

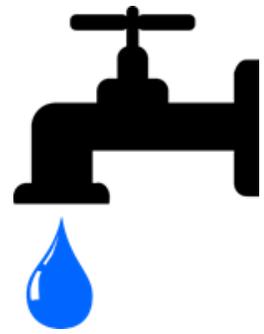
**Lake Santee Regional Waste & Water District**  
**Meeting Minutes**

Meeting of November 20, 2018

(The 11/15/18 meeting had to be postponed to 11/20/18 due to ice storm)

3:30 PM

Lake Santee Community Room



1. Call to Order / Roll Call

President Paul Gosnell called the meeting to order and requested a roll call. Members present were Paul Gosnell, Clair Fredrickson, Scott Gibbs, Kathy Tarzwell, and Jim Hornig. Members participating electronically were zero. Absent were Frank Erdosy and Larry Kiernan. Also in attendance were Utility Administrator Brittany Green, Utility Superintendent Brandon Litmer, and the District's attorney Anne Poindexter.

Guest introduction and short comments (two minutes max)

Guests included Vicki Wilson, Claude Livesay, Rhonda Peetz, and Dick Veach.

- No comments at this time.

2. Consent Items

- a. Minutes of October 18, 2018 Meeting
- b. Minutes of October 18, 2018 Special Meeting
- c. Financial Report
- d. Register of Claims – Water
- e. Register of Claims – Sewer

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

3. Superintendent Report

- a. Sewer Status Report
  - i. Brandon reported that everything is operating well, and all tests are normal.
- b. Water Status Report
  - i. The water plant is operating on a normal basis with no problems and all tests in the normal range.
  - ii. The quarterly disinfection by-products (DBP) samples were collected and sent out to the lab for testing.
  - iii. The internal heater on the sampler on the incoming effluent line is starting to fail and lines are freezing up. Brandon obtained 2 quotes to replace this equipment and the proposals were discussed. A motion was made by Jim and seconded by Scott to accept the proposal from DL Anderson for \$7437 for the vendor to furnish and install the new sampler. Motion carried.

4. Administrator Report

- a. Status report
  - i. 8 shuts offs, all back on.
  - ii. The office is continuing to train the new employee and review processes.
  - iii. There has been no further feedback from the SBOA following their audit.
  - iv. No complaints this month.
  - v. There were 38 accounts that came up on the leak detection report. All customers on this report were contacted.
- b. Write-offs / adjustments – None this month.

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

Meeting of November 20, 2018

(The 11/15/18 meeting had to be postponed to 11/20/18 due to ice storm)

3:30 PM

Lake Santee Community Room



- c. Miscellaneous
  - i. Brittany explained the circumstances behind an invoice that has been created for termination of service for \$252.88 at Lot 210/211 and this process requires Board approval. A motion was made by Jim and seconded by Scott to approve this invoice as presented. Motion carried.
  - ii. Brittany stated that she is currently researching alternate credit card processing services for the POA; and, now for the RWWD, too.
  
- 5. Treasurer Report
  - a. Update
    - i. FDIC coverage – Shawn (our accountant) told Kathy that the SBOA provides the equivalent of FDIC insurance on utility accounts like ours, so it has been confirmed our banking accounts do have the needed protection.
  
- 6. Attorney's Report – see below.
  
- 7. Old Business
  - a. Property Sale – Lots 517, 518, and 519 – no update.
  
  - b. Wet Lands Project – Paul attended the last Salt-Pipe Creek Watershed Program meeting. At this meeting, there was conversation about guidelines for chemical applications to yards near bodies of water and streams. We discussed that maybe the RWWD or POA should put reminders in the Smoke Signals about this, as well.
  
  - c. Napoleon Water Update
    - i. Paul reported that the land owner has not made himself available to meet with Paul to review the work and sign the easement.
  
  - d. Water Availability Billing
    - i. Frank and Larry authored another draft (10/22/18) of a potential policy change related to the way availability fees are assessed. Paul had reviewed this draft prior to the meeting and brought his own revisions and distributed them at the meeting. There is still not consensus on whether a change should be made; and, if so, what that change should entail.
  
    - ii. Picking up from the last meeting, there was further discussion about the intent of the RWWD's Governing Documents and the precedent that has been set through billing practice over the life of the utility.
  
    - iii. Some of the Board still believe that the availability fees have been billed incorrectly in the past and would like to institute a change where each vacant lot would be billed separately. Others on the Board believe that each vacant lot is not supposed to be billed separately and are in favor of keeping the billing process unchanged; where a customer pays either a bill for a "metered" service or a customer pays a bill for "water availability", but not both. Rhonda Peetz confirmed again at this meeting that this was the billing practice of the RWWD from when she used to work in the office, saying that

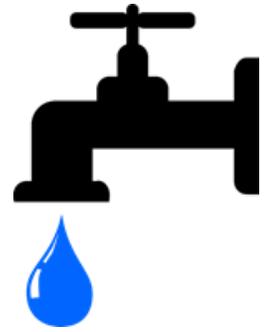
**Lake Santee Regional Waste & Water District**  
**Meeting Minutes**

Meeting of November 20, 2018

(The 11/15/18 meeting had to be postponed to 11/20/18 due to ice storm)

3:30 PM

Lake Santee Community Room



a customer received either a blue (availability) invoice or a green (metered service) invoice, but not both. Currently, a customer pays 1 availability fee regardless of the number of vacant lots owned; Brittany reiterated that it appears this practice has not been applied consistently.

- iv. Scott reminded the Board of what Darrow McCreary shared at last month's meeting, that from the beginning in 1965, salesmen would tell prospective land buyers that you only pay 1 set of dues and 1 water availability fee, no matter how many lots you own.
  - v. The discussion ventured into "what if" existing vacant lot owners could be "grandfathered-in" in some fashion and their billing procedure would remain unchanged. And, future "new" vacant lot owners after some established date (maybe as soon as 10/1/19) would be subject to the new availability fee billing policy.
  - vi. It was again decided to table this topic until the next meeting and move on to the next agenda item. Paul said he would like to reach some type of resolution at the next meeting.
- e. Board Member Appointments / Replacements
- i. Both Clair Fredrickson and Scott Gibbs have terms that end on 12/31/18 and both have decided to not renew for another four-year term. There were four names discussed to replace the two open positions. Scott nominated Claude Livesay and Dick Veach to fill the two open positions. A motion was made by Scott and seconded by Jim to approve the nomination. Motion carried. Clair and Jim will attend the County Commissioners meeting on 12/3/18 and present the names for the appointments.
- f. Management Agreement – No update.

8. New Business

- a. None this month

9. Trustee Reports and Comments – none this month

10. Adjourn

Respectfully Submitted by  
Scott Gibbs, Secretary

These minutes are subject to approval by the LSRWWD Board at the 12/20/2018 meeting.