

Lake Santee Regional Waste & Water District

Minutes

Meeting of September 18, 2014

3:30 PM

Lake Santee Community Room

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

1. Roll Call

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

2. Consent Items

- a. Minutes from August 21, 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 Kathy Tarzwell 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. The State required DMR test (solids) has been re-performed and passed. Brandon had a request from the owner of lot 263 wanting to utilize a shared pump basin. This has been done a number of times at the lake and there are several things that go into approving this type of installation. The lot owner will be asked to provide additional written information related to his request. Due to all the new construction, more pumps are needed. The cost for each pump is \$1449 plus freight. Brandon stated that 4 pumps would handle our current needs, leaving 2 in reserve. A motion was made by Jim Hornig and seconded by Clair Fredrickson to buy the 4 pumps for \$1449 each plus freight. Motion carried.
- b. Water Status Report – Brandon reported that the water plant is operating well with no issues. Clair asked about the commercial water usage for July and August as it appeared to be high. Brandon has talked with the campground and they had found a leak on the customer side of the meter that they believe has been repaired.
- c. Administrator Status Report – Brad reported there were 119 ACH and 11 credit cards transactions this month. There were 2 shut offs and both are back on. There were two requests to fill swimming pools and actual gallons were calculated. The office will apply the adjustments per the policy.
- d. Project Task List – No report this month.

4. Committee Reports

- a. Board Member Guide Committee
 - i. Board Training Topic: Brandon covered several tests that are required by the State for the water plant. Some tests are done by independent labs, along with many tests that are performed weekly in our own plant. Some samples are raw water directly from the Lake to determine additive amounts needed, many others are finished water from within the plant and from various locations throughout the distribution network. Brandon will put together a list of these tests.

5. Old Business

- a. New Computer / Software for SCADA Update – We still do not have a quote from a second supplier. It was decided that we still need more information before going forward with this program. Discussion tabled until next month.

- b. Hidden Leak Adjustments – Updated the status of the draft. Will continue to work on this.
 - c. Insurance Policy Update – Considered increasing the deductible to save on premiums, but the savings do not warrant changing our policy. Policy will stand as written.
 - d. Disaster Recovery Plan – No update this month. Will continue to research this.
 - e. Water Disconnects – The District’s attorney has suggested adding language to the disconnect notices advising the customer of the opportunity to appeal the water shut off to the Board prior to the disconnection. The customer should notify the Lake Office immediately if they intend to make such an appeal.
6. Attorney’s Report – Anne discussed an e-mail that Brad received concerning refinancing of our Bonds. It was decided to look into this further to see if we might qualify. Anne will review the Bond Ordinances to determine if we are allowed to pursue this option.
7. New Business
- a. Write-Offs – Brad presented two items to write off. Lot 1280 was a foreclosure with a balance of \$92.14 after the lien was paid and Lot 27 has a balance of \$439.78 that Brad believes is uncollectable. A motion was made by Ed Fox and seconded by Jim Hornig to write off these balances. Motion carried.
 - b. Correspondence – The State Board of Accounts did not show up for the 9/8 audit meeting that the SBOA requested and have not responded to Brad’s email. The date of the audit is not known at this time.
 - c. Upcoming Conferences / Training Classes – Brandon has found a 1 day AWWA training / review course on 10/1 for Jesse. The annual IRSDA conference is 10/27 in Shelbyville this year. Several board members indicated they would attend.
 - d. Management Agreement – It will soon be time to start work on next year’s Management Agreement with the POA.
 - e. Renewal of Board Member Terms – Clair’s and Scott’s terms expire on 12/31. Both have indicated they will renew. Clair will arrange to present the names to the County.
8. Adjourn

Respectfully Submitted by:
Paul E. Gosnell
Secretary

These minutes are subject to approval by the LSRWWD Board at the October 16, 2014 meeting.