Lake Santee Regional Waste & Water District
Meeting Minutes
Meeting of May 15, 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 (by phone), Scott Gibbs, Larry Kiernan, Maurie Goodwin and Larry Nicks. Absent was Steve Yost. Also in attendance were Utility Administrator John Lecher, Utility Superintendent Greg Coffin and part-time Utility Operator Dom Huber.

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

3. Consent Items
    a. Minutes of 4-17-25 Meeting
    b. Financial Report
    c. Register of Claims – Water
    d. Register of Claims – Sewer

    A motion was made by Maurie 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 running well.

    b. Water Status Report
        i. Greg reported that the plant is operating satisfactorily.
        ii. One of the membranes did not engage this morning and the clear well was low, but is operating correctly now. Greg will watch this, but it appears to be a one-time event.

    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. Tom will work with Greg to update this list regularly and to add in the IDEM inspection items that were noted as marginal.
        ii. #6 (water) – The breaker for the HVAC unit has tripped and will not reset. Wallpe has been contacted to repair / replace.
        iii. #10/11 (water) – The membrane filters are approximately 6 years old, with an expected useful life of 4-6 years. Greg presented a proposal from FilmTec to inspect and evaluate the functionality of the units and perform troubleshooting tasks. A motion was made by Larry N. and seconded by Maurie to approve the $8400 proposal dated 5/9/25. Motion carried.
        iv. #18 (water) – Carbon material may need replaced. The test results for the last HAA5 samples were higher than expected; the 4-quarter average is still within limits. Greg is pulling a second set of samples tomorrow on the DBPs to confirm the original test results.
        v. #19 (water) – One of the (two) high pressure service pumps has failed. Greg has received one quote to replace the pump and is awaiting the quote to repair the old pump. A motion was made by Scott and seconded by

Lake Santee Regional Waste & Water District
Meeting Minutes
Meeting of May 15, 2025
3:30 PM
Lake Santee Community Room

Maurie to approve the American Pump proposal for $35,068 dated 4/22/25 to furnish and install a new pump with the requirement that a second quote be obtained prior to proceeding with the American Pump proposal. Motion carried. Greg will follow up on the second quote and the quotes for repairing the old pump.

vi. #47 (sewer) – Digester aeration system needs repaired, and requires draining the tank to access pipes that need repaired. Greg obtained a budget proposal from C/H/M Excavating to clean out the digester and haul off the sludge as outlined in their 3/13/25 proposal. This work does not include the repairs to the aeration system at the bottom of the digester, just the clean out to access the aeration system piping. A motion was made by Maurie and seconded by Larry K. to approve the Not-To-Exceed amount of $65,000 to perform this work. Motion carried.

d. Exam status
   i. Greg and John are ready to send in the application for the water exams. Brandon Litmer has signed the exam application as required and the application has been mailed in.

5. Administrator Report
   a. Status report
      i. 6 leak notices sent out.
      ii. No disconnects this month.
   b. Write-offs / adjustments – none this month.
   c. Miscellaneous
      i. The new payment system is on board and live. Instructions on how to utilize the new system are on the website and in the Smoke Signals.
   d. Management Agreement – upcoming mid-year review
      i. Maurie, Steve and Larry have volunteered to help with this task and work with the POA volunteers on the next Agreement.

6. Treasurer Report
   a. Investment proposal – A motion was made by Larry K. and seconded by Maurie to make the following money transfers to take advantage of better interest rates:
      i. $100,000 from account 131-5 (water checking) to 128-1 (B&I MM, General)
      ii. $45,000 from account 131-5 (water checking) to 128-5 (B&I MM, Water)
      iii. $100,000 from account 131-6 (sewer checking) to 128-1 (B&I MM, General)
      iv. $67,000 from account 131-6 (sewer checking) to 128-6 (B&I MM, Sewer)

      Motion carried.

   b. Option to pay down the BAN (loan) – A motion was made by Larry K. and seconded by Maurie to pay $100,000 from account 131-6 (sewer checking) towards the BAN. Motion carried.

7. Old Business
   a. Tap fee billing review
      i. John explained the process to update the tap fees, including drafting a revised Ordinance, doing a first reading, posting a public notice, conducting

Lake Santee Regional Waste & Water District
Meeting Minutes
Meeting of May 15, 2025
3:30 PM
Lake Santee Community Room



a public meeting, having a second reading / approval, and sending letters to customers. Anne P. is to have the revised Ordinance ready for the first reading at the June meeting. This process is required since the individual line-item charge will increase by more than five percent. A motion was made by Maurie and seconded by Larry N. to recommend this change and start the process to adjust the water tap fees. Motion carried.

b. Training conference – report from attendees
    i. Larry N. and Greg attended the conference. Anne Hayes from Wessler was there, as well, and helped show Larry N. around to some of the vendors that would be useful to us. Larry met several vendors, collected brochures / relevant information and attended some of the seminars. Greg was also able to meet several vendors and spent one day in class for Continuing Education credits. Both felt the conference was a worthwhile venture.

c. Wessler projects status update
    i. Asset management plan – A kickoff meeting was held on 5/13 and work has started. Anne H. is coming to the plant on 5/22 to start data collection.
    ii. GIS mapping – A kickoff meeting was held on 5/13 and work has started. Anne H. is coming to the plant on 5/22 to start data collection.
    iii. Air in the raw water intake pipe – Anne H. has started reviewing the original design documents.

d. IDEM inspection / response – there has been no follow up response from IDEM on our answers to their inspection, which we read as good news.

8. New Business
    a. New part-time employee – Dom Huber started on 5/14 as assist Greg. Dom already holds his wastewater license and Greg / John will start putting together a training schedule for Dom on the other aspects of the position. Welcome Dom.

    b. Agenda changes required by new law - Effective July 1 there are new agenda requirements. IC 5-14-9 requires disclosure of appointed officials, the term of appointment and appointing authority. This information must be included on every board Meeting notice and agenda. In addition, it must be posted on the board's website if one is available. Scott will incorporate into July's agenda, etc.

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 6/19/2025 meeting.