Lake Santee Regional Waste & Water District
Meeting Minutes
Meeting of October 17, 2024
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, Greg Coffin, Larry Kiernan, Scott Gibbs, Tom DePalma, Gordon Burgess and Maurie Goodwin. Also in attendance was Utility Administrator John Lecher. Note: Greg joined the meeting after the discussions related to the Hiring Committee update.

2. Guest introduction and short comments
   a. Guests included Karen Hester (1241), Vicki Wilson (510), Steve Yost (803), and Carol Goodwin (285).

3. Consent Items
   a. Minutes of 9-19-24 Meeting
   b. Minutes of 9-19-24 Executive Session
   c. Minutes of 9-26-24 Special Meeting Financial Report
   d. Register of Claims – Water
   e. Register of Claims – Sewer

   A motion was made by Maurie and seconded by Scott to accept the consent items with the correction to the 9/26/24 minutes, Item 3.g.i, that Greg Coffin would need to retest for his wastewater license to reinstate that and would need to test and participate in a plant knowledge walk through with IDEM for the water license as our plant requires a plant specific WT-6 water license. Motion carried.

4. Superintendent Report
   a. Sewer Status Report
      i. Greg Coffin is continuing to help at the plant during the transition until Brandon's replacement is hired and is onboard.
      ii. Greg reported that the plant is operating satisfactorily.
      iii. Greg presented a quote for $4580.80 to purchase a new backwash waste pump #2 that needs replaced. A motion was made by Larry and seconded by Maurie to approve the purchase. Motion carried.

   b. Water Status Report
      i. Greg reported that the plant is operating satisfactorily.
      ii. Toric is scheduled to complete the equipment installation and wiring connections for the new SCADA connection from the tower to the plant on Monday; Greg will be present during the testing.
      iii. Greg is working on getting the fluoride system back online.

5. Administrator Report
   a. Status report
      i. 8 leak notices sent out.
      ii. 3 disconnects this month.

   b. Write-offs / adjustments
      i. Account 10274-01 in the amount of $7.06. A motion was made by Maurie and seconded by Gordon to write off this amount for old uncollectable

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availability charges for property that was sold. Motion carried.

ii. Account 0584-03 in the amount of $6.42. A motion was made by Maurie and seconded by Gordon to write off this amount for an underestimated final invoice payment for property that was sold. Motion carried.

iii. Account 0305 in the amount of $316.94. A motion was made by Scott and seconded by Larry to credit this account for a hidden leak adjustment for a faulty toiler flapper at a part time house; leak has been repaired. Motion carried.

c. Miscellaneous
   i. John is pursuing additional sources for procuring saddles for taps. He will collect product data on the new potential materials to ensure they match our requirements.
   ii. John will be updating the alarm codes and security camera access.

6. Treasurer Report
   a. Larry stated there are no current issues.
   b. John and Scott had a call with Kevin Mullikin of Sherman, Barber & Mullikin to discuss our compliance with the authorities having jurisdiction related to our cash positions – Kevin stated we are in compliance and no action is required. Kevin also suggested we could avoid some costs related to new bonds if we were to get the BAND (loan) paid off by year five and not have to proceed with any bond issuance.

7. Old Business
   a. Moccasin Meadow Water Supply Agreement
      i. Karen Hester offered to meet with the District. John suggested this occur after the new Board is in place after January as there will be two new members. All agreed.

   b. Service Line Inventory (EPA requirement)
      i. The District is required to submit a service line inventory to the governing authorities by 10-16-24.
      ii. Scott Aaron has submitted the final report to the EPA.

   c. Plant operational review
      i. Greg Coffin is continuing to help at the plant during the transition until Brandon's replacement is hired and is onboard.
      ii. He has made a list of items that need to be reviewed / addressed. Scott has entered those items into a spreadsheet for prioritizing / tracking.
      iii. During the search for a new plant operator and/or consultants that might be needed after Brandon left, a wastewater consulting firm toured our plant to determine if his services might be useful to us during our transition. As a courtesy, he provided a list of items that should be further investigated. Those items have been added to the abovementioned spreadsheet.

   d. Hiring Committee update
      i. Tom explained the process that the Hiring Committee followed to review and evaluate all applications submitted for the position of RWWD Utility

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Superintendent. Upon conclusion of the review, the Hiring Committee recommended to move forward with extending an employment offer to Greg Coffin. A motion was made by Scott and seconded by Maurie to accept the recommendation of the Hiring Committee to (have the POA) hire Greg Coffin to be the new RWWD Utility Superintendent. Motion carried.

8. New Business
    a. Retirements from the Board
        i. Paul announced the he will be retiring from the Board at the end of this year.
        ii. Scott suggested that, today, the Board unofficially select the new President to take Paul's place so the new President and Paul have a couple of months to work together in transition. All were in agreement that person will be Tom DePalma. Officer elections will occur in December, but this decision allows time for Tom to start preparing.
        iii. Greg said he intends to accept the Utility Superintendent position, so he will be required to leave the Board, making today the last meeting he will attend as a Board member.
        iv. Steve Yost has expressed interest in joining the Board. Steve shared a little information about himself and answered a couple questions from the Board. To fill Greg's position, a motion was made by Maurie and seconded by Tom to nominate Steve Yost with the recommendation for appointment by the County Commissioners. Motion carried.

    b. Consultant Agreement for Brandon Litmer
        i. The District's attorney, Anne, drafted a Consultant Agreement for Brandon Litmer to continue to work for the District on an as needed basis during the transition to a new plant operator. A motion was made by Scott and seconded by Gordon to approve the Agreement with the modifications noted during the meeting. Motion carried.

    c. Water plant tour
        i. Prior to the November meeting, the Board will visit water plant for an informational tour. Members are to meet at the plant at 2:00 p.m. After the tour, the normal monthly meeting will be held in the Community Room, as typical.

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 11/21/2024 meeting.