

Lake Santee Regional Waste & Water District
Minutes

Meeting of January 16, 2014
3:30 PM
Lake Santee Community Room

Members Present (6), Members Absent (1), Members Participating Electronically (0)

1. Introduction of New Members

Jim Hornig and Greg Montgomery have joined the District Board effective 1/1/14. Long time Board Members Bill McVay and Frank Erdosy retired at the end of 2013 – thanks to Bill and Frank for their many years of dedicated service. As Frank's replacement, Jim's term will run through 12/31/17. Greg will fill the remainder of Bill's term ending 12/31/16.

2. Roll Call

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

3. Election of Officers for 2014

Nominations for the Officers were opened and the candidates were Scott Gibbs – President; Clair Fredrickson – Vice President; Kathy Tarzwell – Treasurer; Paul Gosnell – Secretary. The nominations were then closed.

A motion was made by Clair Fredrickson and seconded by Kathy Tarzwell to accept the slate of new Officers for 2014. Motion approved.

4. Consent Items

- a. Minutes from December 19, 2013
- b. Financial Reports
- c. Registers of Claims for sewer operating
- d. Registers of Claims for water operating

A motion was made by Kathy Tarzwell and seconded by Clair Fredrickson to accept the consent items along with the spelling correction in the minutes and the change in account 733-68 in the December Profit & Loss YTD Comparison Report. Motion approved.

5. Operators Report

- a. Sewer Status Report – Brandon reported: The sewer plant is operating well with no issues and all tests are normal. There have been no issues related to the cold weather. Pump calls were up slightly in December, likely due to the large amounts of rainfall.
- b. Water Status Report – Brandon reported: The water plant is operating well with no issues and all tests are normal. A pressure transmitter froze up from the cold weather and had to be replaced. Several residences have experienced frozen pipes and valve turns are up as a result.
- c. Administrator Status Report – Brad reported:
 - i. There were 18 accounts paid by credit card last month.
 - ii. There were 9 disconnects last month with all but 1 reconnected.
 - iii. Brad distributed copies of two proposed Bills that are being discussed in the Indiana Legislature that may affect Waste and/or Water Districts. Members were asked to review the Bills so they could be discussed at the February meeting.
 - iv. Brad will renew our annual membership in the IRSDA and IRWA.

- v. Brad will renew our FCC radio licenses.
 - vi. A check has been received from Decatur County for the tax sales.
 - d. Project list Status – No change.
- 6. Committee Reports
 - a. Board Member Guide Committee
 - i. New Member Orientation Packets – Both Jim and Greg received.
 - ii. Officer Manuals – We will be putting together short manuals (or quick reference guides) to aid new Officers in their routine duties.
- 7. 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. Management Agreement Update – The LSPOA Board has executed the 2014 Agreement, which will take effect in March.
- 8. Attorney’s Report – Brad read a letter from Ann Poindexter regarding an ongoing case in a nearby county related to tax lien sales – she will keep us updated.
- 9. New Business
 - a. Write-Offs

There were six write-offs this month, mostly related to repossessions and bankruptcies. Lot 126 – \$571.06, Lot 243 – \$142.13, Lots 491/492 – \$258.50, Lot 949 – \$8.88, Lot 1616 – \$323.19, and Lot 1665 – \$314.20.

A motion was made by Clair Fredrickson and seconded by Greg Montgomery to write off the amounts for the Lots listed above.
 - b. Contact Sheet Update – Members updated their contact information and a new sheet will be distributed.
 - c. Upcoming Conferences / Training Classes
 - i. Scott and Brad will attend an IRSDA Conference on 1/17/14 that will focus on Form RD-442.
 - ii. Brandon will attend the AWWA Conference 2/11/14 – 2/13/14.
 - iii. Brandon will attend the AIRW Conference in March – more details will be discussed at the February meeting.
 - iv. Between these two Conferences, Brandon can obtain most of the CE credits he needs to keep his licenses in compliance.
 - d. Compliance Submittals – Discussed making sure our check list is current.
 - e. Plant Tour – After adjournment of the February meeting, there will be an optional tour of the plants for anyone who would like to walk through.
- 10. Adjourn

Respectfully Submitted By:
Paul Gosnell
Secretary

These Minutes were approved by the LSRWWD Board at the 2/20/14 meeting.