

Lake Santee Regional Waste & Water District
Meeting Minutes

Meeting of February 18, 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, Clair Fredrickson, Jim Hornig, and Paul Gosnell. Also in attendance were Brad Jones, Utility Administrator and Brandon Litmer, Utility Superintendent. Not present were Greg Montgomery, Kathy Tarzwell, and Frank Erdosy.

2. Consent Items

- a. Minutes from January 21, 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 Clair to accept the consent items.
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 and all tests normal. Some icing has occurred, but has not created any issues.
- b. Water Status Report – Brandon reported that the Water Plant is operating well and all tests continue to be really good since the carbon replacement. The new carbon is working well. Water samples have been sent off to an independent lab for the quarterly HAA5 and TTHM testing. Three membrane modules and a valve actuator were replaced last week. Brandon will submit the required updated RTCR Plan in the next few days – the new rule goes into effect 4/1/16.
 - i. EVOQUA – supplied the bad carbon – The cost information has been forwarded to the District's attorney for further action – Brad will follow up with Anne. As previously reported in the last two months' minutes, as a result of the water by-passing the carbon tanks during this issue, the November HAA5 test results were above the limit, similar to the May tests. IDEM was notified of the test results and they indicated they would be sending us a notice to distribute to our customers – when this notice is received, it will immediately be sent out to all customers – this notice has not yet been received. All test results have been and continue to be in compliance since the carbon was replaced in December.
 - ii. Water tower inspection / cleaning – Brandon reported the flush hydrant has been installed. The tower inspection company has indicated it will likely be March or April (when the weather is cooperative) when they will conduct their cleaning and testing.
 - iii. Flushing of distribution system – Once the tower cleaning is complete, the entire distribution system will be flushed.
- c. Upcoming Conferences / Training Classes – Jesse has now passed both portions of the Water test. Congratulations to Jesse on this accomplishment!

4. Administrator's Report
 - a. Status Report: Brad reported there were 18 credit card transactions, 132 ACHs, 8 valve turns, and 1 shut offs with all back on last month. The rate change has been updated in the billing software.
 - b. Write-Offs: None.
 - c. Correspondence: Received an IRSDA email giving districts a heads up on the new requirements for internal controls standards that go into effect 6/1/16. Brad to follow up with IRSDA or the District's attorney.
 - d. SBOA Update: Brad indicated that he will be inputting the information into the Gateway system next week. There has been no communication from SBOA.
 - e. Miscellaneous Agency Reporting
 - i. SDAR – Brad reported that the SDAR form no longer exists; that information is now gathered as part of the Gateway System.
 - ii. Emergency Response Plan – Brandon said that he and Jesse learned at the AWWA Conference in January that IDEM, in cooperation with the SRF, has a pretty good template that can be used to update our plan.
5. Attorney's Report – none this month.
6. Committee Reports
 - a. Board Member Guide Committee – Board Training Topic – none this month.
 - b. Volunteers / topics for training – Scott reminded the Board that for 2016, each Trustee is to choose a topic and provide the training for that topic. Two volunteers have stepped forward so far.
7. Old Business
 - a. Napoleon Water – Brandon will call Gene to see how they are progressing.
8. New Business
 - a. ACH – Frank has put together some information on the ACH program that will be included in the 3/1/16 Smoke Signals. Additional educational material about the ACH program will continue to be distributed to customers to ease the payment process.
9. Adjourn

Respectfully Submitted by
Scott Gibbs, President for
Kathy Tarzwell, Secretary

These minutes are subject to approval by the LSRWWD Board at the 3/17/16 meeting.

**Did you know that you can pay
your Water/Sewer bill with ACH? HOW?**

**Get the form from the RWWD website OR stop by the
office and fill out the form. Have questions?
Call the RWWD Office at 812-527-2943.**