

Otter Lake Water Commission Regular Meeting Minutes

December 12, 2023

Chairman, Jake Rettberg, with all Commissioners present except Dave Skinner convened the regular meeting of the Otter Lake Water Commission at 5:00 pm. Others present included Joe Hogan, Denzel Jines, and Laura Sommerfeld.

MINUTES:

Terry Davis made a motion to approve the minutes from the regular meeting on November 14, 2023. Mike McCarthy seconded the motion. The motion carried with a 7-0 vote.

John Gudgel made a motion to approve the minutes from the Executive Session on July 11, 2023. Mike McCarthy seconded the motion. The motion carried with a 7-0 vote.

Hank Sutton made a motion to approve the minutes from the Executive Session on August 8, 2023. Terry Davis seconded the motion. The motion carried with a 7-0 vote.

John Gudgel made a motion to approve the minutes from the Executive Session on November 14, 2023. Terry Davis seconded the motion. The motion carried with a 7-0 vote.

AUDIENCE TO VISITORS:

John McLaughlin, a lease holder at the campground was present to just observe the meeting.

BILL LIST:

John Gudgel made a motion to approve the bills for November totaling \$230,927.81 for payment. John Ulery seconded the motion. The motion carried with a 7-0 vote.

RECREATION:

Park Financial Report:

Total income for November was \$97,548.31 with a year to date of \$607,032.04.

Total expense Otter Lake Park owes the Water Commission for November is \$17,649.93.

With a total owed to date of \$0.

OLD BUSINESS:

We still have two campers that requested a name change for the 2024 Season Lease that wasn't voted on last month. Mary Kay Phillips (59s) and Jack Loftus (96n). Since November's meeting Mary Kay Phillips has submitted more documentation to show that Greg Prose has been residing at the same address as her. After some discussion Jake Rettberg made a motion to approve the name change addition to her 2024 Season Lease with a signed affidavit. Larry Mouser seconded the motion. The motion carried with a 7-0 vote.

John Gudgel made a motion to deny the name change request from Jack Loftus for the 2024 Season Lease. Jake Rettberg seconded the motion. The motion carried with a 7-0 vote.

NEW BUSINESS:

- Jake Rettberg made a motion to approve the 2024 Budget as presented. John Gudgel seconded the motion. The motion carried with a 7-0 vote.

GENERAL MANAGER'S REPORT:

Joe Hogan reported:

- **Campground Projects**- We located our power and water lines around one of our shower houses on the south side campground. Maguires will be spot digging around the old septic system to see if it needs redone or fixed. Our hope is to have it ready by the spring. The exterior walls have been completed in the north shower house project. Our annual campground inspection resulted in our inspector saying we needed a permit for the project. We were under the impression we did not need one. Construction has stopped until we obtain the permit.
- **Route 104 Project**- Scott Hunt and I are still in the process of obtaining all the easements for the project. We have received two more in the past month. I have also started the public water supply loan application.
- **Village of Thayer Customer Billing**- The Village reached out to us a few months ago regarding a potential billing arrangement. They have discussed it with their board and have decided to use Otter Lake as a contracted billing agent. We currently also perform this service for Tovey and the Village of Nilwood. I have a service contract drawn up and am waiting for Thayer's approval. Once they are okay with the contract, our board will need to approve it as well. I anticipate a few "practice" runs with their billing cycle before we go live with it.

OPERATIONS SUPERVISOR'S REPORT:

Denzel Jines reported:

- **Water Quality**- November 2023 saw an average lake temp of 54 degrees and an average Ph of 8.2. The lake level was recorded at 618.5'. MIB and Geosmin sample results are listed below. We are operating the UV system in disinfection mode only.
 - **MIB and Geosmin Sample Results**
 - November 13, 2023 Raw Geosmin 21 ng/L and finished Geosmin <2.0 ng/L
 - November 13, 2023 Raw MIB 21 ng/L and finished MIB 4.3 ng/L
- **Crew Training**- We brought our chemical supplier out to conduct a training class with the operators on the use of our chlorine capture kit B and how to respond to a chlorine gas leak. We watched training videos on the dangers of chlorine gas, got hands on training with the use of our capture kit, and took a test to check the operator's retained knowledge of the subject. We also conducted an in-house OSHA approved training course with all operators on the safe use of forklifts. I'll ensure new hires are trained when they start and at least every 3 years with all operators per the OSHA standard or as needed.
- **Water Plant**- During our routine monitoring of the back wash pond effluent we noticed a higher-than-normal chlorine residual. During the investigation to determine the source of the chlorine we found a leak in the post chlorine line. The crew excavated then repaired the chlorine leak.
- **Thayer Tank**- We hooked up the antenna in a new location to restore communication of the field scada panel with the plant scada panel. We also hooked up the level transducer so we could see the tank level via scada. After completing those items, we

switched Thayer back to tank pressure from line pressure. We also met with Dixon Engineering to review the items on the punch list for the contractor to address.

- **Distribution System**- There were no leaks in the system during November.

OTHER BUSINESS:

- None reported.

At 5:58 pm John Gudgel made a motion to adjourn. John Ulery seconded the motion. With no further business to discuss the meeting was unanimously adjourned. The next Commission Meeting will be at the Commission Office - 6475 W Montgomery Road in Virden on Tuesday, January 9, 2024, at 5:00 pm.

Laura Sommerfeld

Minutes Approved by the Board 01/09/2023