

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

Meeting of May 19, 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 and Brandon Litmer, Utility Superintendent.

2. Consent Items

- a. Minutes from April 21, 2016.
- b. Financial Reports
- c. Register of Claims for sewer operating
- d. Register of Claims for water operating

A motion was made by Frank and seconded by Clair 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. The pump calls are still low. There was a leak between the Fire Station and the Maintenance Building and it is repaired.
- b. Water Status Report – Brandon reported that the Water Plant is operating well with all tests in a normal range. The membranes are also operating well.
  - i. EVOQUA – supplied the bad carbon – We still have not heard anything back from Evoqua relating to the letter that we had Anne send. Brad will contact her to see if there is anything further we need to do at this point.
- c. Upcoming Conferences / Training Classes – Brad went to the “Efficient Utility Management and Utility Self-Assessment” training class. They talked about helpful ways to look at developing reserve accounts for replacing old infrastructure. Brad found the training quite useful as our underground water lines are the original lines installed when the lake was first developed; and, we have been discussing that very topic recently. Even though the underground lines are still working fine today, we need to plan for future repairs and replacements as these lines approach 50 years old. Brandon and Frank have been working on updating equipment replacement costs to incorporate into the reserve account planning.

4. Administrator's Report

- a. Status Report – Brad reported there were 19 credit card transactions, 136 ACHs, 9 valve turns and 6 shut offs.
- b. Write-Offs / Adjustments – Lot 75 asked for an adjustment of \$534.71 last month. After reading the ordinance and some discussion, it was decided to grant the adjustment. A motion was made by Kathy and seconded by Greg to approve the adjustment. Motion carried.
- c. Correspondence – The renewal for the liability insurance came and it has gone up about 10% in the last 3 years. Brad is going to get 2 other quotes to see if our current policy/rates are still competitive.
- d. Miscellaneous Agency Reporting – none this month.

5. Attorney's Report – None this month.
6. Committee Reports
  - a. Board Member Guide Committee – Board Training Topic – Kathy gave a report on the government agencies we deal with and what each agency is responsible for. Greg is scheduled to conduct the training in June.
7. Old Business
  - a. Napoleon Water – Brandon talked to Gene and he is still working up the costs for the emergency cross-connection.
  - b. ACH program education – Frank would like to set up a table at the July 4<sup>th</sup> activities to educate everyone about our ACH program and have forms there for sign up if anyone is interested. LSPOA board approval is necessary for a table for that date.
  - c. Internal Controls Standards – Brad has reviewed the requirements and has drafted an outline. He will have something for review at the June meeting. A resolution adopting these Standards will be required.
8. New Business
  - a. Consumer Confidence Report – This needs to be mailed out by July 1<sup>st</sup>. This is an annual mailing to all customers that reports the water quality testing results for the year.
9. Adjourn

Respectfully Submitted by  
Kathy Tarzwell, Secretary

These minutes are subject to approval by the LSRWWD Board at the 6/16/16 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.**