

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

Meeting of December 17, 2015

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, Clair Fredrickson, Jim Hornig, Greg Montgomery, Ed Fox, Paul Gosnell, and Kathy Tarzwell. Also in attendance were Brad Jones, Utility Administrator and Brandon Litmer, Utility Superintendent.

2. Consent Items

- a. Minutes from November 19, 2015 Meeting
- b. Minutes from November 19, 2015 Public Hearing
- c. Financial Reports
- d. Register of Claims for sewer operating
- e. Register of Claims for water operating

Clair corrected the verbiage in the appointment of Kathy to another term in office, stated that the minutes from the Public Hearing needed a signature block, and found an omission of a POA member's name that was in attendance of the Public Hearing. A motion was made by Ed and seconded by Greg to accept the consent items with the changes made. Motion carried.

3. Operator's Report

- a. Sewer Status Report: Brandon reported that the sewer plant is operating well with no issues at this time. All tests are within the normal range. He has ordered several new sewer pumps for inventory ahead of the 2016 price increases.
- b. Water Status Report
  - i. EVOQUA – supplied the bad carbon: We still have not received any communications from Evoqua about the bad carbon they supplied. Brad and Brandon will gather the actual costs the RWWD has incurred trying to resolve this carbon issue and forward to Anne for further action. As a result of the water by-passing the carbon tanks during this issue, the November HAA5 test results were above the limit, similar to the May tests. IDEM was notified of the test results and they indicated they would be sending us a notice to distribute to our customers – when this notice is received, it will immediately be sent out to all customers.
  - ii. Water Solutions – new carbon supplier: We have purchased new coconut based carbon from Water Solutions to replace the bad carbon from Evoqua and the new carbon was installed on 12/16/15. The new carbon will soak for 24 hours to release the air and then it will be backwashed. Brandon will test the finished water coming out of the new carbon before releasing the water into the system. Once online, Brandon will also take new HAA5 and THHM samples and send to Eaton for testing / analysis, to ensure that the HAA5 levels are back to normal. We will likely have these test results prior to receiving IDEM's notice, so we will be able to send the new test results with the notice so that everyone can know that the carbon issue is resolved, the test results are normal, and all of our customers can be assured of the high quality of the water.
  - iii. Water tower inspection / cleaning: Brandon reported that the flush hydrant that is necessary for the cleaning and inspection will be installed

soon and that the inspection will probably take place in January. After the inspection is complete, the entire system will undergo a complete flush.

- c. Upcoming Conferences / Training Classes: Brandon requested permission for him and Jesse to attend this year's AWWA Conference in January, where he can get up to 10 Continuing Education credits. Kathy made a motion and Jim seconded to approve the attendance. Motion carried. Jesse has passed the Distribution test, but will have to re-take the plant walk through portion.
4. Administrator's Report
    - a. Status Report: Brad reported there were 15 credit card transactions, 129 ACHs, 15 valve turns, and 2 shut offs with both back on last month.
    - b. Write-Offs: Lot 1599 for \$95.64 and Lot 69 for \$127.10. Both lots were sold at last year's tax sale and these amounts accrued during the redemption period. A motion was made by Greg and seconded by Ed to write off these amounts. Motion carried. There are 9 new liens to file worth \$3,502.06.
    - c. Correspondence: Letter from James Sabiers stating that he had not received his bill last month, along with 5 others, all from the Ohio area. Barb sent out new ones. Reminder that ACH (automatic payments) would eliminate this issue. A resolution was received from the County Commissioners approving Kathy's reappointment. A contract renewal was received for the upkeep and support of our billing software for \$700.00 for the next year. A motion was made by Kathy and seconded by Clair to accept and pay this amount. Motion carried.
    - d. SBOA Update: The SBOA took some information on 11/23 and told us we entered too much information on their website. We haven't heard back since.
    - e. Advertise next year's meeting schedule: Brad will send out the dates of our meetings to the newspapers and radio stations.
  5. Attorney's Report: None at this time.
  6. Committee Reports
    - a. Board Member Guide Committee – Board Training Topic – Governing Documents and where to find them: Brad went thru the RWWD web site showing us where to find all of the governing documents, rate schedules, etc., which is also available to the public. Scott suggested that we try to read some of this information each month to stay familiar with all of the rules and regulations.
  7. Old Business
    - a. Napoleon Water: No update at this time.
    - b. Management Agreement: POA President Dick Veach presented a detailed explanation of the Management Agreement for 2016. After a lengthy discussion a motion was made by Greg and seconded by Ed to increase the differential pay of three of the employees as recommended and accept the 2016 Management Agreement as presented. Motion carried.
  8. New Business
    - a. Officer Positions for 2016: Scott asked everyone to think about Officer Positions for 2016, to be finalized at the January meeting.
  9. Adjourn

Respectfully Submitted by  
Paul E. Gosnell, Secretary

These minutes are subject to approval by the LSRWWD Board at the 1/21/16 meeting.