CARTERVILLE WATER AND SEWER BOARD
April 7, 2016

Minutes of the **regular meeting** of the Carterville Water and Sewer Board meeting held Thursday, April 7, 2016 at 6:04 p.m. in the Water and Sewer Department Conference Room.

Present at the meeting were: Mark Bollmann, Matt Crain and John Geiselman, Water and Sewer Board Commissioners; John Crawford, Crawford and Associates; Garry Wiggs, Public Works Director; Mike Resczenski, Water Supervisor; Marc Buatte, WWTP II Operator; Amy Simpson, Billing Clerk; and Mickey Edwards, Secretary.

Delinquent accounts were discussed ***(122 accounts delinquent in the amount of $15,595.00).*** *We will be shutting off approximately 80-100 customers on Tuesday, April 12, 2016.*

The ***Rend Lake*** bill for **February 2016** showed a loss of 1.76 million gallons. The March bill is not available but we sold 9,973,390 gallons.

Motion 1: Crain moved and Geiselman seconded to ***approve the minutes*** of the March 3, 2016 Regular Meeting as submitted by the Secretary. All voted yea and the Secretary declared the motion carried.

Motion 3: Geiselman moved and Crain seconded to approve the **Treasurer's Report** for the month of March 2016. A roll call vote was taken, and all present voted yea. The Secretary declared the motion carried.

Motion 4: Crain moved and Geiselman seconded to approve **payment of the monthly bills** as submitted by the Secretary. A roll call vote was taken, and all present voted yea. The Secretary declared the motion carried.

Garry Wiggs presented information regarding ***automated meter reading system***. *The company we are dealing with will be collecting meters and information to determine loss on each meter and we should have information by the May meeting and they may want to come to the meeting to present information to the Board regarding replacement of meters.*

Garry Wiggs asked Mike Resczenski to give an estimated number of ***summer employees*** *that we will be hiring. Marc Buatte needs two summer employees.*

Motion 5: Geiselman moved and Bollmann seconded to allow the ***hire of four summer high school students*** as seasonal help for Water and Sewer. A roll call vote was taken, and all present voted yea. The Secretary declared the motion carried.

Michael Resczenski indicated that they have installed 60 valve markers, raised 49 valves and painted several valves. The department will be flushing hydrants this spring. We need to purchase 20 additional markers. Mike is pleased with the results of this valve marking system. There are ten taps that have been paid for and will be completed. The vent and access hatch will be completed on April 18, 2016 and will complete the ROV inspection at that time. There were a couple of service leaks this month.

Rodney Potts arrived at 6:20 p.m.

Marc Buatte, WWTP Operator, indicated that he received two bids from Coe Equipment and Key Equipment. If we decide to purchase this machine he would like to have Coe Equipment demonstrate their equipment before we make a decision. Also, we need to make a decision for Spectra Tech to do some manhole lining at a cost of $9,000.00 (McKinley/Farris manhole is one that we need to have lined). John Crawford asked how long it takes to line these and if they can be used immediately. Marc responded that they can do two a day and you can use them immediately.

Justin Tighe has resigned his position effective April 11, 2016 and Janice McConnaughy and he have developed a job description and they are not sure about the pay grade for this position. The Mayor indicated that the pay would be determined by the applicants license and experience.

Motion 6: Crain moved and Bollmann seconded to advertise the open position in the Sewer Department (Pending salary information). A roll call vote was taken, and all present voted yea. The Secretary declared the motion carried.

The Board agreed to table ***the jetter*** bids until the May meeting so that he can get Coe Equipment machine for a demonstration.

Motion 7: Bollmann moved and Crain seconded to authorize Marc Bollmann to have for ***additional manholes lined by Spectra Tech*** at a cost of $9,750.00 (this will be completed in May 2016). A roll call vote was taken and all present voted yea. The Secretary declared the motion carried.

Matt Crain left the meeting at 6:34 p.m.

Motion 8: Bollmann moved and Geiselman seconded to approve the following leak credits:

04-1563	Andrew Tholen, 533 North Division	$60.25	
05-2100	Estella Tottleben, 400 Howerton	$128.65	
08-0780	Roger Houseworth, 204 Elles Avenue	$42.25	
12-3631	Adrian Breen, 209 Lynne Lane (2 Mo)	$101.73	
12-6540	Brenda Calvert, 505 Canary Lane	$5.06	
13-0680	Sharon & Billy Holland, 208 Scout Cabin	$20.97	
15-0010	Tommie Clendenin, 510 West Grand	$4.85	$363.78

A roll call vote was taken, and all present voted yea. The Secretary declared the motion carried.

Rodney Potts, Crawford and Associates, stated that the ***UV Disinfection System*** is installed and most bills have been paid. Enaqua equipment was faulty and they have been replacing the equipment that is not working properly. The cleanup has not been completed on this project. There is a fog rod that controls the flow that needs to be installed and as weather allows the contractor will complete the cleanup.

Rodney Potts indicated that the bar screen is ready for installation and we need to be able to change over to the manual bar screen before the new one is installed. We have had some difficulty trying to find someone who can install a manual bar screen. Rodney is checking with a person in Goreville (Matt Phillips) who may be able to fabricate a stainless steel part. Marc Buatte has a person coming down tomorrow (Davis) to talk to them about some fabrication.

The ***Grit Chamber*** design has been left on a back burner until we get these other projects completed.

The ***Interceptor Sewer cleanup*** is still in process due to the weather. Mott Excavating is aware of what needs to be completed from the punch list that was done by Crawford's Office. We are still holding retainage on this contract.

The ***Sludge Holding Structure*** is still in Springfield for approval.

The water extension to the ***U. S. Fish and Wildlife*** is complete and Donnie Smoot is working on the procedure needed to ask for reimbursement.

The ***Bishop/Kovach*** water and sewer is ready to be completed, weather permitting.

John Crawford presented information regarding ***bid tabulations*** for the two water projects that we advertised for West Grand Phase II waterline relocation and the Downtown Waterline Replacement. Both of the low bids were to Dean Bush Construction.

Motion 9: Geiselman moved and Bollmann seconded to a***ward the contract to Dean Bush Construction*** for the West Grand Phase II water main relocation at a cost of $78,000.00. A roll call vote was taken, and all present voted yea. The Secretary declared the motion carried.

The bid for the Downtown water main installation was tabled for a review of outstanding project costs. John Crawford indicated he would study our projects and determine what the remaining costs will be so that a decision can be made.

Motion 10: Bollmann moved and Geiselman seconded to pay the following invoices for the design engineering on the water main projects:

Crawford & Associates	Design/Downtown Water Main	$9,000.00
Crawford & Associates	Design/Phase II West Grand Water	$9,400.00

A roll call vote was taken, and all present voted yea. The Secretary declared the motion carried.

Motion 11: *Geiselman moved and Bollmann seconded to reschedule the May meeting to Monday, May 9, 2016 at 6:00 p.m. All voted yea and the Secretary declared the motion carried.*

Mark Bollmann asked that the Board be notified each month of the prior month's overtime by employee. Mickey agreed that this could be done.

Marc Buatte asked about adding weekend shifts rather than scheduling six hours ***overtime*** *for weekends for the sewer plant operation.*

Motion 12: Geiselman moved and Bollmann seconded to ***adjourn***. All voted yea and the meeting was dismissed at 7:12 p.m.