

Lake Santee Regional Waste & Water District

Minutes

Meeting of May 15, 2014

3:30 PM

Lake Santee Community Room

Members present [6], Absent [1], Participating Electronically [0]

1. Roll Call

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

2. Consent Items

- a. Minutes from April 17, 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 Greg Montgomery 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. Four (4) new homes have requested new service and additional equipment will need to be ordered. The new basins/pumps will cost \$2,995 plus freight per house. A motion to approve this purchase was made by Kathy Tarzwell and seconded by Ed Fox. Motion carried.
- b. Water Status Report – Brandon reported that the water plant is operating well with no issues and all tests are normal. A few hydrants still need to be flushed and should be finished soon. He is still gathering information about a new computer and operating system for the utility plant. Jesse took the State Test on May 1st; awaiting the results.
- c. Administrator Status Report – Brad reported 6 shut offs, of which 3 have been turned back on. There were 123 ACH and 6 credit card transactions this past month, with 1 returned check. Also there were 11 Tax Liens filed. On May 5th, Kevin Hots from IDEM visited the Lake – he had received an anonymous complaint of raw sewage in a ditch. The office had no knowledge of any such complaint. Kevin drove around and walked several areas throughout the lake property, and reported back to the office that he could not find any issues. Brad had a request from Baitus Electronics asking for a key to the water tower to be left with the Sheriff's Dept. for emergency use.

4. Committee Reports

- a. Board Member Guide Committee
 - i. Board Training Topic – Brad conducted the training which reviewed: Water and Sewer Bills, timing of meter reading, invoice mailing and due dates, how the invoices are calculated, availability charges, new service charges, and other fees according to the Rate Ordinances.

5. Old Business

- a. Jayhawk Software Update – Expect to have the new software installed and ready to go live June 4th. Brad requested the purchase of a JUS QuickBooks module for the transfer of information between the District and the POA computers in the amount of \$199.00. A motion was made by Greg Montgomery and seconded by Jim Hornig to approve this purchase. Motion carried.
- b. Hydrant near ATM, LSPOA request to waive monthly fees: After much discussion and a consultation with the District Attorney, it was confirmed that Covenants associated with the

District's financing do not allow the waiver of these fees. It was determined that the request to waive these fees could not be granted.

6. Attorney's Report : No report at this time

7. New Business

a. Write-Offs:

- i. A motion was made by Jim Hornig and seconded by Kathy Tarzwell to write off the following uncollectible amounts:
 1. Lot 1443 for \$60.86 for availability charges; property was sold at tax sale
 2. Lot 1465 for \$63.76; property was sold at tax sale
 3. Lot 997 for \$202.12; foreclosure
 4. Lots 491 & 492 for \$101.09; foreclosure
- ii. Lot 567 for \$429.02; adjustment due to water leak. A motion was made by Jim Hornig and seconded by Kathy Tarzwell to approve this adjustment. Motion carried.
- iii. Lot 816 for \$469.11 combined total adjustment due to water leak. A motion was made by Kathy Tarzwell and seconded by Greg Montgomery to approve this adjustment. Motion carried.
- iv. Lot 1610 for \$129.61; adjustment due to a water leak. A motion was made by Ed Fox and seconded by Kathy Tarzwell to approve this adjustment. Motion carried.
- v. Lot 13 (account 499) – After much discussion, the District has elected to terminate the service associated with this account. The District will take ownership of this water service and padlock the valve. The valve will remain intact for possible future usage. A motion was made by Greg Montgomery and seconded by Kathy Tarzwell to terminate this service. Motion carried.

b. Correspondence

- i. Lot 111 – Mr. Jerry White, Lot 111 Owner, appeared before the Board to request relief of past due charges and late fees. When he purchased this home several months ago, his billing information was not added to the file due to an interoffice clerical error, so he had not been receiving monthly bills. Mr. White requested relief of the entire amount. Scott explained the District is not allowed to waive the monthly charges, but that the office could work with Mr. White on a payment plan and the late charges. Brad will develop the plan and follow up with Mr. White.

c. Upcoming Conferences / Training Classes : None at this time

8. Adjourn

Respectfully Submitted by:
Paul E. Gosnell
Secretary

These minutes are subject to approval by the LSRWWD Board at the June 19, 2014 meeting.