



LITTLE HOCKING WATER ASSOCIATION, INC.

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Regular Meeting July 12, 2021

The June regular monthly meeting of the Board of Trustees for Little Hocking Water Association was called to order by Vice President Steve Rose at 6:05 pm. Additional Board members in attendance were Darrell Huck, Kevin Place, Charles Seaman and Debbie Schultz. John Smith, LHWA General Manager and Linda Aller were also present.

Other guests in attendance were Eddie Place, former LHWA Board Member, Luke Milliron, Dylan Douglas, and Cherish Adams former LHWA employees, April Robinson, Jeff Mayle, Asa Boring, Willie Holbert, Gary West, William Little, Diana Boley, and Carrie Milliron.

The first guest to speak was Willie Holbert. He asked if we were a 501c3 organization and will we be posting the minutes of meetings on our website. Debbie Schultz responded our meetings are open to the public, not restricted to LHWA members only, we will be posting Board meeting minutes on our website. She will confirm the type of our organization. He asked if our books are audited. Debbie Schultz responded yes. He then asked if we had an audit for 2020. Debbie responded this audit is not yet complete, we do have the final audit for 2019 and prior years. When Mr. West who was doing the 2020 Audit, Debbie responded Rea & Associates in Marietta.

Mr. West asked if the Board reviewed a line item budget. Debbie Schultz asked him to clarify what he means by a line item budget. She explained each board member gets a listing showing each disbursement for the month. Mr. West agreed that is what he was asking.

The question was asked do we hand out financial reports. Debbie responded that has not been done. LHWA is a member owned organization, not a public entity, she would need to consult with our legal counsel on that matter.

William Little inquired as to what size line we install when replacing existing water lines. The Board responded that is why we have Linda Aller here. Mr. Little stated he thought we should always use 8" line. The board explained that is not always possible. Linda Aller explained, when obtaining grant or loan funding to do projects, they may not approve funding to "oversize" lines when the project is originally installed. Pressure and volume in the area are also factors that determine line size.

Carrie Milliron asked about the use of the funds received via the Paycheck Protection Loan that was forgiven. It was explained these funds were used to make payroll payments to employees. No employee had to use any accrued sick leave when off for COVID19 related illness. All employees continued to receive their regularly scheduled 40 hr pay check during this time.

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Steve Rose recognized April Robinson. Ms. Robinson explained she had a leak and has been working with our office but had not received a resolution to her satisfaction. She indicated Eddie Place told her she could get a refund, she needed to speak to the Board. Eddie Place stated he had issued many many refunds.

John Smith, General Manager explained Ms. Robinson did have a leak I the September 2020 time frame. Ms. Robinson came to the office and together they reviewed the meter reading output report produced by the meter. These reports do show water going through the meter at specific times. LHWA has no way to determine where the water goes after it goes through the meter. Before Ms. Robinson left this day, she worked with our office staff to establish an agreed upon payment plan for this leak amount of five payments at \$ 37.00 per month. She did not participate in the Leak Protection Plan in 2020.

Our next guest to come before the board was Mr. Jeff Mayle. He too had a leak resulting in a high water bill and requested a refund of the amount for this leak. This leak occurred prior to John Smith becoming General Manager. At the time of the leak he established a payment plan to pay for the water that went through his meter. He too heard he should come to the Board to request a refund for this leak.

Charles Seaman moved to average one year of usage, adjust the charge and refund the difference to April Robinson and Jeff Mayle. Kevin Place seconded this motion. The results of this roll call votes were all affirmative. Motion carried.

At 8:04 pm our guests, except Linda Aller, excused themselves from the meeting.

MINUTES

Kevin Place moved and Charles Seaman seconded a motion to approve the minutes of the June regular meeting and place on file for audit. The results of the roll call vote are as follows: Darrell Huck – yes, Kevin Place – yes, Charles Seaman – yes, Debbie Schultz – yes. Motion carried.

Darrell Huck moved to approve the minutes of the Special Meeting held in June as amended. Kevin Place seconded this motion. Motion carried by a roll call vote of all yes votes.

Linda Aller of Bennett & Williams was the next quest recognized by Vice President Steve Rose at 8:25 pm.

Our Risk and Resilience report has been completed and submitted on time. The next EPA required document is the Emergency Response Plan and is due 180 days after the Risk and Resilience report.

Debbie Schultz moved to enter into an agreement with Bennett and Williams to bring our current Emergency Response Plan up to date as required for submission to the Ohio EPA. Charles Seaman seconded this motion. Motion carried.

Next we discussed the actions to take in order to be in a position to apply for funding. It is anticipated there will be more funding available in 2022. Linda indicated we should always have a Rural Development Loan. It is expected in the next 8 months to a year USDA will have funding, but those dates are not yet available. USDA does not have a yearly cycle. We do not have to have an engineering plans, but we not need to have a plan. An Impact Study can be done after applying for loans, USDA will reserve funds based on an estimate. What we should be working on now, Ground Water Model – figures out where our water comes from, Hydraulic Model, Five Year Plan, and Asset Management Program – in progress, we need to complete. Debbie Schultz asked why the Ground Water Modeling had not been completed. There was a contract signed for this to be done in 2019. Linda responded our former manager had instructed B & W to stop work on this contract.

Darrell Huck moved to contract with Bennett & Williams to complete our Ground Water Modeling at the not to exceed cost discussed. Debbie Schultz seconded this motion. Motion carried with all responses to this roll call vote being yes.

BELL ROAD

John Smith made the Board aware he is looking for pipe for installation on this project. He has been unable to find 4" pipe. The existing line size is 2" on Hayes Road. He has found a source for 3" pipe. John will continue to look for the necessary materials for this project.

WELL # 1

Well # 1 is in need of the same type of rehab that was done on Well # 2. We are thinking it needs to be sleeved, approximately 60 feet, as it is pumping a little sand and produces 150 gallon per minute. This pump has been "throttled back" since at least February of 2021 due to causing air in the clear well tank which was depleting the chlorine. In 2019 it was thought this well needed to be sleeved but the contractor was never brought back to complete the work.

Kevin Place moved and Darrell Huck seconded a motion to proceed with the rehab of Well #1. This motion carried by a unanimous roll call vote.

CHEMOURS

John Smith has spoken with Tom Clutter. Tom knows Chemours has received our letter but has not heard anything further.

NEW TAPS

A couple of people are wanting to purchase 2" Taps.

Calgon is going into the old Burt Builders location and plan to begin some kind of water bottling operation. A 2" Tap at this location should not cause any issues.

The second 2" Tap is being requested by the gas well people behind Arrowhead. This is the location of the injection wells, with two wells currently on that site. The Board agreed we need to wait until our Hydraulic Modeling is complete before making a decision on this 2" Tap request.

REQUEST FOR SERVICE

John informed the Board he has received an inquiry for water service on the property that was the former location of Village Cakery, near Warren Local Schools. The Board agreed the standard procedure for new taps would be followed, the tap made at our water main and the customer would be responsible for running any service line needed on their property. (formerly Cindy Mallahan, now Pat Mills)

COPIER FOR OFFICE

John Smith made the Board aware that the maintenance agreement for the copier is up for renewal at a cost of \$ 1,400.00 for the year. He has priced a new Kyocera blank & white copier/printer/scanner. This would allow us to get rid of our smaller copiers that use more costly ink. The board present had some reservations regarding the life and maintenance with this brand of copier. John Smith was asked to look into a Cannon copier.

STAFFING

John requested approval from the Board to hire a part time office staff member. Charles Seaman moved to give General Manager John Smith authority to hire a part time employee for the office through Mancan. Darrell seconded this motion. Motion carried via a roll call vote with all responses being yes.

BUDGET

After discussion of the status of our current budget, Darrell Huck moved to make the following adjustment to the 2021 Budget, take 44,000.00 from Wages and move \$ 40,000.00 to Contract Services and \$ 4,000.00 to Dues Subscriptions

Kevin Place moved to pay the bills. Charles Seaman seconded this motion. Motion carried via a roll call vote with all affirmative responses.

With no further business to come before the Board at this time, Kevin Place moved to adjourn. Charles Seaman seconded this motion. Motion carried with all responses to the roll call vote being yes.

Meeting Adjourn at 10:51 pm.

Respectfully submitted,


Debbie Schultz, Secretary Treasurer


Steve Rose, Vice President