

Lake Santee Regional Waste & Water District

Minutes

Meeting of October 16, 2014

3:30 PM

Lake Santee Community Room

Members Present [7] Absent [0] Participating Electronically [0]

1. Roll Call

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

2. Consent Items

- a. Minutes from September 18, 2014
- b. Financial Reports
- c. Registers of Claims for sewer operating
- d. Registers of Claims for water operating

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

3. Operators Report

- a. Sewer Status Report – Brandon reported that the Sewer Plant was operating well with no issues. The new pumps that were authorized at last month's meeting have been ordered and received.
- b. Water Status Report – Brandon reported that the water plant was operating well with no issues. There are two (2) water taps scheduled and will be installed as weather permits. Clair asked if the installation of water and sewer hook ups at the new Fire Station had been completed. Brandon said that the installations are complete, and asked if the Fire Department is to be invoiced for the installation cost. Debbie has researched the Interlocal Agreement and needs confirmation. Brad to have Anne review the Interlocal Agreement and report back.
- c. Administrator Status Report – Brad reported there were 119 ACHs and 18 Credit Card payments in the past month. There were 6 shut-offs and 3 remain off at this time. The Jayhawk software upgrades have been installed and will become operational in November. Brad has not heard back from the SBOA about a possible audit.

4. Committee Reports

- a. Board Member Guide Committee
 - i. Board Training Topic – This month's training will revolve around the Bond Refunding presentation by Piper Jaffray – see below.

5. Old Business

- a. New Computer / Software for SCADA Update – Still trying to obtain a second quote on the computer equipment and software upgrades.
- b. Hidden Leak Adjustments – Scott and Greg will work on a draft or come up with some suggestions for discussion at the next meeting.
- c. Disaster Recovery Plan – Ed volunteered to make contact with Napoleon District to see if they would be interested in discussing an agreement with us in case of a disaster affecting our water supplies. Anne stated that some other Districts participate in the INWARN system.
- d. Water Disconnects – Brad has been working with Anne on the correct verbiage to be added to the utility bills regarding when disconnects are to be effective and the home owner's right to appeal this action. We should be able to finalize this at the Nov. meeting.

6. Attorney's Report – None at this time

7. New Business

- a. Write-Offs – There were two (2) requests for adjustments this month due to leaks. Brandon verified both leaks. A motion was made by Ed Fox and seconded by Clair Fredrickson to make adjustments to Lot #793 for \$114.35 and Lot #435 for \$103.84. Motion carried.
- b. Correspondence – Brad informed us that he had received an invoice from our Insurance Co. in the amount of \$554.00 for an audit that was done in August. He then read a letter from the LSPOA, inquiring about access across RWWD property if the North Gate were to be opened on a trial basis. The District has allowed this type of temporary access in the past. A motion was made by Ed Fox and seconded by Kathy Tarzwell to allow temporary access. Motion carried with the understanding that if the POA decides to go forward with this project, then legal documents would have to be created and signed.
- c. Upcoming Conferences / Training Classes – The Annual IRSDA Conference will be October 27 in Shelbyville. Five board members plus Brandon and Brad will be attending.
- d. Management Agreement – Kathy agreed to help Scott work with the POA on this. This needs to be completed so both boards can execute the Agreement in December.
- e. Lot 263 shared pump basin – The owner of Lot 263 has requested that he be allowed to connect into his neighbor's basin when he builds his home. While this has been done in the past, we want him to be aware of his responsibilities in case of any problems that arise from a dual connection. It was agreed to continue this matter until next month, as he plans to attend that meeting.
- f. Piper Jaffray – Bond Refinance Options – Landon Boehm of Piper Jaffray was invited to present their proposal on refunding our current bonds in an effort to see if any savings could be realized. Landon both educated the Board on the bond refunding procedure and presented possible refunding options. Based on this presentation, some savings seem possible. The Board decided it would be beneficial to entertain additional proposals and asked Anne and Brad to invite other qualified companies to present at a Special Meeting on November 5 at 3:30 p.m.
- g. Board Member Status – Two of our board members' terms of office are due to expire December 31, 2014. They are Clair Fredrickson and Scott Gibbs. Both have agreed to accept another 4 year term. A motion was made by Kathy Tarzwell and seconded by Jim Hornig to present both names to the County Supervisors for their re-appointment. Motion carried.

8. Adjourn

Respectfully Submitted by
Paul E. Gosnell
Secretary

These minutes are subject to approval by the LSRWWD Board at the November 20, 2014 meeting.