

## WRWSD Board of Trustees Monday Meeting – 10/28/2024

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

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

**Minutes:** A motion was made by Wales and seconded by Armstrong to approve the 10/12/24 Monthly Meeting minutes as distributed. A yea/nay vote was taken and the motion passed unanimously.

**President's Report** (Levermore): President Levermore polled the Board and they agreed to not respond to Facebook posts. Official information will be posted on the Lake Waynoka website for members to view.

**Treasurer's Report** (Feil): Treasurer Feil asked about researching grants for the sewer expansion. *(The topic was discussed at length. See below.)*

**Manager and Plant Superintendent Report** (Mgr. Wilkin, Mgr. Cahall & Supt. Wilson):

- GAC Filters – The granular activated carbon filters are due for routine maintenance. This is required every three years. Supt. Wilson has secured a company to perform the maintenance next week instead of early 2025. The Board agreed that a motion should be prepared for adjusting the budget to perform this work at the upcoming Saturday meeting.
- Fire Hydrants – Supt. Wilson followed up with Secretary Wale's question about the fire hydrant project that was never completed. The project was budgeted for \$70,000, however, due to the contractor's illness, the project was not completed as scheduled and only a small portion of the budgeted amount was used. Supt. Wilson is creating a QR code spreadsheet to record which hydrants have been exercised and flushed. This will place each hydrant on a routine maintenance schedule. In the meantime, the WRWSD crew have identified four hydrants that do not drain and are collecting water in the tops. This will ruin the hydrant come winter when the temperature falls below freezing. Supt. Wilson recommended that the Board replace these hydrants before that occurs. There was discussion about installing isolation valves at each hydrant in the event of failure. Trustee Harper suggested we purchase and install the isolation valves for these four hydrants while they are being replaced. The Board agreed and Supt. Wilson will get a quote. The budget amendment motion for Saturday will include this information.
- WRWSRD Board Document/CIP (Capital Improvement Project) – Supt. Wilson presented the Board with a thorough 12-year capital budget (Cap/Ex Forecast) detailing infrastructure that will need to be replaced and repaired during this time. This document allows for proactive budgeting and strategic planning to ensure the continued sustainability and effectiveness of our water system. He prioritized the list so the Board will be able to budget accordingly. This is a living document and projects can be moved from year to year. The document includes WRWSD building maintenance and can be adjusted for inflation and/or increased costs yearly.
- Water Reserve Account Coding – Supt. Wilson is continuing to utilize individual coded reserve accounts for both current and proposed capital items. The Board discussed creating a separate Capital budget much like the WPOA. More information to come.
- Water Usage Tallies – Water usage is down, as expected, compared to the summer months. We used about 300,000 gallons of water to flush hydrants. We have a 15.5% unaccounted water usage which is primarily due to hydrant flushing and smaller water line leaks. The WRWSD continually monitors this figure and implements measures to minimize water loss.
- Grinder Pump Service Calls – were up, however, Supt. Wilson stated that this is likely due to better tracking with the implementation of the grinder pump QR database.
- Job Descriptions/Evaluations – Supt. Wilson completed and distributed to Trustees a list of job descriptions, evaluations, rankings, and pay scale that he would like to see approved. Employees will be placed at the appropriate pay level based on their skills, knowledge and performance during their November evaluation. This will be instrumental in encouraging continuing education and increase retention of our staff.
- Engineer of Record Discussion – There was much discussion on the cost of the sewer plant expansion. Mgr. Wilkin and Supt. Wilson would like to create a scope comparison document and send to two engineering firms. This document details specific pricing for the Board to compare. The Board asked for a 30-day turnaround and requested that the engineers help with finding grants and researching financing options. The planned sewer increase for 2025 will be placed into reserves which will offset the cost of the assessment increases that will be applied related to this sewer expansion project.

**Old Business:** None

**New Business:** None

**Motions and Resolutions:** None

**Board Member Concerns:**

- Vice President Moore requested that a significant sewer increase be communicated on the Lake Waynoka website so members will be prepared in January. Secretary Wales stated that the information should be posted as soon as possible. Mgr. Wilkin will send out an email blast concerning the increase.

**Adjournment:** The motion to adjourn was made by Kost and seconded by Wales. A yea/nay vote was taken. All were in favor and the meeting was adjourned at 7:36pm.

Rhonda J. Maybriar, WRWSD Assistant Recording Secretary