

Lake Santee Regional Waste & Water District
Meeting Minutes

Meeting of March 19, 2015

3:30 PM

Lake Santee Community Room

Members Present [6] Absent [1] Participating Electronically [0]

1. Roll Call

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

2. Consent Items

- a. Minutes from February 19, 2015
- b. Minutes from March 4, 2015 (Special Meeting)
- c. Financial Reports
- d. Register of Claims for sewer operating
- e. Register of Claims for water operating

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

3. Operator's Report

- a. Sewer Status Report: The sewer plant is operating well with no issues due to the cold weather. Brandon reported that the last pump and tank from inventory had been installed. An order has been placed for 4 more sets and 3 extra pumps to keep in inventory.
- b. Water Status Report: The water plant is operating well with no issues. The new computer and SCADA system has been installed and is up and running with no issues. Brandon reported the water mains would be flushed on Thursdays during the month of April.
- c. Administrator Status Report: Brad reported there were 9 valve turns, 3 shut offs with all back on, 121 ACHs, and 7 credit card payments this month. Brad suggested that the District consider setting up a web site. He explained that the office gets numerous calls with questions about the District and the information that is posted on the web site could answer many of these inquiries. A motion was made by Clair and seconded by Kathy to have Brad set up the web site. Motion Carried.

4. Committee Reports

- a. Board Member Guide Committee
 - i. Board Training Topic: Property Owned by Lake Santee RWWD. Scott presented a listing and a marked-up map of the property owned by the District.

5. Old Business

- a. Hidden Leak Adjustments: It was felt that all of the issues have been covered. Anne will put the ordinance together in the proper language and present it at the April meeting.
- b. Napoleon Water Update: No activity this month.
- c. Bond Refunding: The old bonds have been paid off and the new bonds issued. The cost of issuance fees still have to be paid. Anne and Jarod (from Krohn) will review the completed transactions at the April meeting.
- d. ETC Building on RWWD Property: ETC's proposal to build a 15'x20' permanent building next to the water tower was reviewed and discussed. ETC had offered a one-time easement payment of \$1500 plus reasonable costs of the transaction. The Board felt \$1500 for a permanent building was insufficient and did not act to accept the proposal. A motion was made by Kathy and seconded by Jim to have Anne contact ETC to discuss more appropriate terms related to a permanent structure.

6. Attorney's Report: Anne reaffirmed that the refunding of the bonds was complete.

7. New Business

- a. Write-Offs: Brad presented 3 properties for write off. Lot #735 for \$63.76 and lot #1465 for \$63.76 which were outstanding amounts carried over from a tax sale. Lot #1636 for \$137.71 – this amount was incurred just before the property was foreclosed. A motion was made by Jim and seconded by Clair to write off these 3 amounts. Motion carried.
- b. Correspondence: Brad reported the office received a letter from the Indiana Regional Sewer District Association covering many subjects, including the invoice for annual dues.
- c. Upcoming Conferences / Training Classes: No training classes are scheduled at this time. Jesse continues to study for the May water test with Brandon's guidance. Once Jesse passes the operator's exam, he will become the backup operator for the water plant in the event anything happens to Brandon.
- d. Letter from POA on North Gate: The POA has requested an extension of the current license agreement related to the North Gate property (Tract 5/Lot 1686). The request was discussed at length and it was agreed to extend the agreement for an additional year, beginning 4/1/15, with some additional language. Greg made a motion to this effect and was seconded by Kathy. Motion carried.

8. Adjourn

Respectfully Submitted by
Paul E. Gosnell
Secretary

These minutes are subject to approval by the LSRWWD Board at the April 16, 2015 meeting.