

Lake Santee Regional Waste & Water District
Minutes

Meeting of June 19, 2014
3:30 PM
Lake Santee Community Room

Members Present [7], Absent [0], Participating Electronically [0]

1. Roll Call

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

2. Consent Items

- a. Minutes from May 15, 2014
- b. Financial Reports
- c. Registers of Claims for sewer operating
- d. Registers of Claims for water operating

A motion was made by Ed Fox and seconded by Kathy Tarzwell 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. The Memorial Day Holiday did not present any problems. The DMR Report is due and will be completed next week. This basically involves a comparison test of samples with known quantities of contaminants (provided by the State) to confirm the calibration of our test equipment.
- b. Water Status Report – Brandon reported that the water plant is operating well with no issues and all tests are normal. The new pumps that were ordered last month are expected to arrive soon. We still have not received Jesse's test results from the State.
- c. Administrator Status Report – Brad reported that we had only one shut off this past month and it has been turned back on. There were 124 ACH and 7 credit card transactions. There were 3 new services turned on. Brad distributed the renewal policy from Murphy Insurance Agency. This covers a 3 year term, has been updated with current information, includes a couple of coverage improvements, and the premium is only slightly higher. Scott asked the trustees to review the policy and contact Brad with any questions/clarifications.

4. Committee Reports

- a. Board Member Guide Committee
 - i. Board Training Topic – Greg conducted the training which reviewed: District policy related to homeowner's hidden water leaks, how the District detects water leaks, how homeowners are notified, time frame to repair leaks, and how billing relief is approached. Based on the training and the subsequent discussions, it was decided to research what policies other similar utilities have in place to see if the District's current policies require any modification.

5. Old Business

- a. Jayhawk Software Update – The Jayhawk software has been installed and went live on June 17th. All files have been converted and we are going forward on the new system.
- b. New Computer / Software for SCADA Update – Brandon is still researching the new computer / software requirements.

6. Attorney's Report - None

7. New Business

- a. Write-Offs – None this month.
- b. Correspondence – Cincinnati Insurance Co. will conduct an audit on July 10th.
- c. Upcoming Conferences / Training Classes – None at this time.
- d. Annual Water Quality Report – The report will be mailed to all RWWD customers this month along with their monthly water bill.

8. Adjourn

Respectfully Submitted by:
Paul F. Gosnell
Secretary

These minutes are subject to approval by the LSRWWD Board at the July 17, 2014 meeting.