

**Lake Santee Regional Waste & Water District**  
**Meeting Minutes**

Meeting of June 16, 2016

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, Jim Hornig, Paul Gosnell, Greg Montgomery, Frank Erdosy, Clair Fredrickson and Kathy Tarzwell. Also in attendance were Brad Jones, Utility Administrator and Brandon Litmer, Utility Superintendent.

2. Consent Items

- a. Minutes from May 19, 2016
- b. Financial Reports
- c. Register of Claims for sewer operating
- d. Register of Claims for water operating

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

3. Operator's Report

- a. Sewer Status Report – Brandon reported that the Sewer Plant is operating on a normal basis with no problems. All tests are in the normal range. Brandon ordered additional tanks and pumps as there are numerous new houses being built.
- b. Water Status Report – Brandon reported that the Water Plant is operating well with all tests looking good with the exception of the HAA5 levels. One of the samples taken on May 17 showed a high HAA5 level again – the other sample was just fine. Brandon will take samples from different areas of the lake and send them to two different labs to see if they get the same results. Dave from Water Solutions is assisting Brandon with this issue.
- c. Upcoming Conferences/Training Classes – none this month.

4. Administrator's Report

- a. Status Report – Brad reported there were 14 credit card transactions, 142 ACHs, 1 valve turn and 2 shut offs; both are back on. Frank and Brad are looking into our phone service provider to see if we can get a better deal on this service.
- b. Write-Offs / Adjustments – None this month.
- c. Correspondence – Brad handed out a quote from Murphy Insurance for our liability insurance and is still waiting on one more quote to decide if we should stay with Murphy Insurance. Murphy will be conducting their annual insurance audit / walkthrough on 6/22 next week. We received approximately \$8,000.00 from Decatur County for payments on tax liens.
- d. Miscellaneous Agency Reporting – None this month.

5. Attorney's Report – Scott talked to Anne prior to the meeting. She indicated that the District does not need to do anything differently to keep Anne as our attorney as she transitions to a new firm. She also stated we do not have to send anything else to Evoqua at this time.

6. Committee Reports

- a. Board Member Guide Committee – Board Training Topic – Greg gave a refresher course on the Leak Adjustment Program. As a result of this discussion, we will be making adjustments to the form that customers fill out if they request a billing adjustment. We will also be reviewing whether the policy needs any changes.

## 7. Old Business

- a. Napoleon Water – No update this month.
- b. ACH program education – Frank is still publishing information in the Smoke Signals on the ACH program to educate the customers about this time saving option. The LSPOA gave approval for us to set up a table for the July 4<sup>th</sup> festivities. Frank, Greg, Scott and Clair will man the table. There will be forms provided for anyone to sign up and a logoed cup give away.
- c. Internal Controls Standards – Brad presented the Internal Control Standards Policy that he and Anne had been working on. Scott read Resolution 06-16-2016 as outlined by Anne. A motion was made by Clair and seconded by Kathy to adopt this Resolution. Motion passed. By next month, all the board members need to watch a video of the internal control standards which the State Board of Accounts requires us to watch. Discussion will be at the July meeting.
- d. Consumer Confidence Report – Brandon finished the report and it is ready for mailing by July 1.

## 8. New Business

- a. Reserve Accounts – Frank has been working with Brandon reviewing the maintenance recommendations from Dixon Engineering. They have also been reviewing the original budget reserve accounts and equipment life cycle estimates from the first rate study. Frank has generated some updated figures on how much we need to put aside for building and equipment when they need to be replaced. After some discussion it was decided that \$34,000 would immediately be set aside for the sewer account with \$150.00 a month thereafter. For the water account \$70,000 will be put aside immediately and \$2000.00 a month thereafter. Frank and Brad will look into the best option to invest this money until it is needed, but SBOA regulations will likely result in putting the money into CDs. A motion was made by Greg and seconded by Kathy to start this immediately. Motion passed.
- b. Ron Stryzinski of Lot 452 attended the meeting to ask if the District could provide water and sewer service to property adjacent to Lake Santee on County Road 880 E just west of his Lot 452. We will have to check with Anne to see if that is allowed, and if so, what the process would be to provide that service.

## 9. Adjourn

Respectfully Submitted by  
Kathy Tarzwell, Secretary

These minutes are subject to approval by the LSRWWD Board at the 7/21/2016 meeting.

**Did you know that you can pay  
your Water/Sewer bill with ACH? HOW?**

**Get the form from the RWWD website  
OR stop by the office and fill out the  
form. Have questions?  
Call the RWWD Office at 812-527-2943.**