

## WATER/ENVIRONMENTAL COMMITTEE

August 9, 2018

### MEMBERS PRESENT

Chairman Burtle  
Alderman Jones  
Alderman Lanzotti  
Alderman Budd

### ALSO PRESENT

Mayor Barry  
Superintendent Speagle  
Airport Manager Newberry  
Superintendent Jackson  
Alderman Walters  
Alderman Olive  
Marlin Brune

Shirley Sams  
Cameron Scheller  
Eric Adams  
Mike Coady  
Terry Asbridge  
Adam Vocks  
Owen Lasswell

Chairman Burtle called the meeting to order at 6:00 P.M.

### MONTHLY STATUS REPORT

Water Foreman Marlin Brune presented the monthly status report; he advised Petersburg Plumbing finished boring under the railroad, which included a water main installation from Paw Paw to Long. A water sample has been sent and all is good. They are now installing a water main from Long to Cherokee.

### PARTIAL PAY REQUEST #13 FROM PLOCHER CONSTRUCTION

Mr. Brune presented pay Request # 13 from Plocher Construction for the amount of \$984,150.00.

Motion was made by Alderman Jones and seconded by Alderman Budd to recommend to the City Council to authorize and direct the Mayor to sign Pay Request # 13 from Plocher Construction in the amount of \$ 984,150.00 for work on the New Water Treatment Plant and forward the request to IEPA Low Interest Loan Program for disbursement and approve payment of same pending receipt of disbursement from IEPA, this conditioned upon receipt of signed mechanics lien waivers in this amount and recommendation by the Project Engineer that the work has been satisfactorily performed. Motion carried 4-0.

### INVOICES FROM BENTON & ASSOCIATES, CLARK-DIETZ AND DICKINSON HUSSMAN

Mr. Brune presented an invoice from Benton & Associates in the amount of \$32,598.69 for work performed related to the construction of the new Water Treatment Plant from June 24, 2018 through July 21, 2018.

Motion was made by Alderman Budd and seconded by Alderman Jones to recommend to the City Council to pay Benton & Associates \$32,598.69 for work performed related to the construction of the new Water Treatment Plant from June 24, 2018 through July 21, 2018. Motion carried 4-0.

Mr. Brune presented an invoice from Clark-Dietz for the total amount of \$1,655.00 for work performed related to the construction of the new Water Treatment Plant from June 30, 2018 through July 27, 2018.

Motion was made by Alderman Budd and seconded by Alderman Lanzotti to recommend to the City Council to pay Clark Dietz in the amount of \$1,655.00 for work performed related to the construction of the New Water Treatment Plant from June 30, 2018 through July 27, 2018. Motion carried 4-0.

### **WATER COLLECTION OFFICE WINDOW RECONFIGURATION**

Alderman Olive, Chairman of the Public Facilities Committee, advised the window reconfiguration has already been completed. L&M Gardner Glass has a new countertop on order, the glass will remain the same.

The reconfiguration is being done as a safety measure. The ledge outside the window is only 3-4 inches, and anyone can easily reach in and contact the employee. The new ledge will be 20" which will prevent this from happening and allow the customer more room to write checks, etc.

### **WATER COLLECTION OFFICE UPDATE**

Superintendent Speagle presented the Water Collection Office Update; following is a summary:

- Online bill pay- In July there were 146 credit card payments
- Data Back-up is going well. The new bill format is set up in INCODE, and the envelopes are being purchased from PS Printing. They will keep enough on hand for two quarters mailing. In the beginning the envelopes will have red printing on the front advising the water customers that the envelope contains the bill.
- The Beacon software is ordered and should be here next month. Once the software and tablets are working well, they will switch to the ME meters. Midwest Meter is monitoring conversations between Beacon and INCODE to ensure that either party doesn't get hung up waiting on the other. Training date is set for September 23<sup>rd</sup> and 24<sup>th</sup>.
- Barcode Reader-There are currently four bar code readers on hand; they are currently entering batches at two of the back desks and two at the front counter.
- Rate Conversion-There will be a meeting with Benton & Associates for the calculation of rates to switch to gallon billings. Terri France will be helping with this process.
- Monthly Billing- Estimating the date to begin the monthly billing is October.
- Collections- An additional \$7,251.63 have been turned over to collections which are finals and old unpaid bills. A total of \$6,352.71 was collected for June and July. They have also attached old unpaid balances to current customer accounts and set up payment plans to get those cleared up.
- Procedures- There are still several procedures that need to be streamlined to allow for monthly billing as well as cross training of employees to cover absences without delay in billings.

Superintendent Speagle stated Water Office Manager Hamell is doing an amazing job and the employees are doing a great job

### **WATER SUPERINTENDENT'S REPORT**

- AMR-Automated Meter Reading-They are installing meter wells where necessary and will soon be scheduling after hour appointments if necessary. There are currently 5,115 AMR's in the system.

- Vehicle Purchase-The two new vehicles that have already been approved and ordered should arrive anytime. The F150 should arrive anytime, the F250 will take about one more month to arrive and due to delay from Ford, the vehicle will be a 2019.

**ANY OTHER MATTERS**

Chairman Burtle stated the new Water Plant is on schedule and under budget.

Motion by Alderman Jones and seconded by Alderman Budd to adjourn. Motion carried 4-0.  
Meeting adjourned at 6:22 P.M.

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Shawn Burtle, Chairman  
Water/Environmental Committee