

Lake Santee Regional Waste & Water District
Meeting Minutes

Meeting of November 17, 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, Frank Erdosy, Clair Fredrickson, Jim Hornig, Greg Montgomery, Paul Gosnell and Kathy Tarzwell. Also in attendance were Brad Jones, Utility Administrator, and Brandon Litmer, Utility Superintendent.

2. Consent Items

- a. Minutes from October 20, 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. Pump calls are normal for this time of year. Brandon will order 6 more pumps before the price increase as he has used some from the last order already. Brandon will write up an article on how what we put down our drains can clog up the pumps.
- b. Water Status Report – Brandon reported that the Water Plant is operating on a normal basis with no problems. All tests are in the normal range. The membranes still look good; the pressure decay test is indicating it is about time to pin one of the membranes. The TOC test results came back and it is down a little which is ok. Brandon has sent in the quarterly samples for the disinfection by products testing. The carbon bags from Evoqua have not been picked up yet. Brad will check with Ann to see when she sent them the letter telling them to pick them up, then we will decide what to do next.
- c. Upcoming Conferences/Training Classes – Brad went to the grant writing seminar on 10/28/16. He was taught how to write a grant and shown some web sites that may have grants available. On 11/3-4/16 Brad attended a leadership summit which had some excellent speakers; Brad would recommend this summit for the Board Members if held again. Brandon and Jesse will attend the AWWA Conference in January – this is where they can earn the bulk of the continuing education credits they need to maintain their licenses.

4. Administrator's Report

- a. Status Report – Brad reported there were 15 credit card transactions, 150 ACHs, 3 valve turns and 6 shut offs with 1 still off.
- b. Write-Offs / Adjustments – There are 3 leak adjustments this month. Lot number 126 for \$144.14, Lot number 11 for \$138.12 and lot number 784 for \$162.25. Kathy made a motion to approve all three adjustments and Jim seconded. Motion carried.
- c. Correspondence – None this month.

5. Attorney's Report – None this month.

6. Committee Reports
 - a. Board Member Guide Committee – No training this month.
 - b. Internal Controls Standards Oversight Committee – Clair and Kathy will meet with Brad this week to review how the new policy implementation is progressing.
7. Old Business
 - a. Napoleon Water – The Agreement has been send to Napoleon and their attorney is reviewing.
 - b. Board Member Appointments / Commissioner Meeting Attendance – Paul has decided to stay on as Trustee. Clair will take the appointment renewal to the County Commissioners for their approval in December.
 - c. Management Agreement / Differentials – For the RWWD's differential amounts, it has been decided to give increases to be incorporated into the upcoming Management Agreement. It will be a percentage increase and the percentage will match that given by the LSPOA. The license amounts will not be adjusted. Greg made a motion to accept this increase and Clair seconded. Motion carried. Brad has started on the Management Agreement. Frank will work with Brad to finalize the Agreement to be approved at the December meeting.
8. New Business
 - a. Pollinator / Monarch Habitat Program – Brad handed out information on the wildflower program that LSPOA is considering. One of the places they want to plant with the wild flowers is on some of the property owned by the district near the back gate. More information will be provided by the POA in the future.
9. Adjourn

Respectfully Submitted by
Kathy Tarzwell, Secretary

These minutes are subject to approval by the LSRWWD Board at the 12/15/2016 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.