**Lake Santee Regional Waste & Water District**
**Meeting Minutes**
Meeting of February 20, 2025
3:30 PM
Lake Santee Community Room

1. Call to Order / Roll Call
    a. President Tom DePalma called the meeting to order and requested a roll call. Members present were Tom DePalma, Gordon Burgess, Scott Gibbs, Larry Kiernan, Steve Yost and Larry Nicks. Absent was Maurie Goodwin. Also in attendance were Utility Administrator John Lecher and Utility Superintendent Greg Coffin.

2. Guest introduction and short comments
    a. Guests included Anne Hayes and Deen Rogers from Wessler Engineering.

3. Consent Items
    a. Minutes of 1-16-25 Meeting
    b. Financial Report
    c. Register of Claims – Water
    d. Register of Claims – Sewer

    A motion was made by Steve and seconded by Larry N. to accept the consent items. Motion carried.

4. Superintendent Report
    a. Sewer Status Report
        i. Greg reported that the plant is operating satisfactorily.
        ii. The application has been mailed in for Greg to take the wastewater exam to renew his license.

    b. Water Status Report
        i. Greg reported that the plant is operating satisfactorily.
        ii. The office shared correspondence they received complementing the drinking water quality over the last few months stating they believed the water looked and tasted better than it has for some time.
        iii. Greg said for the WT6 license, both a written exam and a plant specific hands-on exam are required and he anticipates those be completed by the end of April.
        iv. Samples for the disinfection byproducts levels were collected and sent to the lab for testing. Awaiting full report from the lab.
        v. There are a couple of water / wastewater conferences coming up this spring where Greg can obtain his continuing education credits needed and which could provide networking opportunities to find additional sources for equipment and parts needed for the plants. John to distribute the conferences' information for review.

    c. Plant Operational Review Report
        i. These items stem from the Equipment Condition Status Report that Greg conducted on 10/11/24 and the subsequent updates.
        ii. #5 – The sewer plant does not have a SCADA system for remote monitoring of the plant (the water plant does have such a system). Greg had Anne from Wessler review and Wessler will provide a proposal to add a SCADA system for the sewer plant. As this is a low priority, this has been

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postponed to allow Anne / Greg to focus on other items first.

iii. #10/11 – Greg stated that the membrane filters are approximately 6 years old, with an expected useful life of 4-6 years. The filters are still function OK for now, but requiring cleaning more and more often. Greg is still looking for a supplier to work with and request proposals.
iv. #17 – The new pump for the backwash waste pump #2 has been installed and is working well. Greg stated we should consider ordering a backup pump since there is a long lead time on these pumps.
v. #41 – Replaced RAS pump #2. RAS pump #1 has a seal failure alarm and can be repaired. Plan is to buy and install a new pump for #1 and have old #1 pump repaired and kept as a backup.
vi. #47 – Digester aeration system needs repaired, requires draining tank to access pipes that need repaired. Greg believes he has found a company that could perform this work and is seeking a proposal from them.
vii. #48 – The digester level indicator has failed and needs replaced. Greg obtained a quote to furnish and install the complete system including all labor, material, equipment, shipping, startup and commissioning. A motion was made by Scott and seconded by Larry N. to approve the BL Anderson proposal for $5,616.94 for this work. Motion carried.

5. Administrator Report
   a. Status report
      i. 9 leak notices sent out.
      ii. 2 disconnects this month.

   b. Write-offs / adjustments
      i. No requests this month.
      ii. Account #0061 – At last month's meeting, the customer requested reimbursement for a ~42,000-gallon high water usage incident. Even though this type of non-leak usage would not qualify as hidden leakage under the Ordinance, the customer asked if any relief could be possible and the Board agreed to review. After review and discussion of the incident, it was agreed that this type of non-leak water usage does not meet the conditions for adjustment as outlined in the Leak Adjustment Program in the Ordinance. A motion was made by Larry K. and seconded by Gordon to not approve the reimbursement request. Motion carried.

   c. Miscellaneous
      i. John reported that Dave O'Mara's work on replacing the flush hydrants will resume when the weather is more appropriate.

6. Treasurer Report – no issues to report.

7. Old Business
   a. Online payment system vendor
      i. John and Joyce have met with NextBillPay and believe they will be a good fit as our new online payment system vendor to work with our Jayhawk software. The cost to get them online with Jayhawk is $1500, half paid by

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the District and half paid by NextBillPay. A motion was made by Gordon and seconded by Larry N. to approve payment of $750 to Jayhawk to onboard the new system. Motion carried.

b. Tap fee billing review
    i. Maurie and Larry N. worked with John and Greg to review the actual costs of some recent installations and have proposed updates to the cost template. Tabled until next meeting to answer some additional questions.

c. Capital / expense budget forecast
    i. Anne from Wessler Engineering went through a sample Asset Management Plan used by utilities for capital expenditure planning, asset management, risk assessment, etc. and provided the spreadsheets for the plan. Wessler will also put together a proposal to assist with generating a Plan for the District, including GIS mapping of the distribution system.

d. Moccasin Meadow update
    i. Previously, Moccasin Meadow had offered to meet with the District to share additional information she wanted to provide. John invited representatives from Moccasin Meadow to attend the February meeting after the new Board members were installed and briefed in January; John's call was not returned and Moccasin Meadow did not attend the meeting.

e. Air in the raw water intake pipe
    i. The POA agreed to lower the lake to 60" to test the system, but had to stop at 50" when the lake froze. Once the ice thawed, the water level was lowered to 60" below spillway elevation and the issue with getting air in the raw water intake pipe returned.
    ii. Wessler was asked to provide a proposal to help investigate this issue.

8. New Business
    a. New Policy for Good Faith Estimates
        i. John distributed a new Policy to enact that covers providing an estimate of the final water / sewer bill to a customer's realtor when a property is being sold. This estimated cost will be included on the property sale Closing Documents. A motion was made by Steve and seconded by Larry K. to approve the new Policy. Motion carried.

9. Trustee Reports and Comments – none this month

10. Adjourn

Respectfully Submitted by
Scott Gibbs, Secretary

These minutes are subject to approval by the LSRWWD Board at the 3/20/2025 meeting.