

Lake Santee Regional Waste & Water District
Meeting Minutes

Meeting of October 20, 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, Brandon Litmer, Utility Superintendent, and Anne Poindexter, the District's attorney.

2. Consent Items

- a. Minutes from September 15, 2016
- b. Financial Reports
- c. Register of Claims for sewer operating – A motion was made by Clair and seconded by Frank to modify the Register of Claims for October to add check number 7309 to the list of items paid prior to the meeting. Motion carried.
- d. Register of Claims for water operating

A motion was made by Kathy and seconded by Clair to accept the consent items with the above modification. 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 back to normal for this time of year. Brandon ordered 12 new 2 HP pumps for inventory before the price increases at the end of the year.
- b. Water Status Report – Brandon reported that the Water Plant is operating well. There are no issues and everything is looking good. With the colder weather, chlorine demand is reduced. Brandon will do the next round of quarterly DBP tests in November. The TOC test results have still not been received. Brandon gave a brief explanation of how the leak report process works, including what the leak report can and cannot detect.
- c. Upcoming Conferences/Training Classes – Brad attended a luncheon today to receive an update on the new labor laws that become effective 12/1/16. The POA is sending Brad to a grant writing seminar on 10/28/16 and 11/18/16. And, Brad will attend the Alliance of Indiana Rural Water Leadership Summit training seminar on 11/3/16 and 11/4/16.

4. Administrator's Report

- a. Status Report – Brad reported there were 15 credit card transactions, 145 ACHs, 0 valve turns and 7 shut offs with 2 still off.
- b. Write-Offs / Adjustments – None this month.
- c. Correspondence – None this month.
- d. Miscellaneous Agency Reporting – None this month. With our bonds no longer financed by Rural Development, this category can be deleted.

5. Attorney's Report – included with 7a below.

6. Committee Reports

- a. Board Member Guide Committee – No training this month.

- b. Internal Controls Standards Oversight Committee – Clair and Kathy are on this committee. They will do quarterly reviews to determine if these standards are being followed correctly and to determine if they need to be updated.
7. Old Business
- a. Napoleon Water – Anne explained the proposed edits she incorporated into the Agreement and the Board discussed at length. A motion was made by Frank and seconded by Jim to accept the Agreement with the added wording that the cost to the District is not to exceed \$15,000. Motion carried. Anne will make the necessary modifications and forward for District signatures. Brad will then send the Agreement to Napoleon for their comment/approval.
 - b. Property west of Lot 452 – Add to District Boundary – No update.
 - c. Differential Guidelines – After much discussion of the several alternate methods that were proposed to calculate and pay the annual differential amounts, it was decided to keep our current process in place. Thanks to Frank for all the research he performed and for the several alternate processes he crafted and compiled for the Board to review and discuss. Ultimately, this research and the subsequent discussions confirmed that our current process is the most straightforward approach, is very fair, and is the easiest to implement.
 - d. Board Member Appointment Renewals – Paul has indicated he does not plan to renew his term. The Board will be talking to other possible candidates for a selection to be made at November’s meeting.
8. New Business
- a. Management Agreement – Brad will update all the figures as needed for the management agreement for the upcoming year. Frank will assist Brad with this.
9. Adjourn

Respectfully Submitted by
Kathy Tarzwell, Secretary

These minutes are subject to approval by the LSRWWD Board at the 11/17/2016 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.