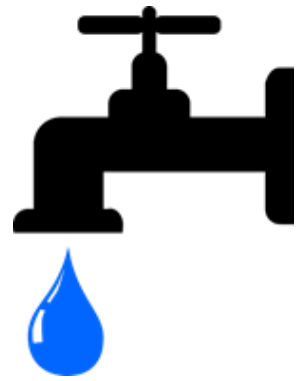


Lake Santee Regional Waste & Water District
Meeting Minutes

Meeting of November 16, 2017

3:30 PM

Lake Santee Community Room



1. Call to Order / Roll Call

President Frank Erdosy called the meeting to order and requested a roll call.

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

2. Consent Items

- a. Minutes of October 19, 2017 Meeting
- b. Financial Report
- c. Register of Claims – Water
- d. Register of Claims – Sewer

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

3. Superintendent's Report

- a. Sewer Status Report – Brandon reported that everything is operating well at the sewer plant and all tests are normal.
- b. Water Status Report – The water plant is operating on a normal basis with no problems and all tests in the normal range. Brandon has taken the required quarterly samples and mailed them to the lab for DBP testing.

4. Administrator's Report

- a. Status Report – Brad reported there were 24 credit card transactions, 178 ACHs, 2 valve turns, and 7 shut offs with all back on.
- b. Write-Offs / Adjustments
 - i. Lot 1607 for \$99.75 – a motion was made by Kathy and seconded by Clair to write off this amount. Owner passed away and the house was foreclosed. Motion carried.
 - ii. Lot 456 for \$1894.08 – a motion was made by Jim and seconded by Greg to write off this amount. Hidden leak adjustment. Motion carried.
 - iii. Lot 13B for \$107.14 – a motion was made by Greg and seconded by Kathy to write off this amount. Hidden leak adjustment. Motion carried.
 - iv. A discussion was held on the intent of the current Leak Adjustment Program Ordinance with respect to toilet valve leaks. The Board will further review to see if any additional clarifications should be included in the Ordinance.
- c. Miscellaneous
 - i. The State of Indiana requested confirmation that the RWWD has an Internal Controls Policy in place. This was a new requirement that went into effect in 2016. Brad confirmed to the State that we are in compliance.
 - ii. Murphy Insurance is making the changes to our policy to reflect the removal of the tractor and gator and the addition of the backhoe and utility vehicle.

5. Attorney's Report – None this month.

6. Old Business

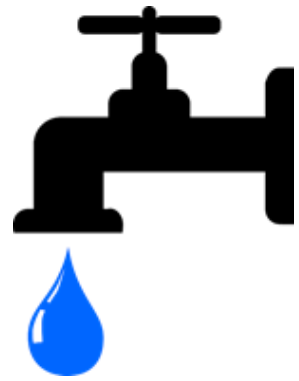
- a. Outdated Ordinances update – Clair Fredrickson – Clair will continue to work with Anne on cleaning up the outdated Ordinances.
- b. Jesse sewer license test – update – IDEM has not yet approved Jesse's

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application to take the test. The plan is still for Jesse to schedule his test as soon as approved.

- c. Napoleon Water cross connect – update – Gene from Napoleon Water is awaiting the easement paperwork from the last land owner. Brandon is attempting to contact that land owner in person to help move this process along.
- d. Insurance Bond for office staff – update – Brad is still awaiting an answer from SBOA on whether individual bonds are required for the office staff or if the current cumulative bond that District maintains is sufficient.
- e. Tower security – update – Now that the repairs to the tower are complete, Brandon will begin the installation of the security measures that were previously approved...once the ground dries out or freezes to prevent ruts.

7. New Business

- a. Scrap non-functional pumps – Brandon has created a list of serial numbers for the 67 pumps that are ready to be scrapped. A motion was made by Jim and seconded by Kathy to scrap the 67 pumps listed. Motion carried. Brandon will make arrangements to get the pumps to the scrap yard.
- b. New Trustee to replace Greg Montgomery – Greg will be leaving the RWWD at the end of the year. A discussion was held on who might replace Greg and their qualifications. A motion was made by Clair and seconded by Jim for Larry Kiernan (Lot 562) to replace Greg. Motion carried.
- c. Jim Hornig – Franklin County Representative – Jim has agreed to serve another term. Brad will have the office generate the Ordinance paperwork for both Larry's and Jim's terms for Clair to take to the County Commissioners for appointment at their December meeting.
- d. Management Agreement with POA – Frank distributed preliminary differential wage increases for review and comment. This will be further discussed and voted on at the December RWWD meeting.

8. Trustee Reports and Comments

- a. Clair Fredrickson
- b. Scott Gibbs
- c. Kathy Tarzwell
- d. Paul Gosnell – Paul will put in the December Smoke Signals the flyer advising absentee homeowners to shut off their water supply during the winter months.
- e. Jim Hornig
- f. Greg Montgomery – Greg discussed water sensors that can be placed near potential water leak sources that will alarm if water comes in contact with the sensor. These might be something we could educate our customers about in a Newsletter. Greg will bring some product information to the next meeting.

9. Guest Comments – 2 minutes each.

10. Adjourn

Respectfully Submitted by
Scott Gibbs, Secretary

These minutes are subject to approval by the LSRWWD Board at the 12/21/2017 meeting.