

Waynoka Regional Water and Sewer District

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WRWSD Board of Trustees Meeting – Friday, May 6, 2011

President Ron Gloss called the meeting to order at 8:00 a.m.

Roll Call: Present: Buskey, Doughman, Gloss, Kirk, Redick, Plant Supt. Culver & Mgr. Cahall
as well as guests, Rob Barber and Mark Beatty of Utility Service & Supply, Inc.

Absent: Purdin (ex.) & Rider

President's Report (Ron Gloss): Gloss welcomed Prescilla Redick, the newly elected WRWSD Trustee. Gloss made several suggestions as to how the minutes of each meeting should be formatted. He noted that the minutes will only be read if non-board members or non-employees are present at a meeting since the trustees and the appropriate employees already receive copies of the minutes for review prior to the meetings.

Minutes: The minutes of the April 9th meeting were read and approved.

At this point in the meeting Plant Supt. Culver gave an overview of the problems the WRWSD staff is experiencing using the new automatic meter reading system. Rob Barber, sales rep, and Mark Beatty, vice president, of Utility Service & Supply, Inc. (US&S, Inc.) shared various options and materials that may need to be used to correct these problems. After much discussion it was decided that first, before any action is taken, Plant Supt. Culver and Mgr. Cahall will work with US&S, Inc. to identify the meters that are not readable (about 25%). They will then jointly determine an appropriate solution to make each meter function properly. It was also agreed that there are various factors which the WRWSD and US&S, Inc. are each responsible for to correct the problems. The representatives from US&S, Inc. told the Board members that "They can rest assured that we will be here until George is confident that he has the drive-by meter reading system that he ordered". Mgr. Cahall was authorized by the Board to negotiate all terms of this project with US&S, Inc. for the WRWSD.

Treasurer's Report (John Buskey): The cash balance (including CDs) in the WRWSD budget totaled \$974,834.30 as of April 30th. This balance reflects an increase of about \$100K since March 31st due to the receipt of \$20,852.00 in water availability income, \$30,883.00 in bond service assessments, \$31,712.00 in WPOA water & sewer usage fees, \$6,986.00 in delinquency income from the certification of about \$225K with the County Treasurer, and \$9500.00 for a new water tap and a new sewer tap. About 80% of the water availability fees and about 87% of the sewer assessment fees budgeted for 2011 have been received so far this year. In early June the capital improvements plan and the budget will be reviewed by the Treasurer, Lake Manager and Plant Supt. The report related to the RCAP Financial Management Seminar will be given at the June meeting. At that time the preliminary 2012 budget will also be presented for a vote to meet the state filing deadline of July 1st. Buskey then made Motion #2011-07. See Motions and Resolutions below for details.

Plant Supt.'s Report (George Culver): Culver shared his proposal regarding the flushing of fire hydrants and the turning of their valves to insure the operability of the fire hydrants in Lake Waynoka. The Board agreed to Culver's plan of flushing the hydrants annually and turning a quarter of the distribution line valves each year. The rules and regulations will be rewritten to reflect this plan.

Manager's Report (Paul Cahall): Cahall noted that he had attended a dam safety meeting recently. He reported that an emergency action plan is now required by the ODNR. This will necessitate the hiring of an engineer by the WPOA to create such a plan. Bids from several landscapers to do the reclamation work related to the installation of the sewer back-up check valves as well as new construction reclamation were discussed. There have been no updates from the attorney related to the lawsuit (Klein vs. WRWSD). Cahall purchased four lots at the Brown Co. Auditor's Sale held Tuesday, May 3rd. The acquisition of these lots (purchased for \$160.00) will allow additional access to the WRWSD plant, back-up lake and

lagoon if needed in the future. Cahall shared that the WPOA personnel policy will be reviewed and discussed in detail in the fall. The WRWSD Board will also be asked for input.

Motions and Resolutions: Buskey made Motion #2011-07 which was seconded by Redick to amend the 2011 budget. The amendments reflect an increase in water delinquency income from \$1500.00 to \$8100.00 and increased annual meeting expenses of \$125.00 in both the water budget and the sewer budget. The vote was taken and the motion was passed with five yeas.

Other Business Items:

Gloss shared that since the rules and regulations have been updated the Planning Committee (Buskey, Rider, Gloss & Cahall) will now investigate the feasibility of using spray irrigation.

Buskey reported that he had contacted Rob Wilson of Brown Co. Communications and was informed that the EMS/Police communications system is now operational, that the lattice work around the propane tank is in place and that the security lighting will be installed in the next few weeks.

Cahall shared that the State Auditor has 'signed off' on the annual WRWSD audit.

Gloss asked the board members to consider whether or not the time of the workshop meeting should be changed to be more convenient for working property owners as suggested by former trustee, Steve Johnson.

This issue will be discussed in the future.

Buskey shared that the new website has been launched at www.lakewaynoka.com. He asked the board members to review the sections related to the WRWSD.

Cahall noted that a review of the insurance coverage for both the WPOA and the WRWSD is being done.

Cahall also shared that all of the locks in the properties owned by the WPOA and the WRWSD have been either rekeyed or replaced. The miscellaneous keys that various property owners may possess are no longer functional.

Cahall reported that the Security staff is presently experimenting with a time clock that uses an individual's fingerprint for identification. This time clock system also has a program that assists with the creation of payroll.

The board members agreed that the WRWSD should pay the \$640 license fee for one of the two copies of the 2010 Visual Basic software that needs to be purchased.

Adjournment: The motion to adjourn was made by Doughman and seconded by Buskey. All were in favor and the meeting was adjourned at 10:15 a.m.

Respectfully submitted,

Joanne A. Coker
WRWSD Assistant Recording Secretary