

Lake Santee Regional Waste & Water District
Meeting Minutes

Meeting of April 21, 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, Jim Hornig, Paul Gosnell, Greg Montgomery, Frank Erdosy, Clair Fredrickson 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 March 17, 2016
- b. Financial Reports
- c. Register of Claims for sewer operating
- d. Register of Claims for water operating

A motion was made by Kathy and seconded by Greg to accept the consent items. 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 and all tests normal. Pump calls have been low and Brandon will order more pumps for the new homes being built.
- b. Water Status Report – Brandon reported that the Water Plant is operating well with all the tests in a normal range. The membranes are operating well also.
 - i. EVOQUA – supplied the bad carbon – We still have not heard anything from Evoqua. Ann stated we need to notify them to pick up the bad carbon.
 - ii. IDEM notification letter – The notification letter from IDEM for the November 2015 HAA5 test results was finally received. This public notice, along with some additional information to answer the anticipated questions, will be put in the Smoke Signals and on the website. Brandon has already coordinated with the Smoke Signals to get this included.
 - iii. Water tower inspection/cleaning – The tower was cleaned and inspected on 3/22/16. The tank was not too dirty and looked good inside according to Dixon. Dixon will forward a full report. Records indicate the “wet” portion of the water tank was last painted in 1993 and the “dry” portion in 2006. Dixon will include recommendations on future painting in their report.
 - iv. Flushing of the distribution system – The entire system was flushed, completing on 4/12/16.
- c. Upcoming Conferences / Training Classes – There is an “Efficient Utility Management and Utility Self-Assessment” training course in Connersville on 5/4/16. Brad and Frank will plan to attend that training.

4. Administrator's Report

- a. Status Report – Brad reported there were 14 credit card transactions, 139 ACHs, 9 valve turns and 1 shut off.
- b. Write-Offs – There was one write off for lot 1665 for \$37.57, a bank-owned property that has now been sold. A motion was made by Frank and seconded by Kathy to write this off amount. Motion carried

Adjustments – Lot 285 requested an invoice adjustment of \$401.23 and lot 1238 requested an invoice adjustment of \$409.16; both for frozen/broken pipes. A

motion was made by Frank and seconded by Kathy to make the adjustments. Motion carried. Lot 75 requested an invoice adjustment for a running toilet, and after discussion, this will be tabled for next month to further review the Ordinance related to this issue.

- c. Correspondence – A letter from the US Census Bureau was received and Brad responded on-line. We received a letter from the State of Indiana stating we no longer have to file a resource report per HB347. We received a letter from LSPOA offering to split the cost of a Greensburg paper subscription for use in District business. Greg made a motion that we pay half of the bill and it was seconded by Jim. Motion carried.
 - d. Miscellaneous Agency Reporting – none this month.
5. Attorney's Report – Anne's letterhead will be changing, as CKP is dividing up. Anne has not received any response from Evoqua – she and Brad will follow up next week.
6. Committee Reports
- a. Board Member Guide Committee – Board Training Topic – none this month.
 - b. Volunteers / topics for training – Kathy will conduct the training in May; Greg is scheduled for June.
7. Old Business
- a. Napoleon Water – Brandon met with Gene from Napoleon to further discuss the emergency cross-connection. The current plan is for the new pit to be pretty near our water main. Each utility would pay for the cost of the new pipe from their main to the new pit with the cost of the pit being split equally. This should make our cost around \$10,000; this is still preliminary.
 - b. ACH program education – Frank would like to continue putting informational newsletters in the Smoke Signals to educate customers about the ease of the ACH payment option. Anne will look into whether the District can do some type of drawing or prize to incent customers to sign up.
8. New Business
- a. Internal Controls Standards – Brad has reviewed the requirements and has drafted an outline. He will have something for review at the May meeting. A resolution adopting these Standards will be required.
9. Adjourn

Respectfully Submitted by
Kathy Tarzwell, Secretary

These minutes are subject to approval by the LSRWWD Board at the 5/19/16 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.**