

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

Meeting of March 20, 2014  
3:30 PM  
Lake Santee Community Room

Members Present (6), Members Absent (1), Members 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, Jim Hornig, and Greg Montgomery. Also attending was Brad Jones, RWWD Administrator.

2. Consent Items

- a. Minutes from February 20, 2014
- b. Financial Reports
- c. Registers of Claims for sewer operating
- d. Registers of Claims for water operating

A motion was made by Kathy Tarzwell and seconded by Clair Fredrickson to accept the consent items. Motion carried.

3. Operators Report

- a. Sewer Status Report – In Brandon’s absence, Brad reported that the plant is operating well with no issues and all tests are normal.
- b. Water Status Report – In Brandon’s absence, Brad reported that the plant is operating well with no issues and all tests are normal.
- c. Administrator Status Report – Brad reported:
  - i. The District received a letter from LSPOA Board President Dick Veach requesting relief of approximately a \$51.00 per month access fee for a water hydrant located near the ATM in the main parking lot. Mr. Veach was in attendance and explained that the LSPOA did not use this hydrant for any activity at the Lake. It was agreed to review the request.
  - ii. Brad has been working on the State Board of Accounts annual on-line filings, including cleaning up some past filings. Brad has had several conversations with the SBOA and they are working through the past issues together. Once the past filings are cleaned up, the present and future filings will be easier to complete.
  - iii. Brad received an inquiry from Dunn & Bradstreet regarding the District’s credit worthiness. Brad feels this is just an attempt to sell us something.

4. Committee Reports

- a. Board Member Guide Committee
  - i. Officer Manuals – No update.
  - ii. Board Training Topic – There will be training at each monthly meeting.
    1. Open Door Law and Public Access – Three ring binders were distributed to the Board Members to organize their Training Materials. Scott hi-lighted several points of interest of the Open Door Law that defines what a meeting is, when and where meetings may occur, and what can or cannot be discussed. Access to public records was also reviewed. He then encouraged

the Board to read through all of the materials in the binder to fully understand this Law.

5. Old Business

- a. Status of Ordinance, Resolution, and Policies verification – Resolutions and Policies are nearly complete now with the goal of Ordinances being verified by the April meeting.
- b. Jayhawk Software – Brad reported that an update to our billing software is needed now – Microsoft will stop supporting XP in April. Brad received quotes to 1) upgrade our current system only, and 2) upgrade to the next release of software that may have a longer service life. Jayhawk has offered a packaged deal for the next release for \$4535 that should take us well into the future for much of our billing needs. After much discussion of the two options, it was decided to upgrade to the next release.

A motion was made by Clair Fredrickson and seconded by Greg Montgomery to accept Jayhawk's packaged deal for \$4535. Motion carried.

6. Attorney's Report – none

7. New Business

- a. Write-Offs – none
- b. Correspondence
  - i. Charm Seright – Friends of Wildlife at Lake Santee would like to have water available at the Nature Preserve. The club will be putting in new plantings as well as upgrading the foot paths and will need water from time to time for these projects. They do not have much of a budget as this is a volunteer program and are asking for the water to be donated. Scott said he would check with our attorney on what legal options are available.
- c. Upcoming Conferences / Training Classes
  - i. Jesse is scheduled to take State Exams for his water license.
  - ii. Brandon may be able to gain additional credit hours toward maintaining his license by submitting the DMRs electronically.

8. Adjourn

Respectfully Submitted By:  
Paul Gosnell  
Secretary

These Minutes are subject to approval by the LSRWWD Board at the 4/17/14 meeting.