

**REGULAR MEETING OF THE BOARD OF
COMMISSIONERS OF THE METRO EAST
SANITARY DISTRICT, ST. CLAIR AND
MADISON COUNTIES, ILLINOIS HELD ON
WEDNESDAY, JULY 5, 2017 AT 1800 EDISON
AVENUE, GRANITE CITY, ILLINOIS AT 9:00
A.M.**

President Brinza called the meeting to order and the Clerk recorded the attendance.

The following was the attendance:

Present: Commissioners Darwin, Brinza, Hawkins and Sawicki.
Absent: Commissioner McCall.

Also, attending the meeting were Executive Director Stephen Adler, Attorney James Craney, Attorney Don Weber, Britt Donoho, Superintendent Randy Presswood, Superintendent John Maeras, Superintendent Rick Fancher and Treasurer Ken Davis.

Charlie Juneau and Kathy Goclan were also in attendance.

REPORT OF ENGINEER:

Mr. Juneau reported:

The Mississippi River went up four feet (4'), so the repairs to the Lansdowne force main have been put on hold until the river goes down. We did meet with the contractor, and a plan is in place to proceed as soon as the Mississippi River goes down.

Work on the Special Service Area is continuing. The total cost to repair the Lansdowne Interceptor Sewer is estimated at Eleven million, seven hundred thirty-four thousand dollars (\$11,734,000). The District should receive sixty percent (60%) forgiveness from the Illinois Environmental Protection Agency (IEPA), which will leave the District financing Four million, six hundred ninety-three thousand, and six hundred dollars (\$4,693,600) at 1.8% interest with IEPA. The yearly payment to IEPA will be around Two hundred eighty-one thousand, five hundred twenty-two dollars (\$281,522). The average property tax, per household, within the Special Service Area will be approximately Seventy-five dollars (\$75.00).

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Executive Director Adler added:

Mr. Juneau and I are discussing what percentage of the repairs to the 24" force main the City of Madison should pay. The City of Madison's 42" concrete sewer line, which lies under the force main, failed causing the force main to break.

Commissioner Sawicki and I went to the U.S. Army Corps of Engineers Change of Command. We met the new Colonel and he wants to get things done.

The Corps of Engineers issued a purchase order to repair Pump No. 1 at the North Pump Station. Pump No. 4 is still down and the Corps wants to assess the damage.

President Brinza asked, "When will Pump No. 1 be repaired and back in North Pump Station?"

Executive Director Adler replied that it should take about twenty weeks.

REPORT OF LANSDOWNE OFFICE MANAGER:

Executive Director Adler reported that Ms. Worthen was busy at her office and should be excused from the meeting.

MINUTES:

The minutes for the June 21, 2017 meeting were presented for approval.

Motion Commissioner Darwin; seconded Commissioner Hawkins to dispense with the reading of the minutes, approve them as submitted and place them on file.

Upon roll call, the motion carried by the following vote:

Ayes: Commissioners Darwin, Brinza, Hawkins and Sawicki.

Nays: None.

Absent: Commissioner McCall.

EXECUTIVE SESSION MINUTES:

The Executive Session minutes for the June 7, 2017 meeting were presented for approval.

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Motion Commissioner Hawkins; seconded Commissioner Darwin to approve the June 7, 2017 Executive Session minutes as submitted, and the minutes are to remain closed from public viewing.

Upon roll call, the motion carried by the following vote:

Ayes: Commissioners Darwin, Brinza, Hawkins and Sawicki.

Nays: None.

Absent: Commissioner McCall.

The Executive Session minutes for the June 21, 2017 meeting were presented for approval.

Motion Commissioner Sawicki; seconded Commissioner Darwin to approve the June 21, 2017 Executive Session minutes as submitted, and the minutes are to remain closed from public viewing.

Upon roll call, the motion carried by the following vote:

Ayes: Commissioners Darwin, Brinza, Hawkins and Sawicki.

Nays: None.

Absent: Commissioner McCall.

GENERAL FUND CLAIMS:

The General Fund Claims and Specific Claims for the month of June 2017 were submitted for approval:

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Motion Commissioner Darwin; seconded Commissioner Sawicki to approve the General Fund Claims and Specific Claims for the month of June 2017 as submitted and order them paid.

Upon roll call, the motion carried by the following vote:

Ayes: Commissioners Darwin, Brinza, Hawkins and Sawicki.

Nays: None.

Absent: Commissioner McCall.

SPECIFIC CLAIMS:

The Various Specific Claims for the month of June 2017 were submitted for review:

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Motion Commissioner Sawicki; seconded Commissioner Darwin to accept the Various Specific Claims for the month of June 2017 as submitted.

Upon roll call, the motion carried by the following vote:

Ayes: Commissioners Darwin, Brinza, Hawkins and Sawicki.

Nays: None.

Absent: Commissioner McCall.

LANSDOWNE CLAIMS & SPECIFIC CLAIMS:

The Lansdowne Claims and Specific Claims for the month of June 2017 were submitted for approval:

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Motion Commissioner Sawicki; seconded Commissioner Darwin to approve the Lansdowne Treatment Plant Claims and Specific Claims for the month of June 2017 as submitted and order them paid.

Upon roll call, the motion carried by the following vote:

Ayes: Commissioners Darwin, Brinza, Hawkins and Sawicki.

Nays: None.

Absent: Commissioner McCall.

FINANCIAL REPORTS:

The General Fund, Specific Funds and Lansdowne Financial Reports for the month of June 2017 were submitted for approval:

Motion Commissioner Sawicki; seconded Commissioner Darwin to approve the General Fund, Specific Funds and Lansdowne Financial Reports for the month of June 2017 as submitted and place them on file for audit.

Upon roll call, the motion carried by the following vote:

Ayes: Commissioners Darwin, Brinza, Hawkins and Sawicki.
Nays: None.
Absent: Commissioner McCall.

LANSDOWNE REPORT:

The Lansdowne Adjustment Reports were presented for approval:

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Motion Commissioner Sawicki; seconded Commissioner Hawkins to approve the Lansdowne Adjustment Reports as submitted.

Upon roll call, the motion carried by the following vote:

Ayes: Commissioners Darwin, Brinza, Hawkins and Sawicki.

Nays: None.

Absent: Commissioner McCall.

PAYROLL:

The Payroll for the period of June 4, 2017 through June 17, 2017 was submitted for approval.

Motion Commissioner Darwin; seconded Commissioner Sawicki to approve the Payroll as submitted.

Upon roll call, the motion carried by the following vote:

Ayes: Commissioners Darwin, Brinza, Hawkins and Sawicki.

Nays: None.

Absent: Commissioner McCall.

REPORT OF ATTORNEY:

Attorney Craney reported:

I wanted to introduce myself, Attorney Don Weber and I believe you met Britt Donoho at the last meeting.

Attorney Weber and I met with Attorney Larry Calvo to discuss the status of the current legal issues.

I understand there was a verbal agreement between Attorney Glenn Bradford and the District. Attorney Bradford received one-third of the amount he collected on past due sewage treatment bills before his retirement.

Now that he has retired, he should only receive payment for billable hours. I will contact Attorney Bradford and hopefully settle this matter quickly.

I was contacted by the St. Clair County Small Claims Clerk about some old sewage treatment accounts that the Judge wants finalized. I hope to have a report on that by the next meeting.

I am also researching the law to determine if the District can transfer funds from the General Fund to the Lansdowne Department without repayment of the funds.

I plan to make renewing the expired ordinances a priority.

Attorney Weber reported:

Attorney Bradford resigned in February 2017, which voided the contract. At this time, he should only be paid for billable hours. Attorney Craney and I will work on the accounts that are pending in St. Clair County.

We will also be working to renew the one hundred fifty (150) expired ordinances. It should take about 2 days to prepare the first easement. The ordinance renewals will bring revenue into the District.

The legal fees the District has been paying should go down by about fifty percent (50%). Attorney Craney and I charge a One thousand, five hundred dollar (\$1,500) retainer fee. The retainer fee includes attending meetings and answering general questions.

Attorney Calvo is very knowledgeable about the District, and was very helpful in explaining the current projects.

CORRESPONDENCE: None.

UNFINISHED BUSINESS:

Executive Director Adler reported:

Scheffel Boyle will be conducting the transition audit on July 26th.

I have a meeting today with Madison County Board Chairman Prenzler and Granite City Mayor Ed Hagnauer to discuss the Granite City Regional Wastewater Treatment Plant (GCRWWTP). The Treatment Plant bill has a prominent effect on the Lansdowne Budget.

NEW BUSINESS:

An Agreement between the Metro East Sanitary District and Callis Papa & Szewczyk, P.C. was presented:

Motion Commissioner Hawkins; seconded Commissioner Darwin to approve the Attorney-Client Agreement between Callis Papa & Szewczyk, P.C. and the Metro East Sanitary District.

Commissioner Sawicki asked, "How long will Attorney Calvo's services be needed?"

Attorney Weber responded that Attorney Calvo is very knowledgeable about the District and with his expertise the District may want to keep him on retainer.

Commissioner Hawkins stated that she has known Attorney Calvo for years and he is very reputable and thorough.

The ayes and nays being called on the Attorney-Client Agreement between Callis Papa & Szewczyk, P.C. and the Metro East Sanitary District resulted in a vote as follows:

Upon roll call, the motion carried by the following vote:

Ayes: Commissioners Darwin, Brinza, Hawkins and Sawicki.
Nays: None.
Absent: Commissioner McCall.

The Executive Session Minutes through June 21, 2017 were presented for review:

Attorney Weber suggested the Executive Session Minutes be reviewed since they date back to 1998.

Attorney Craney stated he would review the Executive Session Minutes and report back to the Board in thirty days if any of the Minutes should be opened to the public.

Motion Commissioner Hawkins; seconded Commissioner Sawicki that all Executive Session Minutes remain closed to the public for an additional thirty (30) days and after that time will be re-evaluated to determine if any of the minutes will be opened to the public..

Upon roll call, the motion carried by the following vote:

Ayes: Commissioners Darwin, Brinza, Hawkins and Sawicki.
Nays: None.
Absent: Commissioner McCall.

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An Ordinance appointing a Freedom of Information Act Officer and a Public Information Officer for the Metro East Sanitary District was presented. Ordinance Number 2017-0-008 was assigned to this document.

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Motion Commissioner Sawicki; seconded Commissioner Darwin to adopt Ordinance No. 2017-0-008.

Upon roll call, the motion carried by the following vote:

Ayes: Commissioners Darwin, Brinza, Hawkins and Sawicki.

Nays: None.

Absent: Commissioner McCall.

PUBLIC COMMENT:

Ms. Goclan stated that when the audit was discussed, there was no mention of credit cards.

The Clerk responded that the Commissioners and Executive Director do not have credit cards. The credit card is primarily used at Sam's Club.

EXECUTIVE SESSION:

Motion Commissioner Darwin; seconded Commissioner Sawicki to enter into Executive Session for the exceptions noted under 5 ILCS 120/2 Open Meetings – The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

Upon roll call, the motion carried by the following vote:

Ayes: Commissioners Darwin, Brinza, Hawkins and Sawicki.

Nays: None.

Absent: Commissioner McCall.

The Board entered into Executive Session at 9:48 A.M.

Motion Commissioner Darwin; seconded Commissioner Hawkins to return to regular session at 10:26 A.M.

The Clerk recorded the attendance:

Present: Commissioners Darwin, Brinza, Hawkins and Sawicki.

Absent: Commissioner McCall.

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Also, attending the meeting at this time were Executive Director Steve Adler, Attorney James Craney, Attorney Don Weber and Britt Donoho.

President Brinza recommended laying off four laborers from the Madison County Maintenance Department, four laborers from the St. Clair County Maintenance Department, one office staff employee from the St. Clair County Maintenance Department and the Treasurer.

Motion Commissioner Sawicki; seconded Commissioner Darwin to lay off four laborers from the Madison County Maintenance Department, four laborers from the St. Clair County Maintenance Department, one office staff employee from the St. Clair County Maintenance Department and the Treasurer.

Upon roll call, the motion carried by the following vote:

Ayes: Commissioners Darwin, Brinza, Hawkins and Sawicki.

Nays: None.

Absent: Commissioner McCall.

President Brinza recommended changing ten laborers, five from the Madison County Maintenance Department and five from the St. Clair County Maintenance Department from a full time status to a seasonal status.

Motion Commissioner Sawicki; seconded Commissioner Hawkins to change ten laborers, five from the Madison County Maintenance Department and five from the St. Clair County Maintenance Department from full time positions to seasonal positions.

Upon roll call, the motion carried by the following vote:

Ayes: Commissioners Darwin, Brinza, Hawkins and Sawicki.

Nays: None.

Absent: Commissioner McCall.

Executive Director Adler recommending hiring Scheffel Boyle to perform a study of the Accounts Receivable Department.

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Motion Commissioner Darwin; seconded Commissioner Hawkins authorizing Scheffel Boyle to perform a study of the Accounts Receivable Department.

Upon roll call, the motion carried by the following vote:

Ayes: Commissioners Darwin, Brinza, Hawkins and Sawicki.

Nays: None.

Absent: Commissioner McCall.

Commissioner Sawicki presented a report regarding a VFD Installation Project:

Commissioner Sawicki explained the report:

Installing a Variable Frequency Drive (VFD) on the pumps will save on the electric costs.

To apply for rebates with the Energy Efficiency Program, the applications must be submitted by December 31, 2017. Approval may require pre-inspection.

The total cost to install the VFD on a stormwater pump is \$138,000. The maximum rebate is 75% or \$103,500, resulting in a cost of \$34,500 to MESD.

The cost for a baseflow pump is \$76,667, after the rebate MESD's cost would be \$19,167.

All pumps and motors have a sweet spot and you want them to operate within that area to reduce electric costs.

President Brinza asked if Board approval was needed to apply for the Variable Frequency Drive rebate.

Executive Director Adler replied that the Board needs to approve spending, but does not need to approve the application process.

Commissioner Sawicki also voiced concerns about the condition of the transformer at the North Pump Station. The transformer looks to be rusted and dirty. Ameren needs to run a test on the transformer. The condition of the transformer can determine how many of the pumps can have VFD's installed.

There being no further business, Motion Commissioner Sawicki; seconded Commissioner Darwin to adjourn.

Upon roll call, the motion carried by the following vote:

Ayes: Commissioners Darwin, Brinza, Hawkins and Sawicki.

Nays: None.

Absent: Commissioner McCall.

So adjourned at 10:47 A.M.

Clerk