

Meeting Minutes of August 12, 2020



Board meeting was held in person at WBRA office and virtually via GotoMeeting beginning at 6:30pm.

Roll Call in person: Ed Feigles and Teri Snyder

Roll Call present via virtual conference call: Chuck Leonard, Leon Liggitt, Debbie Stine, Rocky Sanguedolce, Todd Pysher

Absent: Pat Deitrick

Guests present via virtual conference call: WBRA Executive Director, Kurt Hausammann, Jr., WBRA Bookkeeper, John Karichner, WBRA Solicitor, Morgan Madden standing in for Chris Kenyon, WBRA Water Operator, Lea Rehm

Guests present in person: WBRA employees: Tara Rall, Johnny Lynch, and Zach Slonaker

Public Comment: None

Approval of Minutes: Motion to accept meeting minutes of July 8, 2020 made by Ed Feigles. Second by Chuck Leonard. All were in favor. Motion passed.

Approval of Bills /Treasurer's Report: Motion to accept Bills/Treasurer's Report made by Ed Feigles. Second by Todd Pysher. All were in favor. Motion passed.

Old Business

a. **Approval of Job Descriptions: Motion** to approve job descriptions made by Chuck Leonard. Second by Ed Feigles. All were in favor. Motion passed.

b. **Amend Rate Resolution: Motion** to approve amendment of Rate Resolution made by Chuck Leonard. Second by Leon Liggitt. All were in favor. Motion passed.

c. **Northwoods Motel Lien/Sheriff Sale: Motion** to authorize Solicitor Kenyon to move forward with Sheriff Sale after the 30 days lien grace period has expired by Ed Feigles. Second by Todd Pysher. All were in favor. Motion passed.

d. **Harer Easement \$1,450: Motion** to pay Justin Harer \$1,450 for easement on Route 54 by Chuck Leonard. Second by Ed Feigles. All were in favor. Motion passed.

New Business

a. **Small pump truck:** Johnny Lynch addressed the Board regarding finding a used 2012 International VAC Truck for \$36,900. A new truck of this size would cost \$215,000. **Motion** to put 2012 pump truck out to bid by Todd Pysher. Second by Ed Feigles. All were in favor. Motion passed.

b. **Project Manager:** Executive Director Hausammann is recommending for hire, Project Manager, Brittnee Vann. **Motion** to hire Brittnee Vann as Project Manager at \$45,000 a year with a \$.50 raise after 90 days made by Ed Feigles. Second by Chuck Leonard. All were in favor. Motion passed.

c. **Water Technician:** Executive Director Hausammann is recommending for hire, Water Technician, Scott Freedle. **Motion** to hire Scott Freedle as Water Technician at \$35,000 a year with a \$.50 raise after 90 days made by Ed Feigles. Second by Todd Pysher. All were in favor. Motion passed.

d. **Vacancy Billing:** Executive Director Hausammann asked the Board to revisit the topic of not charging customers sewer rates if their property is vacant. The Board stated that the policy will remain the same. Anyone who is hooked up to the sewer system will continue to pay the monthly rate regardless if the property is vacant or not.

e. **Job Titles Changes:** Executive Director Hausammann recommended two changes in job titles only. Personnel Committee reviewed these changes. GIS Technician to GIS Analyst and Compliance Technician to Compliance Inspector. Personnel Committee is recommending changes. **Motion** to have Executive Director change the two job titles made by Chuck Leonard. Second from Ed Feigles. All were in favor. Motion passed.

f. **Updated Employee Handbook:** Administrative Manager, Tara Rall will provide all Board members with electronic version of the updated Employee Handbook.

g. **Easement discussion:** After this current construction project is complete a new set of easement payment procedures need to be put in place such as a consistent dollar value or EDU value. The Board will readdress this issue after the current construction project is complete.

Projects

Route 54: Work will begin at the end of August/beginning of September. Price to extend to 9 other customers is approximately \$44,000 per Dave Walters. Motion to authorize Larson Design to process Change Order for Guyer Brothers to extend to 9 more customers made by Todd Pysher. Second by Leon Liggitt. All were in favor. Motion passed.

Cemetery Hill Road: Done

W. Houston: Almost done. Laterals beginning. Paving at end of month to do E. Houston, W. Houston and Cemetery.

SCI: Sent email confirming they will be doing line upgrades. Waiting to see who wins the bid and then will provide drawings.

Mowrey Farm: Waiting for permits to be signed and then can begin the extension.

Blind Road: Deputy Executive Director Lynch received a call from Roger Jarrett. He has a failing septic. He wants to know if WBRA is extending towards his property. Board discussed possibly extending towards his property next year. Deputy Director will contact Mr. Jarrett to inform him. In the meantime, the Board agreed to pump Mr. Jarrett's property due to the failing system.

Customers need to pump their own systems if WBRA will not be extending for 3 or more years.

Motion for Deputy Director, Johnny Lynch and Chase to work together to create plans for W. Blind Road made by Todd Pysher. Second by Ed Feigles. All were in favor. Motion passed.

Director's Report

Kurt Hausammann, Jr., updated the Board on the following:

- Keeping up with COVID guidelines and recommendations for all staff
- Planning and Equipment Committee meeting on August 25th to look at 5-year equipment and project list.
- Finance Committee meeting on September 1 with rough draft of 2021 budget.
- \$47,000 in reimbursement of COVID costs will be provided to WBRA

Committee Reports: Personnel Committee Meeting notes provided.

With no Further public business to conduct, motion made by Ed Feigles to adjourn the meeting at 7:40 pm.

Certified as Approved Meeting Minutes of the WBRA: _____ *Debbie Stine* _____