

## **Lake Santee Regional Waste & Water District**

### **Meeting Minutes**

Meeting of December 18, 2014

3:30 PM

Lake Santee Community Room

Members Present [ 6 ] Absent [ 1 ] Participating Electronically [ 0 ]

#### **1. Roll Call**

Scott called the meeting to order and requested a roll call. Members present were Scott Gibbs, Clair Fredrickson, Jim Hornig, Greg Montgomery, Paul Gosnell, and Ed Fox. Absent was Kathy Tarzwell. Also attending were Brad Jones, Utility Administrator, Brandon Litmer, Utility Superintendent, our attorney Anne Poindexter, and Buzz Krohn of OW Krohn & Associates.

#### **2. Consent Items**

- a. Minutes from November 20, 2014
- b. Financial Reports
- c. Register of Claims for sewer operating
- d. Register of Claims for water operating

A motion was made by Ed and seconded by Jim to accept the consent items as presented. The motion carried.

#### **3. Operators Report**

- a. Sewer Status Report – Brandon reported that the sewer plant was operating well with no issues. The faulty RAS pump has been repaired and returned. It has been reinstalled and is operating well. The NPDES Discharge Permit Application has been completed and is going through its mandatory notification process. It looks good at this time and the permit should be issued in February.
- b. Water Status Report – Brandon reported that the water plant is operating well with no issues at this time.
- c. Administrator Status Report – Brad reported that there were 119 ACH and 9 Credit Cards during the past month. There were 25 valve turns and 2 shut offs with both still off. Brad received a request from Lot 198 for a sewer adjustment of \$103.26 for filling his pool this past summer. While he is entitled to this adjustment under our current policy for filling pools, the tardiness of his applying for it may be something we will want to look at in the future. A motion to grant the adjustment was made by Clair and seconded by Jim. Motion carried.

#### **4. Committee Reports**

- a. Board Member Guide Committee
  - i. Board Training Topic – More on the Management Agreement with the POA to be discussed later in this meeting.

#### **5. Old Business**

- a. New Computer / Software for SCADA Update – Brandon talked to both companies that were bidding on this program and found that the major difference in the two bids was the amount of labor costs involved, but the scopes of work included were comparable. He recommended that we go forward with the Toric quote of \$11,900.00 because of the lower price, Toric did the original installation, and Toric has worked well with us over the years when a question or problem came up. A motion was made by Clair that we award the bid to Toric and was seconded by Ed. Motion carried.
- b. Hidden Leak Adjustments – Scott had presented all of the Board members with a draft of proposed additions to our Ordinance No. 07-20-2005 covering this subject. After some discussion, it was determined that a few changes should be made. Scott will make these in time for further review at our next meeting.
- c. Disaster Recovery Plan – Ed contacted Napoleon Water Utility to see if they would be interested in a co-op plan with us. The response was very positive. More talks will be held in the future on making this happen. Brad submitted our application to join the

- inWarn program, but has not had an acknowledgement yet to inform us of our being a member at this time.
- d. Management Agreement – Scott asked Dick Veach, president of the POA, to go over the major components of the Agreement and explain the differences for the 2015 agreement. A motion was made by Jim to accept the agreement and seconded by Greg. Motion carried.
  - e. Bond Refunding – The financial advisor, Buzz Krohn of OW Krohn & Associates, LLP attended this meeting to go over our financials and review the 3 refunding proposals we received to see if refinancing our bonds at this time makes sense. Buzz explained in quite a bit of detail that this might not be the best time to do this. He would like to see all the numbers after the first of the year to really get a better picture before we make this decision. We agreed to continue this at the next meeting.
  - f. North Gate – License Agreement with POA – Anne drafted a License Agreement to be approved by the Board to give temporary permission to the POA to use District property to enter and leave the Lake through the North Gate. Several pros and cons related to having an open North Gate versus having a closed North Gate were re-discussed. A motion was made by Ed and seconded by Greg to approve the License Agreement. Motion carried by 3 yea votes and 2 nay votes. Jim Hornig was called away from the meeting on a security call leaving only 5 members.
6. Attorney's Report – Anne reported that she participated (as amicus curiae for the IRSDA) in a law suit for another sewer district before the Indiana Supreme Court pertaining to tax liens being filed to collect past due bills. The decision affirms collection of past due bills through tax liens as we currently do – no change to our procedures.
7. New Business
- a. Write-Offs – There were two write offs presented this month. Lot 482 for \$185.48 and Lots 1638-1640 for \$156.50, both due to tax sales. A motion was made by Ed and seconded by Paul that both should be written off. Motion carried.
  - b. Correspondence – Brad received a letter from Rural Development thanking us for submitting our budget for 2015, saying they agree and think it is OK. He also received an e-mail from the State Board of Accounts concerning Form 100-R. He has already submitted it to them.
  - c. Upcoming Conferences / Training Classes – None at this time.
  - d. Salary Differentials – A review of the wage differentials was conducted with most being in line with comparable positions elsewhere. It was proposed that 2 adjustments be made. A motion was made by Greg and seconded by Paul to make the wage differential adjustments as proposed. Motion carried.
8. Adjourn

Respectfully Submitted by  
Paul E. Gosnell  
Secretary

These minutes are subject to approval by the LSRWWD Board at the January 15, 2015 meeting.