

DECEMBER 2024 MEETING MINUTES

NOTICE

Westville Board Meeting
Date: December 19, 2024
Time: 6:00 PM

Location: 120 E Main Street, Westville IL 61883

1 Call to Order

2 Roll Call and Introduction of Special Guests: Royce, Steve, Frank, Bruce Sean McBride, Kerry Barrett, Brian Lawless, Deanna

- Royce
- Steve
- Bruce

3 Public Comment

None

4 Minutes of Previous Meeting

- Motion to approve the minutes from the meeting on December 19, 2024

▪ Roll Call: Steve, Royce

▪ Vote: Yay / Nay Passed

5 Consideration of the Agenda

- Motion to accept the January 16, 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: Steve, Royce

▪ Vote: Yay / Nay

- Motion of allocate \$500.00 to petty cash (Acct: \$3,047.22)

▪ Roll Call: Steve, Royce

▪ Vote: Yay / Nay Passed

- Collected and analyzed all required samples and submitted Monthly Discharge Monitoring reports.
- Cleaned weirs on secondary clarifiers
- Super chlorinated tertiary filters
- Test-ran generators
- Removed blockage from return activated sludge line
- Received notice just before 5:30 pm on November 30 that Kai's Roadhouse was having issues with not being able to flush toilets. Coordinated to have two people go to the site to pump from the in-line tank to the sanitary manhole to provide relief before the band began playing at 7:00 pm. The two ERH employees arrived around 6:45 and were informed they were not needed.
- **Motion to approve ERH report**
 - **Roll Call:** Steve, Royce
 - **Vote:** Yay, Nay Passed
- **11/04/24:** The Volute came in for Swartz station. Talked to Fred Burk he is willing to work on our truck and change oil for us.
- **11/05/24:** Met with Mike Bennett and landowner buying 5 acres at the end of west Kelly about sewer hookup.
- **11/12/24:** contacted Sean about Volute install waiting on reply. Contacted Gasvoda about control waiting on reply. Removed rain gauges so they don't freeze and break over winter from lift stations.
- **11/13/24:** Talked to Puzey about farmland off Lyons Road they are wanting to switch fields where they want the sludge applied to. Sean said in the next couple of weeks for the volute at Swartz station. Delivered red tags today. Found a couple of the manhole covers off in field off Lyon's Road.
- **11/18/24:** talked with CJ Puzey about where to apply sludge at Lyons Road field. Talked with the village of Belgium and John Stultz about making access bigger to get to the railroad track creek crossing to repair it. Spoke with Jason Blava has had no issues since tank was pumped out.

8 Superintendent Report

- **7 ERH Reports or Other Reports**

- 11/19/2024: Let Butch know that insurance company will be here tomorrow to check out boiler. Called out to 502 South state for back up in basement called osma the stated last week they hit something in the area. Called out to the old tmt building for emergency Julie after hours sewer backup.
- **Office Manager Reports**
- **Shut-Offs:**
 - No shut-offs were necessary for December based on November filling.
- **Office Operations:**
 - Progress is being made on updating customer emails and phone numbers in the system.
- **CTS and Filezilla Update:**
 - Worked with CTS to successfully update Filezilla for ePay transactions.
 - **Customer Engagement – 2025 Calendars:**
 - The 2025 calendars are being distributed, and customers are excited to receive them as always.
 - **Holiday Closures:**
 - The office will be closed on:
 - December 24 and 25 for Christmas
 - December 31 and January 1 for New Year's
 - **Vacation Schedule:**
 - The Office Manager will be on vacation from December 26 to January 2.
 - Motion to approve Manager report**
 - **Roll Call:** Steve, Royce,
 - **Vote:** Yay / Nay Passed
 - **2023-2024 Financial Report - Kerry Barrett pass to be filed**
 - **Roll Call:** Steve, Royce
 - **Vote:** Yay / Nay Passed
 - **Discussion and Action for new electrical: Disconnect Boxes and Filter Room**
 - Discussion on two bids. Anderson was higher, RC \$5,000; Bruce voted NO as they were not union. RC to do work

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.

Notice of Recording

- Rate Study: Review, Discussion, and Vote on Rate Increase – Presented by Larry Johnson
- Tabled. Larry absent, out of town
- Roll Call: N/A
- Vote: N/A
- 11. Follow Up Between Superintendent and ERH Contractor**
 - Railing around steps (Sandblasted and painted) **HOLD due to weather**
 - Rails and steps; stabilize washout by tracks. Land is too wet and unstable
 - Pump for Kal's (awaiting arrival – Bob Brown) December 3, 2024, expected arrival **HOLD** until next month
 - Clarifier Flights and Shoes; Received shoes; awaiting flights, and bid from ERH for installation (timeline and cost). **ON HOLD until next month. Needs to be moved to Kal's.**
 - Update on Swartz pump: **NO UPDATE.** (Waiting on parts)
 - Maintenance Report , for the plant from ERH
 - Stabilizing washout by tracks (Atlas Home – Cost \$3,000-\$5,000)(Waiting for weather to break)ArcGIS App for JULIE – Call Before You Dig **Hold Off For JULIE** Apps from EPA when done
- 12 Unfinished Business**
 - NONE
- 13 Special Announcements**
 - NONE
- 14 Adjourn: 6:32 pm**
 - Motion to adjourn:
 - Roll Call: Steve, Royce
 - Vote: Yay / Nay Passed