half the lake. Facebook posts and email blasts were sent to residents. We encourage ALL residents to sign up for email blasts by calling the front office to get your email on file. The Board discussed other ways to keep residents informed. A digital sign installed at the front, and possibly the back gate, was thought to be a possible solution for WRWSD and WPOA announcements. Vice President Moore is gathering information about the sign and cost.
- Fire Hydrant Flushing – Fire hydrants on the north side of the lake have been flushed. The hydrant sediment has been compounding the dirty water issue. Supt. Wilson is compiling a timeline for flushing hydrants so they are not required to be done at the same time. It takes many hundreds of gallons of water to flush each hydrant. As a result, during the summer months, it is hard to keep up with water production when flushing hydrants. He recommends supplementing the water supply with BCRW for flushing hydrants during this time period.
- Supt. Wilson asked the Board to create an operations policy for coverage during Class III Operator vacations. He will speak with the OEPA to gather their feedback and report the information back to the Board.
- Supt. Wilson presented a WRWSD employee tiered pay structure for the Board to consider. This guideline will give the staff goals to work towards, such as, certifications and licenses. When employees complete requirements for a level, they will be moved up in the pay grade. This type of ladder structure promotes learning, meeting goals and staff retention. It is a fair and equitable guide for employees. This will not replace the yearly cost of living adjustment. The Board liked the idea and asked to review Supt. Wilson's proposal.
- Supt. Wilson is working on a 15-year long term WRWSD Capital Improvement plan to present to the Board. The list will prioritize projects for future budget discussions.
- The Spectrum wire across the road near the back gate was repaired and the speed bump removed.
- Our water loss has dramatically decreased.
- Sewer Expansion Update – The meeting with Jones and Henry on August 20th went very well. Their lead Engineer, supporting Engineers and finance personnel were present. Mgr. Cahall and Supt. Wilson were very detailed and transparent with the needs of the new sewer plant. Supt. Wilson will try to get the notes of the meeting for Trustees to review. The next step is for Jones and Henry to send their initial proposal and cost estimate for their engineering work.

- Grinder Repair – Supt. Wilson is researching the cost of outsourcing grinder pump repairs. It may be cost-effective and free up WRWSD staff for other projects. He will report his findings to the Board for review. Secretary Wales asked if he knew how many grinder pumps are in use that cannot be repaired. Supt. Wilson stated that he has found no records with that information but has created his own spreadsheet to track grinder pumps when they are repaired or replaced.
- Personnel – We are down one staff position.
- Plant Tour Review – The tour went well.

Old Business:

- Trustee Harper asked where we are with the estimate for the automated data collection system. Supt. Wilson said that the system only helps with data recording and it does not replace staff needed on-site for water production. He will reduce the expense by focusing on the data system for the water side first.
- Secretary Wales asked for a sewer expansion timeline. We hope to receive the expansion proposal and engineering costs within the next month or so. We do not qualify for grants due to the high median income of residents so the project will be 100% financed. The Board will explore all options including initiating assessments, sewer rate increases and building reserves to offset the cost of the multi-million-dollar project. We will compare other community sewer costs; however, residents should expect an increase this coming year.

New Business: None

Motions and Resolutions:

- A motion was made by Wales and seconded by Moore to approve the July 31st financial statement as distributed. A yea/nay vote was taken and the motion passed unanimously.
- Motion # 2024-17 was made by Harper and seconded by Moore to amend the 2024 WRWSD expense budget by \$12,928.61. A roll call was taken and the motion passed unanimously.

Board Member Concerns: None.

Adjournment: The motion to adjourn was made by Moore and seconded by Kost. A yea/nay vote was taken. All were in favor and the meeting was adjourned at 7:33pm.

Rhonda J. Maybriar, WRWSD Assistant Recording Secretary