

Lake Santee Regional Waste & Water District
Meeting Minutes

Meeting of January 15, 2015

3:30 PM

Lake Santee Community Room

Members Present [5] Absent [2] Participating Electronically [0]

1. Roll Call

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

2. Election of Officers for 2015

Scott presented the slate of the current officers to repeat for 2015. He then asked for nominations from the floor. There being none, a motion was made by Jim and seconded by Greg to accept the current slate. Motion carried. The current officers will remain for 2015 as follows: President – Scott Gibbs; Vice-President – Clair Fredrickson; Secretary – Paul Gosnell; Treasurer – Kathy Tarzwell.

3. Consent Items

- a. Minutes from December 18, 2014
- 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 the following corrections: add Paul Gosnell's name to roll call of the December meeting; correct the spelling of the word since to sense in Item 5.e. Motion carried.

4. Operators Report

- a. Sewer Status Report – Brandon reported that the Sewer Plant was operating on a normal basis with no problems and all tests normal.
- b. Water Status Report – Brandon reported that the Water Plant was operating on a normal basis with no problems and all tests normal. A water line that crosses under the lake had been damaged during construction of a new dock earlier in the month, and has been repaired with a minimal amount of disruption of service.
- c. Administrator Status Report – Brad reported there were 117 ACHs and 12 credit card payments last month. There were 6 valve turns and 8 shut offs, with 1 still off at this time. Brad corrected a couple of formulae in the Management Agreement spreadsheet which increased the water portion cost by \$611 and the sewer portion by \$231 for 2015.

5. Committee Reports

- a. Board Member Guide Committee
 - i. Board Training Topic – Brandon and Scott reviewed the “Safe Drinking Water Contingency Plan in Case an Emergency Exists” document. We are required to update this plan at least annually. Brandon will update and distribute.

6. Old Business

- a. Hidden Leak Adjustments – The third draft of the proposed changes and additions to the Ordinance was discussed with several good suggestions revolving around fair time frames for repairs and adjustment requests. Scott will incorporate the new language for review at the next meeting.
- b. Disaster Recovery Plan – Additional discussions have been held with the Napoleon Water District and they have expressed a strong interest in partnering with us for a back-up program in case of a disaster crippling our ability to furnish water to our customers. It was decided that Ed Fox will continue to be our contact with them.
- c. Bond Refunding – Brad read an email from Buzz Krohn about our financial status utilizing updated 2014 numbers, which were more favorable than the prorated amounts he had to

use in December. Since it does appear we have the appropriate coverage ratios, we will have Buzz continue working with the bidders to obtain updated proposals and perform new evaluations of those proposals.

7. Attorney's Report – No report at this time.
8. New Business
 - a. Write-Offs – Request for leak adjustment for Lot 578 for \$279.92 covering the November / December billing period. A motion was made by Greg and seconded by Jim to approve the adjustment. Motion carried.
 - b. Correspondence – Received notice from USDA that the RD 442 is due on June 1.
 - c. Upcoming Conferences / Training Classes – The AWWA Conference/Training program is in February. Brandon will attend as this is where he accumulates most of his needed continuing education credits to maintain his license.
9. Adjourn

Respectfully Submitted by
Paul E. Gosnell
Secretary

These minutes are subject to approval by the LSRWWD Board at the February 19, 2015 meeting.