

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

Meeting of November 20, 2014

3:30 PM

Lake Santee Community Room

Members present [ 7 ] Absent [ 0 ] Participating Electronically [ 0 ]

1. Roll Call

Scott Gibbs called the meeting to order and requested a roll call. Members present were Ed Fox, Greg Montgomery, Kathy Tarzwell, Scott Gibbs, Clair Fredrickson, Jim Hornig and Paul Gosnell. Also in attendance were Brad Jones, Utility Administrator and Brandon Litmer, Utility Superintendent.

2. Consent Items

- a. Minutes from October 16, 2014
- b. Minutes from November 5, 2014 Special Meeting
- c. Financial Reports
- d. Registers of Claims for sewer operating
- e. Registers of Claims for water operating

A motion was made by Ed Fox and seconded by Greg Montgomery to accept the consent items as presented. The motion carried.

3. Operators Report

- a. Sewer Status Report – Brandon reported that the sewer plant was operating well with no issues and all tests normal. One of the new RAS pumps had a temperature fault. It was returned to the supplier and repaired under warranty. On October 29<sup>th</sup>, IDEM showed up for a surprise annual inspection. No violations were found and they were happy with the inspection.
- b. Water Status Report – Brandon reported that the water plant was operating well with no issues and all tests normal. The NPDS Permit, which allows the District to discharge treated water into the creek and is required to be updated every 5 years, has been submitted and receipt confirmed by IDEM.
- c. Administrator Status Report – Brad reported there were 119 ACH and 6 credit card transactions this past month. There were 2 shut-offs but both are back on. There were 2 requests for adjustment due to leaks. After a discussion of each case, a motion was made by Ed Fox and seconded by Kathy Tarzwell to make adjustments to Lot 335 for \$77.01 and Lot 572 for \$165.52. Motion carried. The office is still working out the bugs on the new Jayhawk / QuickBooks software upgrade.

4. Committee Reports

- a. Board Member Guide Committee
  - i. Board Training Topic – None this month.

5. Old Business

- a. New Computer / Software for SCADA Update – Brandon has received a second quote on hardware and software. The quote lacks detail and seems very high. Scott asked Clair to work with Brandon on comparing the two quotes, making sure the quotes are comparable, and getting updated quotes to make a recommendation.
- b. Hidden Leak Adjustments – Scott read through several questions and comments about the current policy. A lengthy discussion followed talking through each of the various points and what additional clarification should be included in the policy – mostly revolving around time frames for repairing the leak and adjustment period. Scott will condense everyone's comments into a draft of an Ordinance Amendment for the attorney to review.
- c. Disaster Recovery Plan – The InWARN program was presented. This no-cost program is designed for "utilities to help other utilities" deliver mutual aid to members following man-made emergency situations or natural disasters. After some discussion (and Anne Poindexter's comments from the last meeting), a motion was made by Kathy Tarzwell and seconded by Clair Fredrickson that the RWWD join InWARN. Motion carried. Brad will get the appropriate paperwork in place and get enrolled. It was also agreed to go

ahead and pursue inquiring whether the Napoleon Water District might be interested in some type of mutual aid agreement.

- d. Water Disconnects – Anne Poindexter, the District’s attorney, and Brad have agreed on the additional verbiage that will be placed on disconnect notices and have implemented the change. This added language gives customers subject to disconnect for not paying their bills information about their right to appeal before disconnection occurs.
  - e. Management Agreement – Brad reported a draft of the Agreement should be ready in the next few days to get with Scott and Kathy to review. It needs to be ready for both the POA and the RWWD to execute in December.
  - f. Lot 263 shared pump basin – The property owner sent a letter to the District indicating his understanding of the possible issues associated with a shard basin. The RWWD has no objection to his request to share a basin.
  - g. Bond refunding – The financial advisor has been asked to review the 3 proposals and offer feedback, as well as, determine if our financial status warrants having our bonds rated. A decision will be made after receipt of that feedback. It was decided that the original Bond Counsel will be utilized, if the bond refunding is approved.
6. Attorney’s Report – None at this time.
7. New Business
- a. Write-Offs – None at this time.
  - b. Correspondence – North Gate letter received from POA – see below.
  - c. Upcoming Conferences / Training Classes – None at this time.
  - d. RD 442-2 Form – Brad has the 2015 proposed budget ready for signature and will submit to Rural Development.
  - e. North Gate – License Agreement with POA – At the POA’s last meeting, their Board voted to approve a trial period for opening the North Gate. Pursuant to the District’s approval at last month’s meeting to allow the POA to temporarily cross RWWD property, Brad will have Anne draft the appropriate License Agreement for signature at December’s RWWD meeting.
8. Adjourn

Respectfully Submitted by  
Paul E. Gosnell  
Secretary

These minutes are subject to approval by the LSRWWD Board at the December 18, 2015 meeting.