

Lake Santee Regional Waste & Water District
Meeting Minutes

Meeting of December 15, 2016

3:30 PM

Lake Santee Community Room

1. Roll Call

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

2. Consent Items

- a. Minutes from November 17, 2016
- b. Financial Reports
- c. Register of Claims for sewer operating
- d. Register of Claims for water operating

A motion was made by Jim and seconded by Greg to accept the consent items with a modification to the attorney's invoice. Motion carried.

3. Operator's Report

- a. Sewer Status Report – Brandon reported that the Sewer Plant is operating on a normal basis with no problems. All tests are in the normal range. Even with the cold snap, there have been no issues. The new pumps have been received.
- b. Water Status Report – Brandon reported that the Water Plant is operating on a normal basis with no problems. All tests are in the normal range. The disinfection byproducts (HAA5 and TTHM) test results have been received and all results are in compliance. Brandon is planning to backwash the carbon soon to help keep the levels where they should be. One membrane is close to needing to be pinned.
- c. Upcoming Conferences/Training Classes – Brandon and Jesse will be attending the AWWA conference at the end of January. This is the conference where they get the bulk of their continuing educations credits needed to maintain their licenses.

4. Administrator's Report

- a. Status Report – Brad reported there were 14 credit card transactions, 154 ACHs, 5 valve turns and 8 shut offs with 3 still off.
- b. Write Offs / Adjustments – There is one write off for lot 525 for a bankruptcy in 2012 in the amount of \$917.17. A motion was made by Kathy and seconded by Greg to write off the amount of \$917.17 on lot 525. Motion carried.
- c. Correspondence – The contract will be up for renewal in February of 2017 for the Jayhawk software billing support system. The contract will also take care of all updates to the software. Frank made a motion to renew the Jayhawk contract and Jim seconded it. Motion carried.

5. Attorney's Report – None this month.

6. Committee Reports

- a. Board Member Guide Committee – No training this month.
- b. Internal Controls Standards Oversight Committee – Clair and Kathy met with Brad to review the policy and implementation. Clair reported that the internal controls are in place and being used as intended.

7. Old Business

- a. Napoleon Water – The attorney for Napoleon Water has agreed to the language in the contract between Napoleon and us. All that is left is getting the signatures. The construction will probably start in the spring.
- b. Board Member Appointments / Commissioner's Meeting Attendance – Clair attended the December Decatur County Commissioner's meeting. The commissioners approved Paul Gosnell for another 4 year term.
- c. Management Agreement Approval – Brad and Frank went over the Management Agreement between the RWWD and the POA. The 2017 Agreement is approximately 3.8% higher than the 2016 Agreement. This increase is mainly attributable to wages, workman's compensation, Medicare, unemployment, and health care insurance. A motion was made by Greg to accept the Management Agreement and seconded by Kathy. Motion carried.
- d. POA's Pollinator / Monarch Habitat Program – LSPOA has signed a 10 year agreement with the program and will be implementing this spring. As the project moves forward, there may be an opportunity to incorporate some of the RWWD owned land into the program. There would be no cost to the RWWD and may actually save some money on mowing costs. Nothing needs to be done for now.

8. New Business

- a. Advertise next year's meeting schedule – Brad will distribute the appropriate notices to the paper(s) as required for public meeting scheduling.
- b. Put reminder in Smoke Signals about Rate Ordinance 10-15-2015 – Brad will send something to the Smoke Signals to be included in the January issue reminding customers of the Rate Schedule that was passed in October of 2015 that includes an increase in rates for 2017.

9. Adjourn

Respectfully Submitted by
Kathy Tarzwell, Secretary

These minutes are subject to approval by the LSRWWD Board at the 1/19/2017 meeting.

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your Water/Sewer bill with ACH?
HOW?**

**Get the form from the RWWD website
OR stop by the office and fill out the
form.**