

Lake Santee Regional Waste & Water District
Meeting Minutes

Meeting of 1-17-2019

3:30 PM

Lake Santee Community Room



1. Call to Order / Roll Call

President Paul Gosnell called the meeting to order and requested a roll call. Members present were Paul Gosnell, Claude Livesay, Jim Hornig, Frank Erdosy. Members participating electronically were zero. Also in attendance were Utility Administrator Brittany Green, Utility Superintendent Brandon Litmer, and the District's attorney Scott Wyatt.

2. Election Of Officers for 2019

Paul Gosnell	President
Jim Hornig	Vice President
Claude Livesay	Secretary
Kathy Tarzwell	Treasurer

A motion was made by Jim and seconded by Claude to accept these appointments as presented. Motion carried.

3. Committee Appointments

Dick Veach and Larry Kierman – Internal Controls Standard Oversight
Paul Gosnell – Public Relations

4. Guest introduction and short comments

Guests included- Vicki Wilson and Greg Coffin.

One guest stated they would like to see the LSRWWD save the properties they own for future green space projects like butterfly gardens or walking paths. They would like to make a presentation to the board to share their ideas in the future

5. Consent Items

- a. Minutes of 12-20-2018 Meeting
- b. Financial Report
- c. Register of Claims – Water
- d. Register of Claims – Sewer

A motion was made by Frank and seconded by Jim to accept the consent items as presented. Motion carried.

Lake Santee Regional Waste & Water District
Meeting Minutes
Meeting of 1-17-2019
3:30 PM
Lake Santee Community Room



6. Superintendent Report

a. Sewer Status Report

Brandon reported that everything is operating well and all tests are normal.

Brandon stated it is time to replace the 9,900 pounds of carbon, he provided a quote of \$12,771.00. A motion was made by Jim and seconded by Claude to order and replace the carbon for \$12,771.00. Motion carried. The carbon will be replaced approximately 2/1/2019.

Brandon stated that on 12/26/2018 an IDEM inspector did an inspection concerning a report of a spill with a valve being left open and a tripped circuit breaker. Brandon had filed the required spill report and did the walkthrough with the inspector and all was found to be compliant.

b. Water Status Report

Brandon reported that the plant is operating well and all tests are normal.

The IDEM inspector also did inspections for 3 anonymous complaints.

1. A concern we are not flushing hydrants once a year, we currently flush all hydrants every year in April. The inspector suggested we flush twice a year, so Brandon will flush in April and October in the future.
2. A red stain on a shower curtain, all results found to be in normal ranges.
3. High chorine levels, Brandon tested several areas and all areas tested in normal levels.

Over all the inspections went well and all areas of the plant were shown to be compliant, It is difficult to address concerns without lot numbers. If you have any concerns please call Brittany or Brandon and we will check them out.

7. Administrator Report

a. Status report

All is normal, continuing to make improvements in the accounting procedures.

b. Write-offs / adjustments:

Brittany explained that the owner of Lot #442 found a toilet running and she would like to offer a credit of \$62.07, Frank made a motion seconded by Claude to credit \$62.07 to the owner. Motion carried.

Lake Santee Regional Waste & Water District
Meeting Minutes

Meeting of 1-17-2019

3:30 PM

Lake Santee Community Room



Brittany explained Lot #1659 has a credit due of \$21.74 for over payment. Frank made a motion seconded by Claude to credit \$21.74 to the owner. Motion carried.

Brittany explained there are several accounts that are uncollectable and need to be written off. The accounts are #160120 \$31.88, #0259-01 \$7.83, #9164-01 \$300.29, #9643 \$136.94, #0410-01 \$167.32 for a total of \$644.26. A motion was made by Jim seconded by Claude to write of the uncollectable amount of \$644.26. Motion carried.

Brittany has been researching alternate companies to use for the electronic collection of water/sewer bills and asked for board approval to switch to Infotech with a yearly savings of approximately \$800 and added future options. A motion was made by Jim seconded by Frank to move to Infotech. Motion carried.

Brittany is working on cleaning up old closed accounts to correct the accounting totals and in November she will file any credits due with Unclaimed Money of Indiana as required.

Brittany stated the office is running leak reports twice a month with all owners being contacted to check and repair leaks if needed.

Brittany stated there are several educational conferences coming up in the future and will provide a detailed list.

Frank made a motion seconded by Jim to provide up to \$500 for conferences. Motion carried.

Jim made a motion seconded by Frank to provide up to \$200 for the AWWA conference. Motion carried

c. Miscellaneous – None

8. Treasurer Report - None this month

9. Attorney's Report – Scott was going to meet with Brittany after the meeting to discuss the audit letter and the future filing of the unclaimed closed accounts monies.

10. Old Business

a. Napoleon Water Update

i. No new information.

Lake Santee Regional Waste & Water District
Meeting Minutes
Meeting of 1-17-2019
3:30 PM
Lake Santee Community Room



11. New Business - Frank would like Brittany to get quotes for a 3 hour fire safe to protect all LSRWWD documents. Brittany and Brandon to research size and amount of documents.
12. Trustee Reports and Comments – none this month
13. Adjourn

Respectfully Submitted by
Claude Livesay, Secretary

These minutes are subject to approval by the LSRWWD Board at the 2-21-2019 meeting.