

## Lake Santee Regional Waste & Water District

### Minutes

Meeting of July 17, 2014

3:30 PM

Lake Santee Community Room

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

#### 1. Roll Call

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

#### 2. Consent Items

- a. Minutes from June 19, 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 Jim Hornig to accept the consent items. Motion carried.

#### 3. Operators Report

- a. Sewer Status Report – Brandon reported that the sewer plant is operating well with no issues and all tests are normal. Both clarifiers were operated over the July 4<sup>th</sup> holiday and had no volume issues. The pumps and tanks that were approved at the May meeting have been received. Brandon told us that he had performed the DMR tests required by the State and all but one was OK. He has requested another sample from the state so that he can repeat the test.
- b. Water Status Report – Brandon reported that the water plant is working well with no issues and all tests are normal. The plant operated well during the busy July 4<sup>th</sup> holiday with 146,000 gallons processed on 7/5/14 alone (average daily flow during summer is closer to 60,000 gallons). Brandon has received Jesse's test results for both treatment and distribution. He did not pass either test, but apparently, many applicants do not pass on the first try. Brandon will encourage Jesse to take some additional classes and retake the test in November.
- c. Administrator Status Report – Brad reported 6 shut offs, of which 5 have been turned back on. There were 124 ACH and 5 credit card transactions this past month. Brad has been researching the Policies and Resolutions on hidden leak adjustments. Scott will also do some research, both in the Policies and Resolutions and what other similar utilities do.
- d. Project Task List – Scott asked Brandon to start thinking about any projects that need to be considered for the upcoming fall and winter.

#### 4. Committee Reports

- a. Board Member Guide Committee
  - i. Board Training Topic:
    1. No training this month.
    2. Brandon will cover the required testing as next month's topic.
  - ii. New Member Candidates – Paul Gosnell is running for the POA Board. If Paul is elected, he will have to resign his position on the RWWD Board. Scott asked the board to be thinking about a new potential candidate in case Paul is elected.

#### 5. Old Business

- a. New computer / Software for SCADA – Only one of the vendors submitted a quote for the computer/software package. Toric's quote totaled \$11,900.00. Brandon to email the

quote to Scott and Clair to help review the bid. Brandon will pursue obtaining additional quotes for this same scope of work.

6. Attorney's Report

Brad has received notification from the mortgage company that 1089 & 1090 Mohican Trail will be going into foreclosure. Currently, the water/sewer bills are being paid, but Brad will watch this property closely in case that changes.

7. New Business

a. Write-Offs – None this month.

b. Correspondence

- i. Our Insurance Policy has been renewed. Jim asked if we might save some money by increasing the deductible. Brad to ask the insurance company for premium pricing at different deductible levels. Clair suggested we confirm with the insurance company the building descriptions and assessed values of the Water Treatment Lab and the Water Treatment Plant.
- ii. Brad reported that we had passed the inspection by the USDA Rural Development that was conducted 7/15/14.
- iii. We received our annual IRSDA Certificate.

c. Upcoming Conferences / Training Classes – None at this time. Brandon announced that he has obtained all of his needed Continuing Education credits and has renewed his licenses for the year.

d. Napoleon Rural Water Corporation – Crisis Plan

Napoleon Rural Water Corporation (NRWC) has water supply mains just down the road from Lake Santee. In the case of a disaster to either the RWWD or the NRWC water plant, could one utility temporarily supply the other utility? Several questions were discussed about whether they have the capacity to supply RWWD; and vice versa. Does NRWC already have a partnership with another utility? What are the costs associated with a cross-connect? Would there be grants available? More information is needed for further discussion, but all agreed this should be explored.

8. Adjourn

Respectfully Submitted by:  
Paul E. Gosnell  
Secretary

These minutes are subject to approval by the LSRWWD Board at the August 21, 2014 meeting.