

Lake Santee Regional Waste & Water District
Meeting Minutes

Meeting of April 20, 2017

3:30 PM

Lake Santee Community Room

1. Roll Call

Frank Erdosy called the meeting to order and requested a roll call. Members present were Frank Erdosy, Scott Gibbs, Clair Fredrickson, Jim Hornig, Paul Gosnell, Kathy Tarzwell, and Greg Montgomery. Also in attendance were Brad Jones, Utility Administrator, Brandon Litmer, Utility Superintendent and Scott Wyatt, attorney for the district.

2. Consent Items

- a. Minutes from March 16, 2017
- b. Financial Reports
- c. Register of Claims for sewer operating
- d. Register of Claims for water operating

A motion was made by Clair Fredrickson and seconded by Kathy Tarzwell to accept the consent items. Motion carried.

3. Treasurer's Report

Greg Montgomery got quotes from several area banks for cd's and went with Main Source Bank for 18 months with a no penalty letter for early surrender.

4. Superintendent's Report

- a. Sewer Status Report – Brandon Litmer stated he ordered 12 more pumps to replace some we used and to get ready for several more homes that are going to be built in the near future. He also stated that the forms IDEM wanted updated have been completed along with the preventative maintenance plan.
- b. Water Status Report – Brandon Litmer reported that the flushing of the water mains is about halfway completed. The flushing is going well with no problems. We need to do some metals testing on the old carbon to make sure it is safe to dispose. A lab In Columbus will do the testing. With a proper result test it will be put in a landfill.

5. Administrator's Report

- a. Status Report – Brad Jones reported there were 20 credit card transactions, 169 ACH's, 3 valve turns and 4 shut offs, with 1 still off.
- b. Write-Offs / Adjustments – None this month.
- c. Correspondence – Brad Jones filled out paperwork to show our tax exempt status to Premier Ag Co-Op and mailed it back to them. He also finished a U. S. census bureau of public employee payroll report. He discussed that we need to setup equipment set aside accounts for both the water and sewer plants.
- d. Attorney's Report – nothing this month.

6. Old Business

- a. Leak Detection Policy - The policy lapses next month so it was determined that we need this policy only during the colder months. We will bring it back from December thru March. Scott Wyatt will work up a policy for this.
- b. Jesse - Sewer license - Brandon Litmer is looking for classes for Jesse to take.

- c. Internal Control Policy - Oversight Committee - Kathy Tarzwell reported that all the policies are working ok with no problems.
- d. Napoleon Auxiliary Water Supply - Gene Eaton from Napoleon is waiting on 2 easements to be signed so the project can continue.
- e. Lawsuit "525" - The attorney for LSPOA has asked for an extension so he can gather more information.

7. New Business

- a. Security of Water and Sewer Plants - It has been decided to update our security at both the water and sewer plants. We are looking into cameras and door alarms. Brandon Litmer is getting quotes for this from ETC, ADT and one other company.
- b. Water Tower Exterior Overcoat - Brandon Litmer will look thru the Dixon Engineering recommendations for the overcoating. He says the overcoating will run approximately \$40,000. Scott Wyatt is checking Indiana law for procedures and requirements on whether to use quotes or the public bidding process.
- c. Water Tower Foundation Repair and Security - Brandon Litmer stated that some small repairs are needed on the foundation. They will be approximately \$2000.00. He is also going to look into security possibilities for the Water Tower.

8. Trustee Reports

- a. Clair Fredrickson has gone through the outdated resolutions and they will be archived. He is looking into the policies now to see which ones can also be archived.

9. Adjourn

Respectfully Submitted by
Kathy Tarzwell, Secretary

These minutes are subject to approval by the LSRWWD Board at the 5/18/2017 meeting.

**Did you know you can pay
your Water/Sewer bill with ACH? HOW?**

**Get the form from the RWWD website OR
stop by the office and fill out the form.
Call the RWWD Office at 812-527-2943.**