

**Lake Santee Regional Waste & Water District**  
**Meeting Minutes**

Meeting of February 15, 2018

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 Larry Kiernan. Also in attendance were Brad Jones, Utility Administrator and Brandon Litmer, Utility Superintendent. Guests present were Jim Massingale and Vicki Wilson.

2. Consent Items

- a. Minutes of January 18, 2018 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 with the following exception: hold the check related to the transfer until the account can be confirmed by the office. Motion carried.

3. Jim Massingale – Artifact Presentation

When Jim Massingale bought Bill Smith's house in 1995, Bill left behind a few items related to the previous water company, Lake Santee Utilities. The Smith family was one of the original owners of the water utility after they purchased it in the 1965 / 1966 era (for more information about the history the original water utility and the general history of the first 50 years of Lake Santee, pick up a copy of the Lake Santee 50<sup>th</sup> Anniversary History Book available in the Office). In his basement, Jim found a map of the lake showing the layout of the water system which had an original stamped seal from 1966 – what a find! Jim also found a long handled valve wrench in his house. Jim has graciously donated these items to the District. Many thanks to Jim for preserving these pieces of history for all these years and for sharing them with us.

4. Superintendent's Report

- a. Sewer Status Report  
Brandon reported that everything is operating well 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. Samples have been taken for the quarterly DBP testing and sent off to the lab. Brandon is anticipating that the carbon will need replaced this spring – he will start obtaining pricing.

5. Administrator's Report

- a. Status Report  
Brad reported there were 22 credit card transactions, 176 ACHs, 4 valve turns, and 11 shut offs with 2 still off.
- b. Write-Offs / Adjustments  
Lot 1065 for \$336.57 for a hidden leak in the yard and Lot 589 for \$49.70 to fill a pool. A motion was made by Jim and seconded by Kathy to approve these adjustments. Motion carried.

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- c. Miscellaneous
  - i. The SBOA made their annual request for the District to affirm its current debt – Brad returned this confirmation. Brad also submitted the 100-R report in the Gateway system reporting that the District had no employees.
  - ii. Brad will be attending an IOSHA lunch & learn in Greensburg – there is no cost to the District for this seminar.
  - iii. The office received a letter from a landlord indicating he is having trouble with his renter paying the District bills in a timely manner and asked what options he has available to help this situation. Brad will follow up with him.
  
- 6. Attorney's Report – None this month.
  
- 7. Old Business
  - a. Outdated Ordinances

Anne has conducted her final review of the work her law student performed on reconciling the outdated Ordinances and has sent that information to Clair for his final review. Clair has used that information to markup a printout of the District's website content. Frank asked Brad to update the website based on Clair's edits. Clair to follow up with Anne on the preparation of a single new Ordinance to clean up the outdated Ordinances. This will complete this huge task. Thanks Clair.
  - b. Jesse sewer license test – Jesse will need to retake this test. Brandon will work with Jesse to get that rescheduled.
  - c. Napoleon Water Interconnect

Anne contacted Napoleon Water's attorney for a status update. Napoleon is still interested in this arrangement and has now made this a higher priority. Napoleon was able to contact the last property owner needed and the easement will be signed.
  - d. Tower security – barriers

Weather has delayed this project and will get started as weather allows.
  - e. Internal Controls Standards

Clair distributed updated IC Standards language to include the new security measures that have been installed/implemented. A motion was made by Kathy and seconded by Jim to incorporate this new language. Motion carried.
  
- 8. New Business
  - a. Sale of Property – Paul Gosnell

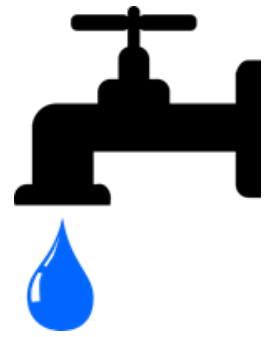
The District owns several lots near the north end of the lake subdivision. The question has arisen again about whether it makes sense to sell any of these lots or to hold on to them for future use. Paul distributed a map of the District owned properties to illustrate the areas being considered. Scott provided information related to the POA's Long Range Planning Committee's Study and the recommendations from the 2017 report. Based on the recommendations, the POA is establishing a subcommittee to focus on silt and sediment entering the lake. Scott has been asked to sit on that committee, which will start meeting this spring. Possible uses for the property were discussed and it was decided to table this issue until the next meeting. Scott to keep the District updated on the subcommittee's progress/direction.

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b. Update Computer Software

Along with input from the District's attorneys and financial accounting firm, Frank has been researching software to better integrate the District's Billing Software with its Financial Accounting Software. Currently, these are two (2) separate systems that require some amount of manual data entry to incorporate data from one system into the other. So far, six software packages have been reviewed. Shaun King, of the District's financial accounting firm, is a Certified Pro Advisor in one of these packages and has been very helpful in evaluating the pros and cons of the various options. Frank will continue to research this and provide updates.

9. Trustee Reports and Comments

- a. Clair Fredrickson – The Internal Controls are operating well.
- b. Scott Gibbs
- c. Kathy Tarzwell – With the 10<sup>th</sup> Street Main Source branch closing, Kathy is getting the District's accounts transferred to the Downtown branch.
- d. Paul Gosnell
- e. Jim Hornig
- f. Larry Kiernan

10. Guest Comments – 2 minutes each – none this month.

11. Adjourn

Respectfully Submitted by  
Scott Gibbs, Secretary

These minutes are subject to approval by the LSRWWD Board at the 3/15/2018 meeting.

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