

Lake Santee Regional Waste & Water District
Meeting Minutes
Meeting of September 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, Greg Coffin, Larry Kiernan, Scott Gibbs, Tom DePalma, Gordon Burgess and Maurie Goodwin. Also in attendance were Utility Administrator John Lecher, Utility Superintendent Brandon Litmer and the District's attorney Anne Poindexter.

2. Guest introduction and short comments
   a. Guests included Ed & Karen Leisring Nungester (378), Todd James (375), Joe & Ana Hooten (371), Karen Hester (1241), Ron & Vicki Wilson (510), Don Smith (204), and Carol Goodwin (285).
   b. Anne Hays – Wessler Engineering
      i. Anne returned the drawings and provided a digital copy.

3. Consent Items
   a. Minutes of 8-15-2024 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 as presented. Motion carried.

4. Superintendent Report
   a. Sewer Status Report
      i. Brandon reported that everything is operating satisfactorily.
      ii. Brandon has a company coming out to review the digester aeration branch lines repair / replacement work in the next few days.

   b. Water Status Report
      i. Brandon reported that everything is operating well.
      ii. Brandon replaced an original pneumatic actuator on one of the membrane filters this week.

5. Administrator Report
   a. Status report
      i. 8 leak notices sent out; no issues known, 3 customers did not return calls.
      ii. 0 disconnects this month.

   b. Write-offs / adjustments
      i. Account 9927-03 in the amount of $7.06. A motion was made by Greg and seconded by Gordon to write off this amount for old uncollectable availability charges for property that was sold. Motion carried.

   c. To help reduce write-offs, can a deposit be required on accounts? Anne stated deposits can be required, suggested following IURC guidelines with deposits being no more than two months of the average invoice. This would be a very

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administratively intensive process with collecting the deposits, tracking them compared to late payments, and refunding the deposits when an account closes. Suggested first contacting all the local title companies and/or realtors and ask them to call the District before closings so any outstanding invoices can be included in the closing costs. A good faith estimate invoice is sufficient for this process.

6. Treasurer Report
    a. The Allied Underwater check was printed, but the invoice was omitted from the Register of Claims. A motion was made by Larry and seconded by Maurie to add this invoice the current Register of Claims. Motion carried.

7. Old Business
    a. Moccasin Meadow Water Supply Agreement – Anne stated the ball is currently in her court.

    b. Service Line Inventory (EPA requirement)
        i. The District is required to submit a service line inventory to the governing authorities by 10-16-24.
        ii. The hydrovac work is complete. Brandon stated that about 80 meter pits were hydrovac'd on both sides of the pit and all 80 were reported as copper lines on both sides of the meter. Scott Aaron is updating the file and is preparing the report for final submission to the EPA.

    c. Air in the water intake pipe
        i. Allied Underwater performed the repairs on the water intake structure on 9/10 and 9/11. They will forward the report and video from the dive.

    d. Plant operational review
        i. Greg is continuing this review and provided an update to the Board.
        ii. Greg submitted an invoice for his hours to date.
        iii. Greg has drafted for review a procedure for backwashing the carbon tanks, one at a time, while keeping the other tank in service.
        iv. Greg will be on site all next week to help with transition.

8. New Business
    a. Don Smith (204) presented a claim for damage to his premises from a failed sewage pump (inside the green "turtle") and subsequent backup into his basement. This is an unusual occurrence. A motion was made by Maurie and seconded by Tom to pay the $2100 request. Motion carried.

    b. Brandon Litmer has tendered his resignation effective 10/4/24. He has agreed to continue to help out after this date (for between 5-10 hours per week) through the end of the year to help with the transition. A motion was made by Maurie and seconded by Larry to have Anne draft a Consulting Agreement so Brandon can continue to help out after the 10/4/24 date. Motion carried.

        i. Greg has a call into IDEM to obtain guidance for the transition.

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ii. Anne asked Brandon to list the most critical items that he will need to assist with during the transition:
    1. Signing off on the water reports to IDEM – 3-4 hours/month.
    2. Signing off on the sewer reports – 2-3 hours/month.
    3. Ensure the membrane is operating correctly – daily.
    4. Ensure the chemical additives are at correct dosages – daily.
    5. Watch manganese levels as they can change a lot during season changes.
    6. Daily testing – Eric can handle the water testing with some oversight and Denny continuing to assist with the sewer testing.
    7. Brandon stated he would come by the plant early each morning to check the membrane, chemicals dosages, etc.

iii. To find a replacement for Brandon, a hiring committee will be formed. As Brandon's job description includes responsibilities for both the POA and the RWWD, both entities will be involved in the search. A motion was made by Scott and seconded by Tom to form a hiring committee made up of the following: John Lecher (POA Lake Manager / RWWD Utility Administrator), Steve Knight (POA Board President), Greg Coffin (RWWD Board Vice-President) and Dick Veach (former POA Board President, former RWWD Board Member, and former Interim Lake Manager / Utility Administrator). Motion carried.

iv. A Special Meeting will be called for next Thursday 9/26/24 at 3:30 p.m. in the Community Room to discuss the plans for operations. The appropriate Notices will be advertised as required.

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 10/17/2024 meeting.