

NOTICE

Westville Board Meeting

Date: March 21, 2024

Time: 6:00

Location: 120 E Main Street, Westville IL 61883

1. **Call to Order:** Bruce, Royce, Steve, Deanna, Sean

2. **Roll Call**

Bruce	John McBride
Royce	Larry Johnson
Steve	Seam McBride

3. **Public Comment**

None

4. **Minutes of the previous meeting**

- 1 Motion to approve previous meeting minutes of February 15, 2024
- 2 Roll Call Motion: Royce Second: Steve
- 3 Vote Passed
 - a. Yay X
 - b. Nay

5. **Consideration of the Agenda**

- 1 Addition to the Agenda: **None**
- 2 Motion to accept the February 15, 2024, meeting agenda.
 - a. Roll Call Motion: Steve Second: Royce
 - b. Vote passed
 - i. Yay X
 - ii. Nay

6. **Treasurer's Report**

- 1 Motion to receive the Treasure Financial Report: Review and Approval of Monthly Expenditures and Summaries
 - a. Roll Call Motion: Royce Second: Steve
 - b. Vote: passed
 - i. Yay X
 - ii. Nay 0
- 2 Motion of to put \$850.00 in petty cash. On hand: \$2,126.09
 - a. Roll Call: Motion: Royce Second: Steve
 - b. Vote passed

- i. Yay X
- ii. Nay

7. ERH reports or other reports

1. No report available

- a. Roll Call Motion: Royce Second: Steve
- b. Vote
 - i. Yay X
 - ii. Nay

8. Manager Reports

Working with LOCIS

Task: Fix errors in the transfer from LOCIS to LOCIS 8 window

Identify specific errors encountered during the transfer

Collaborate with the LOCIS team to address and rectify those errors promptly

Customer Refund Request (1170314)

Issue:

Customer requests a refund for carrying credit over 15 years

Action Items:

Review the customer's account history and the circumstances surrounding the credit.

Determine the eligibility and validity of the refund request.

Identify specific errors encountered during the transfer.

The board discussed situation and the decision was made to refund with there will be no future pay-ahead situations. Brian is preparing an ordinance stating such.

Vendor Issues:

Bob Brown

Issue: I'm waiting for the bill; the vendor sent the invoice to The Village of Belgium instead of WBSD

Action Item:

Contact Bob Brown to clarify the billing discrepancy and request the correct invoice.

GASVODA

Issue: The bill was sent with no merchandise details for \$1,264.36; it lacks a job description, PO, and order-by information.

Action items:

Continue email correspondence with GASVODA to request the necessary bill. Communicate the required information to future invoices to avoid similar issues. Follow up to ensure receipt of corrected invoice with complete details.

- a. Roll Call Motion: Royce Second: Steve
- b. Vote passed
 - i. Yay
 - ii. Nay

9. New Business

- 1 Guest, Kevin Kagel, thanked John and his Crew for finding all clearing problems at his house. The problem was located before Michigan Street Station and wet wipes had clogged the liner. We discussed monitoring it closer and how to handle any problems.
- 2 Reimbursement issue: Noted in Manager Report.

10. Follow-up or Discussion

- 1 HVAC Maintenance and Repair follow-up from act from the September meeting.
 - a. We are waiting for pipe size information from Larry or Sean

11. Unfinished Business

- 1 Kal's Road House
 - a. The work is completed and waiting for drawings and plans.
- 2 Oxidation Ditch Rotors at the Wastewater Treatment Plant Construction
 - a. First payment to GASVODA; no set date of delivery.
- 3 Larry asked the Board to authorize a check to GASVODA when we get details on the invoice, drawing of Kal's sewer line installation, and details on giving responsibility to Kal's for sewer to our manhole.

Adjourn: Royce, Steve
7: PM