

WRWSD Board of Trustees Monday Meeting – 5/28/2024

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

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

Others present: Scott Harper

Minutes: A motion was made by Kost and seconded by Armstrong to approve the 5/11/24 monthly meeting minutes as distributed. A yea/nay vote was taken and the motion passed unanimously.

President's Report (Levermore): President Levermore introduced Scott Harper as one of the applicants for the open WRWSD Trustee position. Jason Brumley also submitted an application. He sent his regrets that he could not attend this meeting. Levermore gave a general overview of the Board's responsibilities and gave Mr. Harper a chance to ask questions.

Treasurer's Report (Feil): The April 30th financial statement was submitted for review and approval (see Motions below).

Manager and Plant Superintendent Report (Mgr. Cahall/Supt. Wilson):

- Lagoon aeration – The dredging of the lagoon last year helped our PH levels through the fall. The PH levels are increasing this spring. Supt. Wilson is performing a root cause analysis to determine a long-term solution.
- Water leak – We have fixed several leaks which has decreased our water loss. Supt. Wilson would like to get an estimate to have all the water lines in the community professionally tested for leaks. The Board agreed and Supt. Wilson will present the information at the next workshop.
- OSHA Training – Supt. Wilson has created a binder to track OSHA employee compliance. The WRWSD staff is completing two modules per week.
- CCR – Supt. Wilson has completed the consumer confidence report ahead of schedule.
- Sewer Expansion Update – The request for qualifications from engineering firms is due by the end of June. The Board can discuss options at that time. The EPA will need to approve the plant design and we can inquire about direct discharge, at that time, although Supt. Wilson believes it will be denied.
- PFAS Update – Supt. Wilson and Dan Pike attended a conference about PFAS chemicals. Our water is being tested daily and we are in compliance with the EPA mandate.
- Dan Training – Dan Pike continues to do training for additional certifications. Again, congratulations to Dan for obtaining his Class 1 Operator license.
- Office procedures – The Board revisited the trial billing operations with Supt. Wilson. Mgr. Cahall said it has been helping the office staff immensely when Supt. Wilson returns the purchase order (PO) with the budgeted line-item number written on the PO. Supt. Wilson keeps his own spreadsheet with the codes and POs for quick reference. It was determined that Supt. Wilson does not need to open payments to the WRWSD. There are two employees reviewing invoices for accuracy.
- Supt. Wilson would like to explore installing a supplementary automatic system that communicates with Brown County Rural Water to control the water system when we can't keep up with production. He would also like to see the budgeted water tower measuring device purchased and installed so the staff can determine how many gallons we have in reserves. The Board asked him to get an estimate for the supplementary system.
- Vice President Moore asked Supt. Wilson to encourage the WRWSD staff to receive the Hepatitis B vaccine series to protect themselves. This vaccination is free of charge to WRWSD employees.

Old Business: The Board revisited a question from a property owner concerning the maximum number of homes the water and sewer plant will be designed to handle after the sewer plant expansion is completed. The design is targeted, at this point, to be around 1,750 homes. Currently, we have around 1,000 homes we are servicing.

New Business: Candidate Harper voluntarily left the room while the Board had a discussion on the two candidates for the open position. The Board then voted on the candidates with the Rules and Regs requirements for Vacancies being met. A motion was made to appoint Scott Harper. *See below.* Mr. Harper will be sworn in at the June 24th, 2024 workshop.

Motions and Resolutions:

- A motion was made by Kost and seconded by Moore to approve the April 30th financial statement as distributed. A yea/nay vote was taken and the motion passed unanimously.
- Motion #2024-09 was made by Wales and seconded by Moore to appoint Scott Harper as WRWSD Trustee with term expiring April 2027. A roll call vote was taken and the motion passed unanimously.

- Motion #2024-10 was made by Wales and seconded by Kost to approve the following sentence to the WRWSD Rules and Regulations under Section 2.5 Vacancies. "Upon receipt of applications for the vacancy, the Nominating Committee shall have the responsibility of reviewing candidates' applications to verify eligibility." A roll call vote was taken and the motion passed unanimously.

Board Member Concerns: None

Adjournment: A motion was made by Armstrong and seconded by Feil to adjourn the meeting. A yea/nay vote was taken. All were in favor and the meeting was adjourned at 7:00pm.

Rhonda J. Maybriar, WRWSD Assistant Recording Secretary