

## Lake Santee Regional Waste & Water District

### Minutes

Meeting of August 21, 2014

3:30 PM

Lake Santee Community Room

Members present [7], Absent [0], Participating Electronically [0]

#### 1. Roll Call

Scott Gibbs called the meeting to order and requested a roll call. Members present were Scott Gibbs, Clair Fredrickson, Paul Gosnell, Kathy Tarzwell, Ed Fox, Jim Hornig, and Greg Montgomery. Also attending was Brandon Litmer, Utility Superintendent.

#### 2. Consent Items

- a. Minutes from July 17, 2014
- b. Financial Reports
- c. Registers of Claims for sewer operating
- d. Registers of Claims for water operating

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

#### 3. Operators Report

- a. Sewer Status Report – Brandon reported that the sewer plant is operating well with no issues. He has received the new samples for the DMR test (solids) required by the State and would have it completed by 8/22/14.
- b. Water Status Report – Brandon reported that the water plant is operating well with no issues.
- c. Administrators Status Report – In Brad's absence, Brandon reported that there were 6 shut offs this month and all have been turned back on. There were 120 ACH and 12 credit card transactions this month.
- d. Project Task List – No report this month.

#### 4. Committee Reports

- a. Board Member Guide Committee
  - i. Board Training Topic – Brandon covered the required quality tests that must be performed at the sewer plant, including testing frequency, where the samples are pulled, sample sizes, how the test are conducted, incubation periods, testing equipment, permissible limits, and which governing agencies results are reported to. Next month's topic will be the tests for the water plant.

#### 5. Old Business

- a. New Computer / Software for SCADA Update – Brandon will update next month.
- b. Backup Operator – Jesse will retake the State test in November. Brandon is looking for classes to help prepare Jesse for the test.
- c. Hidden Leak Adjustments – The current policy for adjustments was discussed at length. Greg will start a draft of an updated policy with some additional clarifications for further discussion next month.
- d. Insurance Policy Update – Tabled until Brad returns.
- e. Crisis Plan – Discussed whether we should also look into the INWARN program. Will discuss further after more information is collected.

#### 6. Attorney's Report – No Report

#### 7. New Business

- a. Write-Offs – None at this time
- b. Correspondence – None at this time
- c. Upcoming Conferences / Training Classes – The IRSDA Conference is in October.

- d. Water Disconnects – The District's attorney has suggested additional language on the water service disconnect notices to ensure our customers understand the procedure and the importance of the time lines associated with the notices.

8. Adjourn

Respectfully Submitted by:  
Paul E. Gosnell  
Secretary

These minutes are subject to approval by the LSRWWD Board at the September 18, 2014 meeting.