Lake Santee Regional Waste & Water District
Meeting Minutes
Meeting of December 19, 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, Gordon Burgess, Scott Gibbs, Larry Kiernan, Tom DePalma, Maurie Goodwin and Steve Yost. Also in attendance were Utility Administrator John Lecher, Customer Support Specialist Joyce Eddy and Utility Superintendent Greg Coffin.

2. Guest introduction and short comments
   a. Guests included Anne Hayes from Wessler Engineering and Carol Goodwin (285). Carol brought cupcakes to help celebrate Paul's retirement from the Board.

3. Consent Items
   a. Minutes of 11-21-24 Meeting
   b. Financial Report
   c. Register of Claims – Water
   d. Register of Claims – Sewer

   A motion was made by Gordon and seconded by Maurie 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 solids in the oxidation ditch and sludge tank are a little high and he is working to get those reduced. While higher than Greg would like to see, the levels are still in compliance.
      iii. The NPDES permit paperwork has been filed with IDEM. This is required to be updated every five years.

   b. Water Status Report
      i. Greg reported that the plant is operating satisfactorily.
      ii. Hydrant flushing has been completed.
      iii. The vendor is trying to source a new check valve to replace the bad valve identified previously that works with the high-pressure service pumps.
      iv. REMC had a recent surge that affected both of the high-pressure service pumps simultaneously. The issue has been resolved.
      v. Greg explained how Napoleon Water is our backup water source in the event of an emergency.
      vi. There have been no issues with air in the raw water intake pipe yet as the lake water level is currently at 3.5' below spillway elevation. Last winter while the lake was lowered, air was found in the intake pipe. This past summer, preventative maintenance and cleaning were performed on the intake screens; this may help with the previous air intrusion issue. John to ask the POA if the lake can be lowered beyond the 3.5' (in 6" increments) down to a goal of 5.0'. While the POA does not have a need to lower the lake that far this winter, this would provide a test as to whether the PM/repairs from this past summer would allow such a lowering if the POA did have a need in the future.

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5. Administrator Report
    a. Status report
        i. 7 leak notices sent out.
        ii. 0 disconnects this month.

    b. Write-offs / adjustments
        i. Account 0294 in the amount of $84.00. A motion was made by Scott and seconded by Gordon to credit this amount for a hidden leak adjustment for a pipe leak under the house to an exterior hose bibb; the leak has been repaired. Motion carried.
        ii. Account 0558 in the amount of $64.86. A motion was made by Scott and seconded by Gordon to credit this amount for a hidden leak adjustment for a leaky toilet flapper valve; the leak has been repaired. Motion carried.

    c. Miscellaneous – none this month.

    d. Public notices for 2025 meetings – John to ensure the appropriate notices are publicized for next year's meetings.

6. Treasurer Report – no issues to report.

7. Old Business
    a. Plant operational review
        i. This will be moved to the Superintendent Report agenda item and Greg will update the Board in January.

    b. Board member replacement
        i. The Board was fortunate to have two candidates show interest in the open position that will be left upon Paul's retirement. After discussion, a motion was made by Scott and seconded by Steve to nominate Larry Nicks with the recommendation for appointment by the County Commissioners. Motion carried.

8. New Business
    a. Management Agreement update (2025 / 2026 period)
        i. John presented the final Management Agreement for 2025 / 2026 and explained the changes from last year's Agreement. The new Agreement stems from several meetings to update projections for next year. The majority of the cost increases result from increases in healthcare insurance costs and now accounting for a full-time superintendent. A motion was made by Tom and seconded by Maurie to approve the 2025 / 2026 Management Agreement. Motion carried.

    b. Jayhawk accounting software renewal
        i. John presented the renewal contract from Jayhawk. The annual cost is $775 and includes 15 hours of general support. A motion was made by Larry and seconded by Maurie to approve the renewal. Motion carried.

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c. Tosibox computer / phone app
    i. Greg shared information about the computer program and its benefits in having Toric help troubleshoot the water plant's systems when needed. The contract includes a lifetime license to Tosibox for one phone and one computer for a one-time fee of $2644. A motion was made by Larry and seconded by Maurie to approve the contract. Motion carried.

d. Officer elections for 2025
    i. The following slate was presented for 2025 Officers:
        1. President – Tom DePalma
        2. Vice-President – Gordon Burgess
        3. Secretary – Scott Gibbs
        4. Treasurer – Larry Kiernan

        A motion was made by Scott and seconded by Maurie to accept the slate of officers. Motion carried.

9. Trustee Reports and Comments
    a. Tom discussed that the new requirement for companies to report their Officers is not applicable to public utilities.

    b. The postponed plant tour for Board Members will occur prior to the January 16 meeting at 2:00 p.m. Both plants will be toured. Scott to distribute the schematic diagrams for both plants.

    c. John and Tom to put together a summary of the Moccasin Meadow situation for the new Board Members to bring them up to speed at the January meeting. John will ask Moccasin Meadow if they can attend the February meeting.

    d. Paul was presented with a plaque commemorating his many years of service to the District. Please take a moment to read about Paul's service in the Water Column article authored by Carol Goodwin. We wish Paul all the best in all his future endeavors.

10. Adjourn

Respectfully Submitted by
Scott Gibbs, Secretary

These minutes are subject to approval by the LSRWWD Board at the 1/16/2025 meeting.