Lake Santee Regional Waste & Water District

Meeting Minutes

Meeting of November 20, 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, Maurie Goodwin, Joyce Eddy, Larry Nicks, Bob Kasee and Steve Yost. Also in attendance were Utility Administrator John Lecher, Utility Superintendent Greg Coffin and Utility Operator Dom Huber. Larry Kiernan was absent.

2. Guest introduction and short comments
    a. No guests were present.

3. Consent Items
    a. Minutes of 10/16/25 Meeting
    b. Financial Report
        i. Steve Yost asked about the decrease in net income year to date compared to last year. A discussion ensued leading to the understanding that several things changed this year, including an increase in employee expenses with the hiring of Dom, the expenditures needed to catch up on operating items that had not been kept current up by the prior superintendent, and the paying down of the BAN debt, which the board had previously approved.
    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.
        ii. Greg noted that the oxidation ditch (items 37 & 38) needs to be gone through. He has one quote already and is looking for a second. He noted that it is better to do this work in the winter, so he will stay on top of it.
        iii. Greg noted that the bracing on the north clarifier has rusted off and needs to be addressed now. He has requested quotes.
        iv. Greg reported that Dom has requested the additional responsibilities to become the sewer superintendent. Greg thinks Dom has earned these responsibilities and recommends that his job duties be changed accordingly after a 90 day probationary period. As part of this process, Dom has asked to proceed with developing guidelines, standards and warranty requirements to begin outsourcing water and sewer taps on new house constructions in order to free up time in the sewer and water operation noting that the costs of these items would be a pass-through expense to the property owner.

b. Water Status Report
    i. Greg reported that the plant is running well and that all items listed as yellow operational items in last month's report have been resolved.
    ii. Greg reported that the high pressure pump rebuilt by Bastin Logan in August has been returned under warranty due to vibrations when operating. He has two concerns with this. First, where to store it when it is returned and, secondly, that testing it for proper operation when returned will cost $2,000-. After some discussion, it was decided that it would be worth that additional expense to be sure of proper operation.

c. Plant Operational Review Report
    i. Greg stated that the plant is in good operational order.

d. Exam Status Report
    i. Greg passed his written exam. On-site exam is scheduled for 11/25. During the process he learned that the state legislature has passed a requirement for some training for board members of municipal sewer and water districts. He will keep us informed as more information becomes available.

5. Administrator Report
    a. Status report
        i. 21 leak notices sent out. Most have been resolved.
        ii. 1 disconnect this month.

    b. Write-offs / adjustments – None..

    c. John informed the board that although the District's employee hours have been trending up this year, he expects that trend to reverse through February as we are getting caught up on the work that had not been done and fewer homes are being built. Due to this he thinks that both the District's board and the POA's board should just wait until the end of the POA's fiscal year to "true up" the employee hours.

6. Treasurer Report – Tom reported for Larry K. that there were no items to address this month.

7. Old Business
    a. Wessler projects status update.
        i. Asset management plan – John, Tom and Steve, along with Dom and Greg met with Wessler virtually to review the multiple spreadsheets they have completed which includes basically all of our assets and their corresponding grades. It was decided to ask Wessler to complete one additional spreadsheet which would be similar to the POA's long term asset plan. There will likely be an additional cost for this spreadsheet but it would be extremely useful. Once completed, we will begin the deep dive into the large amount of information contained in these spreadsheets. Wessler also informed us that this type of report is going to become mandatory to IDEM, so we are already ahead of the game.

ii. GIS mapping – We have received some of the equipment necessary to operate this system; however, some of the items were not the correct ones. Hopefully the correct items will be received in the near future and Greg and Dom can begin working with these in December.
iii. John noted that Wessler has made a donation to the fund raising efforts of Lakeview Wellness.

b. IDEM water plant inspection of 7/9/25 – Since Greg has passed his written exam we are down to two or three items yet to be completed. One of the items that is needed is a Cross Connection policy. This is being worked on, but further discussions will be needed to complete this.

c. Excavation safety training – John Foudray has completed training through United Rentals. Greg and Dom still need the training.

d. Management Agreement – mid-year review
   i. The POA is expected to approve this agreement in December. The best guess estimate is for a $104,000 increase to the District. The POA approved an employee insurance policy which is different from the District's; although this is not ideal, it should not affect our policy.

8. New Business

a. Per our desire to allow greater flexibility in running our operation we want to formalize a policy to allow the Utility Superintendent (Greg) to spend up to $7500 per month for plant operations without board approval, our attorney has suggested some language changes to our policy. These language changes will be addressed and then presented to the board for approval next month.
b. A motion was made by Larry N. and seconded by Maurie to approve small dollar Christmas Gifts for all the Districts full and part time employees and to split the cost with the POA for all employees and both boards along with their spouses for a Christmas dinner to be held in the community room in January. Motion carried with Joyce abstaining.
c. It was agreed that we need to educate our members on our bill payment options. A policy will be developed then reviewed by our attorney to begin charging for papered billing after a customer education period. This will then be presented to the board for approval and implementation. This will cover the cost for mailing fees,
d. Greg will coordinate a plant tour for Joyce and Bob as new board members so they can acquaint themselves with the plant's operation. Larry N. asked to be included and Steve Yost indicated that Skip Spetter had requested a plant tour. All of these individuals, along with their spouses, if desired will be included. It was also decided that a spring open house will be offered, since there have been numerous new people who have moved to the lake since the last open house held during the lake's 50th anniversary celebration.
e. A discussion was held regarding some property that has come up for sale next our community. It was decided that this could be a good thing for us to consider given our need for additional storage space and potential future plant operation needs. John will contact our attorney to find out what that process entails. He will also schedule an outing to look at the property so we can educate ourselves as to what is available.

9. Trustees Reports and comments

   a. Larry N. - said that he had been approached about our sewer treatment plant reaching its capacity. A discussion ensued which indicated that we are not really that close to reaching capacity, but it was decided that we are close enough to warrant beginning a look into how close we are to reaching that point and what it would cost.
   b. Joyce - informed the board that she will be attending a webinar December 12th from Neptune on billing software which is connected directly to the meters.
   c. Bob Kasee - invited all board members and their families over to his house after next month's board meeting.

10. Motion to Adjourn was made by Larry N, seconded by Bob. Motion carried.

Respectfully Submitted by
Steve Yost, Secretary

These minutes are subject to approval by the LSRWWD Board at the 12/18/2025 meeting.