

Lake Santee Regional Waste & Water District
Meeting Minutes

Meeting of January 19, 2017

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, Frank Erdosy, Clair Fredrickson, Greg Montgomery, Paul Gosnell and Kathy Tarzwell. Also in attendance were Brad Jones, Utility Administrator, Brandon Litmer, Utility Superintendent and Scott Wyatt, Attorney. Absent Jim Hornig. Scott presented the slate of officers for 2017. They are Frank Erdosy, President, Clair Fredrickson, Vice President, Kathy Tarzwell, Secretary, and Greg Montgomery, Treasurer. A motion was made by Clair and seconded by Kathy to accept the new officers. Motion carried.

Scott then turned the meeting over to new President Frank Erdosy.

Frank then presented a plaque to Scott for his work the past years as President.

2. Consent Items

- a. Minutes from December 15, 2016
- b. Financial Reports
- c. Register of Claims for sewer operating
- d. Register of Claims for water operating

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

3. Operator's Report

- a. Sewer Status Report – Brandon reported that the RAS (Return Activated Sludge) pump needed to be rebuilt. This pump keeps the sewage circulating in the holding tank. A VFD level sensor failed this week. It was the original one put in when the plant was built. We are going to replace it with a radar system and display screen, which are more efficient. Randy Phares will install the system next week. The cost of this system will be \$1928.00
- b. Water Status Report – Brandon reported that the Water Plant is running on a normal basis. He is going to use an analyzer test to see where the THM level is which helps keep the HAA5 in balance. Brandon is going to backwash the carbon next week. It may need to be replaced. In case it does Kathy made a motion to let Brandon spend up to \$15,000.00 for new carbon if needed. Clair seconded the motion. Motion carried. The water meters need to be tested, as it has been 11 years since they were last tested. The meters should be tested every 10 years. Brandon will need a meter tester and some new meters since our supply of meters is low because of new houses being built and some that needed replacing. A meter tester runs around \$1000.00 and meters are around \$500.00 each. A motion was made by Greg and seconded by Clair to let Brandon purchase a new tester at \$1000.00 and 12 new R900I meters at \$500.00 each. Motion carried.
- c. Upcoming Conferences/Training Classes – none at this time.

4. Administrator's Report

- a. Status Report – Brad reported there were 10 credit card transactions, 154 ACHs, 7 valve turns and 6 shut offs with 2 still off.

- b. Write-Offs / Adjustments – There are 2 write offs. Lot 1685 for \$91.80 and lot 1653 for \$106.80. Both of these are tax sales. No lien was placed on them because the amount was around \$100.00. There is no chance on any recovery. Clair made a motion to write off both of these amounts and Greg seconded. Motion carried. There were 3 tax liens put on for unpaid bills. Lots 577, 1179, and 1085. All three were for the same amount of \$152.80.
 - c. Correspondence – The contract is up for Buckeye Power Sales for our generator maintenance. It is \$900.00 a year for this service. Kathy make a motion to renew with Buckeye Power Sales and Greg seconded. Motion carried. Brad and Brandon will be sending out updates to all the board members every Monday about the maintenance and other business they take care of.
- 5. Attorney's Report – Scott Wyatt joined the meeting this month instead of Anne. He will make sure everything is read correctly with the reading of the Napoleon contract.
- 6. Committee Reports
 - a. Board Member Guide Committee – In June we will have our meeting in the Water Plant and then take a tour of all RWWD properties. We will meet at 1 PM that day.
 - b. Internal Controls Standards Oversight Committee – Clair and Kathy were reappointed to serve as the Internal Controls Standards Oversight Committee for 2017.
- 7. Old Business
 - a. Napoleon Water – All the board members read the contract prior to the meeting so a motion was made by Scott and seconded by Greg to suspend the rules and read by title only. Motion carried. Scott made a motion to accept the Special Agreement for Emergency Auxiliary Water Supply and Kathy seconded it. Motion carried. Construction will start in the spring or when weather permits. Brandon will get with Gene and set up some dates.
- 8. New Business
 - a. Leak Detection Policy – Kathy read aloud the policy, which will be published in the Smoke Signals. Our software does not have to be modified for this policy, just some training for Barb. After some discussion a motion was made by Kathy to accept the Leak Detection Policy. The motion was seconded by Clair. Motion carried.
 - b. Public Relations – Paul Gosnell has agreed to do this. He will publish articles in the Smoke Signals each month.
 - c. Ordinances – Clair is examining the Ordinances, Policies, and Resolutions to see which are obsolete. Scott Wyatt said the obsolete ones can be maintained in an electronic capacity. He is going to check to see what the retention time for keeping items is. The obsolete policies and resolutions will have to be rescinded after Clair goes thru them.

9. Adjourn

Respectfully Submitted by
Kathy Tarzwell, Secretary

These minutes are subject to approval by the LSRWWD Board at the 2/16/2017 meeting.