Lake Santee Regional Waste & Water District
Meeting Minutes
Meeting of Jun 21, 2018
3:30 PM
Lake Santee Community Room



1. Call to Order / Roll Call

   President Frank Erdosy called the meeting to order and requested a roll call. Members present were Frank Erdosy, Clair Fredrickson, Scott Gibbs, Kathy Tarzwell, Paul Gosnell, Jim Hornig, and Larry Kiernan. Also in attendance were Utility Administrator Brittany Green and Utility Superintendent Brandon Litmer.

   Guests included POA Board President Doug Lecher, POA Board Member Shannon Gibbs, POA Board Member Wade Amos, Dick Veach and Vicki Wilson.

2. Consent Items
   a. Minutes of May 17, 2018 Meeting
   b. Financial Report
   c. Register of Claims – Water
   d. Register of Claims – Sewer

   A motion was made by Jim and seconded by Clair 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.
      ii. The 11 new pumps have been received.

   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. Flushing of the mains is complete.
      iii. The test results have been received back from the lab for the quarterly DBP (disinfection by products) and the quarterly SOC (synthetic organic compounds) samples.
         1. The TTHM sample test results were 38 and 39, giving a 4-quarter average of 46 and 49, respectively. The maximum limit for THHM is 80, so all results were well within acceptable levels.
         2. The HAA5 sample test results were 24 and 29, giving a 4-quarter average of 40 and 43, respectively. The maximum limit for HAA5 is 60, so all results were well within acceptable levels.
         3. The SOC sample test results were below the detectable limit.

4. Treasurer Report
   a. The new A/P checks have arrived.
   b. The Bond Payment routing number has been updated with the new bank.
   c. Adjustments – none this month.

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5. Attorney's Report
    a. Our insurance company has audited the financial reports that were submitted by our CPA Firm. The on-site audit that the insurance company performed in February turned out well.

6. Old Business
    a. Tower Security Barriers – No update.

    b. Property Sale
        i. Paul has been researching how the lots were turned into "tracts". Darrow performed similar research 25 years ago with the same results, so original lot dimensions are unknown. The county records show that the original lake builder eliminated the lots and intentionally developed the tracts. The county suggested that the property first be surveyed, then lot dimensions can be decided upon if the District wants to re-plat the property into lots. Paul to contact a surveyor and obtain pricing to survey the District property. No action will be taken until the survey cost is known.
        ii. Paul stated the appraised values for several of the lots was quite low. Some of the lots do not have ready access to utilities.
        iii. During the meeting, the District committed to Doug (POA Board President) that no action will be taken on any of the District owned property north of the North Bridge which might be utilized in the Wetlands project. Frank has also spoken with Anne, the District's attorney, about whether the District can deed that land to the POA and what other options are feasible to assist in the development of the Wetlands project.

    c. ETC Tower Rent – Past Due Amounts
    Anne is working on making contact with ETC to discuss this.

    d. Wet Lands Project
    Scott gave an update on the POA Sediment Committee activities. The Committee is looking at the various creek/inlets that feed the lake, the need for continued dredging and the priority areas, performing an inspection on the dam by a Professional Engineer, and updating the information related to a Wetlands project at the north end of the Lake. Wade spoke to some of the potential funding opportunities that may be available through District involvement in the project.

    e. ACH Letters
        i. The District sent out letters to all customers encouraging them to sign up for the ACH payment. There were 22 new enrollments in the ACH program.

7. New Business
    a. Abe Koehne Differential
        i. A motion was made by Paul and seconded by Kathy to approve the Differential Payment amounts proposed.

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ii. Abe is doing well. Brandon will get Abe started on his licensing after being here for 90 days. The sewer license requires 1 year of qualified work experience and the water license requires 3 years.

b. Management Agreement Addendum
At the May meeting, Frank announced he was considering making changes to the Utility Administrator responsibilities and had been discussing modifying the Management Agreement with Doug Lecher, POA Board President. During the June meeting, a long conversation was again held about whether making significant changes to this job description would be beneficial to either the POA or the RWWD. After much discussion, Frank agreed that the Lake Manager would resume the title of the Utility Administrator. Frank and Doug will continue to discuss any potential procedural changes that may be incorporated into next year's Management Agreement; for now, the Agreement will not be modified.

c. Customer Support Specialist Replacement
   i. Shannon will be posting the job opening for Barb's replacement. Barb will be retiring at the end of August.
   ii. A conversation was held about the Differential payment for the new employee. This will be voted on at a future meeting.

d. Sewer Account Monthly Set Aside
The District initiated a monthly set aside for the water utility last year. This year, a set aside for the sewer utility will also be started. A motion was made by Kathy and seconded by Larry to set aside $500 per month into the sewer set aside account. Motion carried.

8. Trustee Reports and Comments
   a. Scott emailed to Frank and Brittany a couple of upcoming training opportunities that would be beneficial for Brittany to attend. Brittany will look into these and get on her schedule.
   b. A question was asked about the Emergency Response Plan. Brandon has a copy and updates it annually. There is also a copy in the office.

9. Guest Comments – none this month

10. Adjourn

Respectfully Submitted by
Scott Gibbs, Secretary

These minutes are subject to approval by the LSRWWD Board at the 7/19/2018 meeting.