

Lake Santee Regional Waste & Water District
Meeting Minutes

Meeting of May 15, 2017

3:30 PM

Lake Santee Community Room

1. Roll Call

Vice-President Clair Fredrickson called the meeting to order and requested a roll call. Members present were Frank Erdosy, Scott Gibbs, Clair Fredrickson, Jim Hornig, Paul Gosnell, Kathy Tarzwell, and Greg Montgomery. Also in attendance were Brad Jones, Utility Administrator, Brandon Litmer, Utility Superintendent and Scott Wyatt, attorney for the District.

2. Consent Items

- a. Minutes from April 20, 2017
- b. Financial Reports
- c. Register of Claims for sewer operating
- d. Register of Claims for water operating

A motion was made by Kathy Tarzwell and seconded by Scott Gibbs to accept the consent items. Motion carried.

3. Treasurer's Report

Greg Montgomery reminded everyone to sign the forms needed to establish the new set aside accounts.

4. Superintendent's Report

- a. Sewer Status Report – Brandon Litmer reported that all is going well at the sewer plant with no issues.
- b. Water Status Report – Brandon Litmer reported that the flushing is almost done. All the rain we have had has put this behind schedule. He reported that he sent some water samples to the lab and is not anticipating any problems. The metals testing on the old carbon came back and now we are waiting to see if the land fill will accept the carbon for disposal.

5. Administrator's Report

- a. Status Report – Brad Jones reported there were 18 credit card transactions, 163 ACH's, 4 valve turns and 3 shut offs, with 1 still off.
- b. Write-Offs / Adjustments – None this month.
- c. Correspondence – Brad Jones reported that Shaun King of Sherman, Barber and Milliken submitted the year financial reports to the State Board of Accounts. The board was given an updated balance sheet. He reported that Jayhawk is raising the price on the card stock we use for our billing. We have plenty right now so will not be ordering any more at this time. Brad also reported the Quick Books software has been updated.
- d. Attorney's Report – Scott Wyatt stated we need to have another executive meeting concerning the "525" lawsuit. He also brought a resolution for our leak detection policy. Frank Erdosy asked Scott about "level billing". Scott stated that we would need an amended ordinance to do this. The board is not interested at this time.

6. Old Business

- a. Leak Detection Policy - The policy was read by Kathy Tarzwell. Jim Hornig made a motion to accept this policy and Scott Gibbs seconded. Motion carried.
- b. Jesse - Sewer license - Brandon Litmer only found a class in northern Indiana for Jesse to take. He will call the Alliance to see if they have anything.
- c. Napoleon Auxiliary Water Supply - Brandon Litmer stated he has not heard anything on the signing of the easements. He will talk to Gene Eaton soon.
- d. Water and Sewer Plant Security - Brandon Litmer has only gotten one quote, from ETC. He will get 2 more quotes and email them to the trustees so we can vote on them at the next meeting.
- e. Water Tower Exterior Epoxy Overcoat & Foundation Repair - Since the Epoxy Overcoat is so expensive we need to take bids on this. Brandon Litmer is going to talk to Dixon Engineering for the specs for a bid package. He will also ask them to recommend what project needs to be done first with the tower.
- f. Water Tower Security - Scott Wyatt is going to look at the building codes to see if we could put up concrete barriers around the water tower without a bid process.. Brandon Litmer has gotten some prices and he is going to check to see if delivery is included.
- g. Outdated Policies - Clair Fredrickson - Scott Wyatt stated that we need to make only one resolution to identify those no longer in effect. Then store in permanent file storage.
- h. Lawsuit "525" - There will be an Executive Meeting held on May 25, 2017 at 5 o'clock with a Special Meeting immediately following.

7. New Business

- a. Resolution for Authorization of Lake Security - Scott Wyatt brought the resolution for the board to vote on. Kathy Tarzwell read the resolution. Jim Hornig made a motion to accept the resolution and Kathy Tarzwell seconded. Motion carried.
- b. June meeting - The June meeting will be a working tour of all RWWWD facilities. We will meet at 1:00 PM at the water plant. The office and the maintenance staff will be with the Board of Trustees for the entire meeting.
- c. State and Federal Grants - Brad Jones has the ability to write grants. He will look to see if there are any grants out there for us to use.

8. Trustee Reports

- a. Scott Gibbs - Frank Erdosy asked Scott to check on our equipment. Scott has determined that the life expectancy of the John Deere Gator is almost up.
- b. We will have to consider what needs replacing soon.

9. Adjourn

Respectfully Submitted by
Kathy Tarzwell, Secretary

These minutes are subject to approval by the LSRWWWD Board at the 6/15/2017 meeting.