

## Westville Board Meeting

Date: June 20, 2024

Time: 6:00 PM

Location: 120 E Main Street, Westville IL 61883

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1. Call to Order: 6:15

2. Roll Call

- Royce
- Steve
- Tom

**All Board Members Present Quorum Met**

3. Public Comment

- None

4. Minutes of the Previous Meeting

- Motion to approve the minutes from the meeting on May 16, 2024
  - Roll Call Steve, Royce, Tom
  - Vote: Yay / ~~Nay~~ Passed

### **Previous Board Minutes Approved**

5. Consideration of the Agenda

- Motion to accept the June 20, 2024, meeting agenda
  - Roll Call: Steve, Royce, Tom
  - Vote: Yay / ~~Nay~~ Passed

**Motion to accept the June 20, 2024, meeting agenda was accepted**

6. Treasurer's Report

- Motion to receive the Treasurer's Financial Report: Review and Approval of Monthly Expenditures and Summaries
  - Roll Call Tom, Steve, Royce
  - Vote: Yay / ~~Nay~~ Passed

7. Superintendent's Work Report

- Contacted Alforfer Cat regarding questions and some confusion referring to an invoice received for a service call for the stationary generator at the plant. It was determined that there was actually only one invoice as

opposed to two separate ones, as was initially thought when received in the office. It was also verified that the work performed is not covered under the District's service agreement with Altorfer.

- Inspected a service line cap at 106 1<sup>st</sup> St.
- We have been inspecting the manholes that had been involved in the blockage on Virginia St. regularly to ensure there is no more issues.

#### **8. Plant Operator's Work Report**

- Pulled the #1 return activated sludge pump for repairs
- Installed new shaft collar on the primary clarifier
- Replaced fuse for sludge recirculation pump on the anaerobic digester
- Experienced a power outage at the plant and at the Swartz lift station on the afternoon of May 24. The plant ran on generator power for roughly 90 minutes until line power was restored. Following the outage, the motor for the south oxidation ditch rotor, as well as the motor for the grit chamber blower would not restart and were determined to have gone to ground. A spare motor for the oxidation ditch rotor was installed by ERH personnel the following morning, and the motor that had been in service was sent in for repairs. A motor from ERH inventory was installed on the grit chamber blower while the original motor is being repaired.
- Lift Station Maintenance, fence repair at Norman Street, tree trimming, weed maintenance (May need a post)(Steve called to see what can be done)
- Wright Furnace Repairs (To be replaced; waiting on gas line to be installed)
- 611 Dennis (Work to be done; owner has contacted Martin Plumbing)
- Generator Repairs (Power outage and voltage is greater than Generator accepts and will not kick back to main power supply; has to be done manually)

#### **9. Office Manager Notes:**

1. AT&T Billing Error:
  - Ongoing discussions with AT&T regarding billing errors

- Board has been kept updated via emails
  - Awaiting updates from AT&T
2. Financial Transfers:
- Transferred \$10,000 from the main account to petty cash for the 2024-2025 fiscal year postage
  - Transferred \$15,000 from the main account to the desperation account to cover the cost of the furnace for the plant with Wright's.
3. Utility Shut-offs:
- One shut-off for the June billing cycle
  - Issue with the water company returning service without checking with WBSD
  - Coordinated with Mike from Westville Gas and Water but couldn't set a successful shut-off date
  - Plan to try again in July
  - Need to discuss with Mike Bennett about coordination for shut-offs and ensuring customers have cleared balances before restoring services
4. Upcoming Closure:
- Office will be closed on August 8, 2024, for a user group training with LOCIS in Springfield, Illinois, from 9:00 AM to 3:30 PM Adjourn: 6:26 PM

#### **10. Unfinished Business**

- Larry Johnson, District Engineer, is reporting on the Aerator Pontoon installation and final inspection (Did not attend meeting) No report yet

#### **11. Special Announcement**

- Budget Meeting next month (July)
- Sean and Board members were made aware of the upcoming Budget meeting.

#### **12. Adjournment**

- Motion was made by Steve to adjourn the meeting; seconded by Tom
  - Roll Call: Steve, Royce, Tom
  - Vote: **Yay / Nay** Passed

Adjourn: 6:50 PM

# Organization Meeting

## WESTVILLE BELGIUM SANITARY DISTRICT

**Date: June 20, 2024**

**Time: 6:00 PM**

### **1. Call to order**

- Welcome and Introductions

### **2. Attendance: Steve, Royce, Tom, Deanna, John McBride, Scott McBride, Bruce Cappello**

- Establish Quorum: Quorum Met

### **3. Organization Vote and Establishment of the following**

- **Attorney: Steve Miller** – open for review or replacement for 2024-2025 Fiscal Year
- **Engineer Foth Graham**
  - Engineering updates and projects: No problems; Retain
- **Insurance Epic – Cincinnati Insurance**
  - Insurance coverage and policies: no issues; Retain
- **Accountant Kerry Barrett**
  - Financial report and updates: no issue; Retain
- **Health Insurance – Health Alliance:**
  - Employee Insurance coverage: No issue; to be sent and finished
- **Financial Institute: First Financial and Long View**
  - Operations account and CDs: No issue; Retain

### **4. Board Status**

- Discussion on current board status
- Appointment of new board members, if necessary
  - Tom Moody; applicant

## 5. Appointment of Officers

- Steve Blazaitis – Vice President
- Royce Wolfe – President
- Tom Moody – Secretary
- **President** – Royce Wolfe
- **Vice President** – Steve Blazaitis
- **Secretary** – Tom Moody
- **Bruce Cappello** addressed the board and said he was appointed to the board. A letter was sent on June 11 stating that Tom Moody was appointed to the board. Royce is to contact Steve Miller to clear up the situation

## 6. Adjournment

- Adjourned to go to our monthly meeting.
- Adjournment: 6:15