Lake Santee Regional Waste & Water District
Meeting Minutes
Meeting of November 21, 2024
3:30 PM
Lake Santee Community Room

1. Call to Order / Roll Call
    a. Roll Call – President Paul Gosnell called the meeting to order and requested a roll call. Members present were Paul Gosnell, Gordon Burgess, Scott Gibbs, Tom DePalma, Maurie Goodwin and Steve Yost. Absent was Larry Kiernan. Also in attendance were Utility Administrator John Lecher and Utility Superintendent Greg Coffin.
    b. Welcome new Board Member – Paul stated that the Decatur County Commissioners have appointed Steve Yost to the RWWD Board.
    c. Welcome new Utility Superintendent – Greg Coffin has accepted the position of Utility Superintendent and officially started earlier this month.

2. Guest introduction and short comments
    a. Guests included Anne Hayes from Wessler Engineering and Larry Nicks (567).

3. Consent Items
    a. Minutes of 10-17-24 Meeting
    b. Financial Report
    c. Register of Claims – Water
    d. Register of Claims – Sewer

    A motion was made by Maurie and seconded by Gordon to accept the consent items with the typo corrections noted in the Minutes. 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 are a little high and he is working to get those reduced.
        iii. The ultraviolet bulbs were changed out.
        iv. The CBODs and suspended solids numbers look good.

    b. Water Status Report
        i. Greg reported that the plant is operating satisfactorily.
        ii. Turbidity readings are low (which is good).
        iii. Manganese levels are low (which is good).
        iv. Toric has completed the equipment installation and wiring connections for the new SCADA connection from the tower to the plant.
        v. A terminal block failed causing the tower to overflow; it has been repaired. Greg said this was not related to the Toric install that was just completed.
        vi. Hydrants are being flushed this week.
        vii. The water level in the tower unexpectedly dropped significantly this morning. The issue was a bad check valve at the plant and is resolved. The planned plant tour for today was postponed to allow Greg to focus on the water tower level issue; will reschedule the tour for January or February.
        viii. Greg is looking into a Toric app (Tosibox) that would allow remote access to the plant's operations by both Greg and Toric. This would allow Toric to help troubleshoot issues without paying for a trip charge to our plant. Greg will gather information and cost data to share at the next meeting.

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5. Administrator Report
    a. Status report
        i. 8 leak notices sent out.
        ii. 2 disconnects this month.
    b. Write-offs / adjustments – none this month
    c. Miscellaneous
        i. John asked if the Board wanted to move forward with the proposal from ZCOM LLC to provide wastewater consulting. It was decided to table this for now and see if a need arises in the future.
        ii. John, Greg, Tom and Scott discussed tracking District work hours differently for next year. A new timesheet is being developed with Greg's input. Scott explained some of the features of what is being included and should be ready to start using sometime in December.

6. Treasurer Report – no issues to report.

7. Old Business
    a. Plant operational review
        i. Greg will be updating and prioritizing the action items list he made and will hand out at the next meeting to generate a plan of attack.

    b. Board member replacements
        i. Larry Nicks has expressed interest in joining the Board upon Paul's retirement and attended the meeting today. Larry shared a little information about himself and asked a couple questions. The Board will vote on a new member at the December meeting.
        ii. The Slate of Officers for the 2025 year was discussed. At last month's meeting, it was agreed that Tom would take over as President. Both Larry and Scott have indicated they would continue as Treasurer and Secretary, respectively. To replace Greg as the Vice-President, a motion was made by Steve and seconded by Maurie to make Gordon the Vice-President today. Motion carried. Gordon has agreed to continue this role for next year. The election will be held at the December meeting to make these official.

8. New Business
    a. Management Agreement update (2024 / 2025 adjustment needed)
        i. To account for the POA's decision to hire a full time Property Maintenance Manager and the costs for the combined Maintenance Supervisor / Utility Superintendent no longer being split between the POA and the District as was previously done, an Amendment is needed to the 2024 / 2025 Management Agreement for the last few months of the period to square up the now full time costs of a Utility Superintendent for the District. This will also take into account the difference in salaries between the previous and new Utility Superintendents. A motion was made by Tom and seconded by Maurie to approve an adjustment of $8,198 to be paid to the POA. Motion carried.

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b. Flush hydrant repairs
    i. John received two proposals for the following flush hydrant work:
        1. Repair hydrant near maintenance building.
        2. Repair hydrant near water tower.
        3. Add new hydrant near the sediment pond on the north end to remedy the water line that was cut out to accommodate the sediment pond installation.
    ii. A motion was made by Maurie and seconded by Scott to proceed with the Dave O'Mara Contractor proposal for $28,887. Motion carried.

c. Computer for Utility Superintendent
    i. Greg will need a computer to use. The computer in the maintenance building will be used by the POA's new full time Property Maintenance Manager. The existing computer in the Water Lab needs to remain dedicated to running the SCADA system to operate / monitor the water and sewer plants. A motion was made by Gordon and seconded by Steve to approve the purchase of a new computer for $1511.88. Motion carried.

9. Trustee Reports and Comments
    a. Tom talked about the POA's strategic planning committee and asked if the District should expand upon the Rate Study equipment life cycle information to create a more detailed long term capital plan for the District. Many of the underground water lines are around 50 years old.
    b. Maurie stated he disagreed with putting a thank you note to Brandon Litmer in the Smoke Signals.

10. Adjourn

Respectfully Submitted by
Scott Gibbs, Secretary

These minutes are subject to approval by the LSRWWD Board at the 12/19/2024 meeting.