

Lake Santee Regional Waste & Water District
Meeting Minutes

Meeting of September 20, 2018
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, Scott Gibbs, Kathy Tarzwell, Jim Hornig, Frank Erdosy, and Larry Kiernan. Also in attendance were Utility Administrator Brittany Green, Utility Superintendent Brandon Litmer, and the District's attorney Anne Poindexter. Absent was Clair Fredrickson.

Guest introduction and short comments (two minutes max)

Guests included Vicki Wilson (510) and Claude Livesay (530).
No comments this month.

2. Consent Items

- a. Minutes of August 16, 2018 Meeting
- b. Financial Report
- c. Register of Claims – Water
- d. Register of Claims – Sewer

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

3. Superintendent Report

- a. Sewer Status Report
 - i. Brandon reported that everything is operating well and all tests are normal.
- b. Water Status Report
 - i. The water plant is operating on a normal basis with no problems and all tests in the normal range.
 - ii. The quarterly disinfection by-products (DBP) test results were received back from the lab and all results looked very good.
 - iii. Dixon Engineering's warranty inspection report was received and the Contractor will address the items on the list under warranty.
 - iv. A customer asked Brittany about the June and July meter readings. The meters were read on 6/25/18 instead of the normal 15th of the month, which resulted in a longer billing period for June. The meters were read on 7/15/18, as is typical, which resulted in a shorter billing period for July. The net result of the longer billing period combined with the shorter billing period over those 2 months does not affect the overall amount due by a customer.

4. Treasurer Report

- a. Update
 - i. Jayhawk can provide a 2 day / 16 hour over the phone training session for the new customer support specialist for \$1000. It was decided to continue to provide training in house, then decide if additional training is required.

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- ii. Jayhawk can add the prorated billing function to our existing software package for an additional cost of \$2500. Brittany recommends not pursuing that as there are only 5-8 account per month that require that calculation and those can be handled without this additional module.
 - iii. Kathy reported that First Financial has finally resolved the issues with getting Michelle set up with on-line banking. The account type has been corrected so there are no surcharges on the accounts. And, the bank has credited the fees it incorrectly charged previously.
- b. Adjustments
- i. A motion was made by Jim and seconded by Kathy to approve the following hidden leak adjustments: Lot 271 for \$285.96; Lot 583 for \$176.27; Lot 775 for \$161.82; and Lot 1270 for \$329.53. Motion carried.
5. Attorney's Report – see below.
6. Old Business
- a. Property Sale
 - i. Lots 517, 518, and 519 – A second appraisal on Lots 517, 518, and 519 was obtained. The appraiser valued each lot at \$5000. Paul talked to two realtors and obtained pricing from each to sell these lots for the RWWD. After considering each proposal and discussing the possibility of listing the lots ourselves, it was decided to utilize Tree City Properties. A motion was made by Jim and seconded by Scott to have Tree City Properties list these 3 lots for \$5000 each. Motion carried.
 - b. Wet Lands Project – The next Salt-Pipe Creek Watershed Program meeting is 9/26/18; Paul plans to attend.
 - c. Napoleon Water Update
 - i. Paul and Kathy are going to meet one of the customers to explain what work will take place through his yard to be able hook up the cross connection. The second customer is in Florida in nursing home. The third has already signed the easement.
 - d. Water Availability Billing
 - i. Anne provided a brief report of her review of the documents related to water availability billing. Scott had several questions based on his research of the documents. This was discussed at length and it was decided to perform additional review of the documents, including the previous rate studies.
7. New Business
- a. Board Member Appointments / Replacements
 - i. Clair's term and Scott's term both end on 12/31/18. Clair has indicated he will not be renewing.

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- b. Management Agreement
 - i. With Paul being the new President of the RWWD, Doug Lecher being the new President of the LSPOA, and Brittany Green being the new Lake Manager and Utility Administrator, discussions on the Management Agreement will start a little earlier than normal.
- 8. Trustee Reports and Comments
 - a. Larry presented a proposed change to the Internal Controls Policy to add language detailing the addition of the concrete barriers around the water tower (see ICP page 8, paragraph 4, sentence 3). A motion was made by Frank and seconded by Kathy to adopt the added language. Motion carried.
- 9. Adjourn

Respectfully Submitted by
Scott Gibbs, Secretary

These minutes are subject to approval by the LSRWWD Board at the 10/18/2018 meeting.

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Water/Sewer bill with ACH**

**Get the form from the RWWD
website OR
Stop by the office and fill out the
form.**

You may call the RWWD Office at