

NOTICE

Westville Board Meeting

Date: February 20, 2025

Time: 6:00 PM

FEBRUARY 20, 2025, MEETING

Location: 120 E Main Street, Westville IL 61883

1 Call to Order

2 Roll Call and Introduction of Special Guests: Royce, Steve, Frank, Larry, Brian, Sean, Brandi

- Royce
- Steve
- Bruce – Not in town

3 Public Comment

None

4 Minutes of Previous Meeting

- Motion to approve the minutes from the meeting on January 16, 2025
 - **Roll Call:** Steve, Royce
 - **Vote:** Yay / Nay Passed

5 Consideration of the Agenda

- Motion to accept the February 20, 2025, meeting agenda
 - **Roll Call:** Steve, Royce
 - **Vote:** (Yay/Nay) Motion Passed

6 Treasurer's Report

- Motion to approve the Treasurer's Financial Report: including monthly expenditures and summaries.
 - **Roll Call:** Royce, Steve
 - **Vote:** Yay / Nay
- Motion of allocate \$500.00 to petty cash (Acct: \$3,902.62)
 - **Roll Call:** Royce, Steve
 - **Vote:** Yay / Nay Passed

7 ERH Reports or Other Reports

- Collected and analyzed all required samples and submitted Monthly Discharge Monitoring reports.
- Cleaned weirs on secondary clarifiers
- Super chlorinated tertiary filters
- Test ran generators
- Pulled the #2 waste sludge pump for repairs, drive shaft was replaced
- Pulled #2 return activated sludge pump for repair, seals were replaced

- Pumped several feet of water out of the drywell can at the Madison St lift station, discovered that a seal water supply line to the #2 pump had broken allowed water to enter the can. Isolated the leak and made repairs to seal water line. Used a fan to help dry out the equipment.
- Replaced sump pump at Madison St lift station
- Opened manhole at 23
- **Motion to approve ERH report**
 - **Roll Call:** ERH did not show
 - **Vote:** Yay, Nay

8 Superintendent Report

- Frank signed up for on-line Operator training; \$165.00 course
- **1/6/25:** office closed for weather received call from Larry Elliott states his toilet is bubbling now that osma fixed where the hit his line.
- **1/07/25:** got the okay from Steve to have ridge plumbing replace toilet at plant. Gave Larry Elliott osma info to call and see how they want to handle hitting his line and still having problems. Met with Keith Smith today he is going to build a building where the old post office was on Mainstreet. Emergency Julie 5:20 pm Lyons Road.
- **Motion to approve Superintendent report**
 - **Roll Call:** Steve, Royce
 - **Vote:** Yay / Nay Passed

9 Office Manager Reports

- **Credit Card Processing Fees:**
 - Evalon, our credit card processor, is increasing processing fees as follows:
 - ✓ **Transaction Rate:** \$0.046 + \$0.14 per transaction
 - ✓ **Authorization Fee:** 0.014 per transaction
 - ✓ **Batch Settlement Fee:** WBSD batch fee will now be \$0.40 per settled batch.

A copy of the letter outlining these changes is attached to my notes.

- **Shut-Offs:**
 - There were no shut-offs for the month of January.
 - I will prepare a calendar of set shut-off days and send it to Mike for approval.
- **Staff Availability:**
 - Brandy and Frank will be out of the office from Monday, January 27th, to Friday, January 31st. They will return on Monday, February 3rd.
- **Office Closures:**
 - The office will be closed on the following holidays:
 - Monday, January 20th (Martin Luther King Day)
 - Monday, February 17th (President's Day)

- **February Meeting:**
 - Brandi will attend the February 20th meeting in my absence due to a family matter.
 - Royce will provide a prepared manager report for that meeting.
 - Please submit any items for the February agenda no later than Friday, Steve
- **Continued Communication:**
 - Ensure all staff are informed of office closures and scheduling updates.
 - Maintain clear communication with Elavon regarding new credit card processing fees.
- **W-2 Distribution:**
 - Kerry Barrett will have W-2 forms ready soon. They will be mailed out as soon as I receive them.
- **Motion to approve Manager report**
 - **Roll Call:** Royce, Steve
 - **Vote:** Yay / Nay Passed

10 New Business

- **Changing of business hours: 7:00 PM – 4:00 PM to align with Westville Gas and Water**
 - **Roll Call:** Royce, Steve
 - **Vote:** Yay / Nay Passed
- **New Roof Replacement/Discussion to Replace Gutters**
 - **On Hold for Bids**

11. Follow Up Between Superintendent and ERH Contractor

- PFAS Discussion
-

12 Unfinished Business

- Conversation of EPA Loan for District Improvement
- EPA Renewal: expires October 31, 2025
 - Okayed to sign
- Kal's new pump installed

13 Special Announcements

- Meeting with Tilton at 10:30 on Friday, February 21.

14 Adjourn: 6:48 pm

Motion to adjourn:

- **Roll Call:** Steve, Royce
- **Vote:** Yay / Nay Passed

Notice of Recording

This meeting will be recorded using Owl Conferencing technology to ensure accurate minutes and for future reference. By participating, you consent to the recording. Please address any concerns with the chairperson before the meeting begins.