

Lake Santee Regional Waste & Water District
Minutes

Meeting of February 20, 2014
3:30 PM
Lake Santee Community Room

Members Present (5), Members Absent (2), Members Participating Electronically (0)

1. Roll Call

Scott Gibbs called the meeting to order and requested a roll call. Trustees present were: Scott Gibbs, Clair Fredrickson, Paul Gosnell, Jim Hornig, and Greg Montgomery. Also attending were Brad Jones, RWWD Administrator, and Brandon Litmer, Utility Superintendent.

2. Consent Items

- a. Minutes from January 16, 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 Greg Montgomery to accept the consent items along with the correction to the length of terms for the new Board Members. Motion approved.

3. Operators Report

- a. Sewer Status Report – Brandon reported: The sewer plant is operating well with no issues and all tests are normal. The ammonia meter will need replaced soon. In lieu of replacing the single task ammonia meter, Brandon suggested purchasing a new spectrophotometer that could perform the required ammonia tests for the sewer plant and act as a backup to the old spectrophotometer that is currently used in the water plant. Brandon has one quote from the preferred vendor for \$4052; he will get other quotes to confirm the pricing.

A motion was made by Greg Montgomery and seconded by Clair Fredrickson to purchase a new spectrophotometer not to exceed \$4100. Motion approved.

- b. Water Status Report – Brandon reported: The water plant is operating well with no issues and all tests are normal. All employees are current on the GHS safety training. Based on Brandon's research, our backup generator does not require an ICE permit. Brandon will check to see when we need to start filing the DMRs electronically – they are currently mailed in. Brandon is working with Jesse to prepare for the Operator test.

- c. Administrator Status Report – Brad reported:

- i. There were 7 accounts paid by credit card last month.
- ii. There were 3 disconnects last month with all reconnected.
- iii. Our FCC radio licenses have been renewed at no cost.
- iv. We received a letter from USDA on how to properly post our EEO and non-discrimination policies – the office will make sure this occurs.
- v. The USDA acknowledged that they received our RD-442 submittal.
- vi. Brad will modify the language on the Disconnect Notice Letter that is sent to delinquent accounts to clearly state when service will be turned back on after the bill is paid in accordance with our current policies.
- vii. A financial survey from the Census Bureau was filled out and submitted.
- viii. The SBOA online filing due on 3/1 is being prepared now.
- ix. Jayhawk Software (billing software)
 1. Annual support contract renewal due 4/11 – Scott to review.
 2. Our version of the software runs on Windows XP, which Microsoft will stop supporting this spring. Brad is soliciting quotes to 1) upgrade our version of Jayhawk to run on the new OS, and 2) upgrade to the next

release of the software which may have additional functionality and longer service life.

- x. The office received a letter from Lot 894 asking the Board to waive a late charge for their December payment. This is the second such request from this lot owner in the past year. The charge was not waived.
- xi. The office received requests for billing adjustments due to broken water lines from two property owners.

A motion was made by Paul Gosnell and seconded by Clair Fredrickson to adjust the billings of Lot 816 by \$430.77 and Lot 820 by \$247.93 in accordance with our current policy. Motion approved.

d. Project list Status – No change.

4. Committee Reports

a. Board Member Guide Committee

- i. Officer Manuals – No update.
- ii. Board Training – There will be training at each monthly meeting.
 - 1. Using the flow diagrams from each of the plants, Brandon explained the flow of material through each of the plants and what processes occur at each step.
 - 2. After the meeting adjourned, members and guests were invited to tour the plants and see each of these processes in operation.

5. Old Business

- a. Status of Ordinance, Resolution, and Policies verification – Resolutions and Policies are nearly complete now with the goal of Ordinances being verified by the March meeting.
- b. Contact Sheet Updated – Brad distributed to all.
- c. AWWA Conference Report – Brandon reported on the 2/11/14 conference and earned 10.5 CE credits for attending.

6. Attorney's Report – The office received a "Quiet Title" request regarding Lot 427, which has been reviewed with Ann. There is no action required by the District.

7. New Business

a. Write-Offs

There were two write-offs this month, related to availability charges on properties sold at tax sale. Lot 1173 – \$124.62 and Lot 1470/1471 – also \$124.62.

A motion was made by Greg Montgomery and seconded by Jim Hornig to write off the amounts for the Lots listed above.

b. Upcoming Conferences / Training Classes

- i. Brandon will not be able to attend the AIRW Conference in March.
- ii. Scott and Brad attended a Public Access meeting in Greensburg on 1/17/14 related to the Open Door Law and Access to Public Records. Notes from the meeting and the newspaper article on the meeting were distributed to the Board.

8. Adjourn

9. Plant Tour – After adjournment of the meeting, there was an optional tour of the plants for any Board Members or guests who wanted to walk through.

Respectfully Submitted By:
Paul Gosnell
Secretary

These Minutes are subject to approval by the LSRWWD Board at the 3/20/14 meeting.