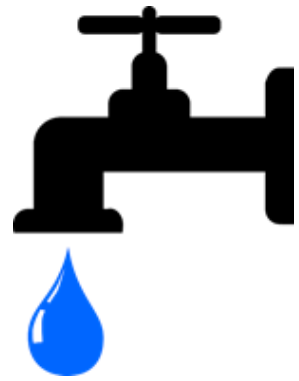


**Lake Santee Regional Waste & Water District**  
**Meeting Minutes**

Meeting of December 21, 2017

3:30 PM

Lake Santee Community Room



1. Call to Order / Roll Call

President Frank Erdosy called the meeting to order and requested a roll call.

Members present were Frank Erdosy, Clair Fredrickson, Scott Gibbs, Kathy Tarzwell, Jim Hornig, and Greg Montgomery. Absent was Paul Gosnell. Also in attendance were Brad Jones, Utility Administrator, and Brandon Litmer, Utility Superintendent.

2. Consent Items

- a. Minutes of November 16, 2017 Meeting
- b. Financial Report
- c. Register of Claims – Water
- d. Register of Claims – Sewer

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

3. Superintendent's Report

- a. Sewer Status Report – Brandon reported that everything is operating well at the sewer plant and all tests are normal. The cold temperatures have not become an issue, yet.
- b. Water Status Report – The water plant is operating on a normal basis with no problems and all tests in the normal range. The test results of the quarterly DBP samples have been received and look very good. The HAA5 came back in the low 30s and the THHM in the mid-40s, both well within the required limits and keeping the 4 quarter averages well below the required limits. The existing granular activated carbon should be good until April. Brandon will take the next round of quarterly test samples in mid-February.

4. Administrator's Report

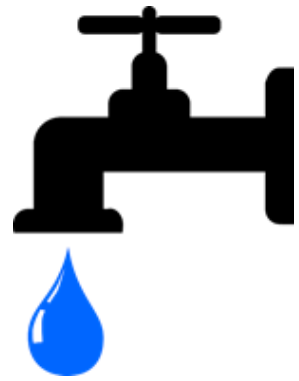
- a. Status Report – Brad reported there were 24 credit card transactions, 176 ACHs, 9 valve turns, and 8 shut offs with all back on. A tax settlement check for 9 different liens was received from Decatur County.
- b. Write-Offs / Adjustments – none this month
- c. Miscellaneous
  - i. Cincinnati Insurance performed an on-site audit and has issued us a partial refund on our premium based on how well/safe the premises are kept.
  - ii. The required public notices for next year's meetings have been published.
  - iii. Brad submitted the annual Federal Government Agencies form.
- iv. Currently, the District charges a customer a flat \$3.00 fee to allow the customer to pay their bill utilizing a credit card. The credit card companies are charging the District 2.8% plus additional fees depending on the credit card company. Brad has done some analysis and recommends increasing the credit card fee charged to customers. Frank will discuss with Anne (the District's attorney) to review the process related to this change.
- v. JUS software support contract is up for renewal for 2018. Renewal of the contract is being tabled until the issue related to the customer billing errors (see 7c below) that occurred for approximately 17 customers is resolved.

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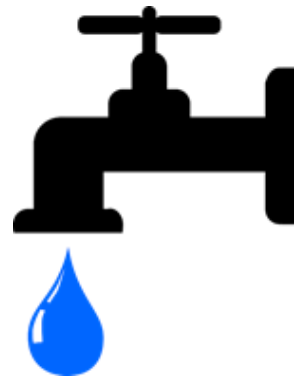
5. Attorney's Report – None this month.
6. Old Business
  - a. Outdated Ordinances – Clair will continue to work with Anne on cleaning up the outdated Ordinances. Anne plans to be at the January meeting with a report.
  - b. Jesse sewer license test – IDEM has approved Jesse's application to take the test. The test will be scheduled for January.
  - c. Napoleon Water cross connect – Gene from Napoleon Water is awaiting the easement paperwork from the last land owner. Brandon has also been unable to contact that land owner in person to help move this process along. Frank will have Anne contact Napoleon Water.
  - d. Insurance Bond for office staff – Brad reported that no further information has been received from SBOA on whether individual bonds are required for the office staff or if the current cumulative bond that District maintains is sufficient.
  - e. Tower security – Brandon will begin the installation of the security measures that were previously approved...once the ground dries out or freezes to prevent ruts.
  - f. Management Agreement with POA – Frank distributed the completed Management Agreement to the Board and explained the differences in the costs from last year's Agreement, including raises for the employees and the differential amounts. After several discussions about the various line item costs in the Agreement, a motion was made by Jim and seconded by Clair to approve the 2018 Management Agreement as presented. Motion carried.
7. New Business
  - a. Bonds Payment Account – Kathy reported that payments to our bond holder will now be drafted directly out of our Money Market account.
  - b. Put reminder in Smoke Signals about Rate Ordinance 10-15-2015 – complete, this will be included in the January Smoke Signals.
  - c. Customer billing errors – The software (Jayhawk) that is used to read the water meters and create the customer invoices has been miscalculating water usage for approximately 17 specific customers. The software was reading only 6 digits on the meter and should have been reading 7 digits, thus underreporting the actual water usage. The software has been corrected and is now functioning properly. Anne will attend next month's meeting to discuss the next step.
  - d. Ron Day – Lake Treatment – POA President Ron Day sent to a letter to the District asking to discuss the possibility of sharing the costs related to the lake treatment / algae control. These costs are not considered in the current customer rate structure, but could be considered in a future rate study. Frank tabled the topic for this meeting and this will be discussed in more detail in the future. Ron also mentioned that he is starting to work with IDEM/COE on erosion control measures for the banks of the creek feeding the lake, which abuts some District property.
  - e. List of Customers owing funds – Name, Address, Amount, Reason – Frank asked Brad to prepare a list of customers who have outstanding balances with the District and bring to the January meeting.

**Lake Santee Regional Waste & Water District**  
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8. Trustee Reports and Comments

- a. Clair Fredrickson – At the public meeting, the County Commissioners thanked Greg Montgomery for his work on the Board.
- b. Scott Gibbs
- c. Kathy Tarzwell
- d. Paul Gosnell
- e. Jim Hornig
- f. Greg Montgomery – Frank thanked Greg for his years of service to this Board. This was Greg's last Board Meeting as he has resigned his position at the end of his 4 year term. We are sorry to see him go and wish him the best of luck.

9. Guest Comments – 2 minutes each.

10. Adjourn

Respectfully Submitted by  
Scott Gibbs, Secretary

These minutes are subject to approval by the LSRWWD Board at the 1/18/2018 meeting.

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stop by the office and fill out the form.**

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