

**REGULAR MEETING OF THE BOARD OF
COMMISSIONERS OF THE METRO EAST
SANITARY DISTRICT, ST. CLAIR AND
MADISON COUNTIES, ILLINOIS HELD ON
WEDNESDAY, MARCH 3, 2010 AT 1800 EDISON
AVENUE, GRANITE CITY, ILLINOIS AT 9:00
A.M.**

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

The following was the attendance:

Present: Commissioners Economy, Hanfelder, Penny, Crockett and Laub.

Absent: None.

Also, attending the meeting were Executive Director Shipley, Attorney George Filcoff, Attorney Todd Neilson, Superintendent Walter Greathouse, Superintendent John Maeras, Superintendent Presswood and Lansdowne Office Manager Cindy Worthen. Charlie Juneau and Bob Massa were in attendance from Juneau Associates, Inc.

REPORT OF ENGINEER:

Mr. Massa presented Pay Request Number 1 for work performed by Korte & Luitjohan Contractors on the Lansdowne 24" Forcemain Replacement Project:

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Mr. Massa, “The pay request has been submitted to the Illinois Environmental Protection Agency (IEPA). This pay request is for materials ordered by Korte & Luitjohan for the project.”

Motion Commissioner Laub; seconded Commissioner Crockett approving Payment Application Number 1 submitted to the Illinois Environmental Protection Agency (IEPA) for costs relating to the 24” forcemain replacement.

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

Ayes: Commissioners Economy, Hanfelder, Penny, Crockett and Laub.

Nays: None.

Absent: None.

Mr. Massa presented Pay Request Number 2 for work performed by Korte & Luitjohan Contractors on the Lansdowne 24” Forcemain Replacement Project:

Mr. Massa, "Pay Request Number 2 needs to be submitted to the Illinois Environmental Protection Agency (IEPA). This pay request is for pipe installed by Korte & Luitjohan through February 23, 2010."

Mr. Juneau, "We want to send the Pay Requests to IEPA as quickly as possible, to ensure that IEPA funds are available to pay the contractors."

Mr. Massa, "Pay Request Number 1 was sent to IEPA about one month ago. I expect that check to arrive very soon. Historically, IEPA releases the funds within two weeks of receiving the Pay Request."

Motion Commissioner Laub; seconded Commission Penny granting the Executive Director of the Metro East Sanitary District authority to sign Payment Application Number 2 to be submitted to the Illinois Environmental Protection Agency (IEPA) for costs relating to the 24" forcemain replacement.

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

Ayes: Commissioners Economy, Hanfelder, Penny, Crockett and Laub.

Nays: None.

Absent: None.

Mr. Massa presented Change Order No. 1 (Revised) for the Cahokia Canal Triple Box Culvert Cleaning being performed by Joiner-Myers Construction, LLC:

President Economy, “After reviewing the Change Order, I would like to take out the expense of renting a step ladder for Twenty-five dollars per week. The District can furnish a ladder for the project.”

Motion Commissioner Hanfelder; seconded Commissioner Laub to approve Change Order No. 1 (Revised) for the Cahokia Canal Triple Box Culvert Cleaning being performed by Joiner-Myers Construction, LLC. with the provision that the rental of a step ladder is removed from the change order.

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

Ayes: Commissioners Economy, Hanfelder, Penny, Crockett and Laub.

Nays: None.

Absent: None.

Mr. Massa presented Pay Request No. 1 from Joiner-Myers Construction LLC for the MESD Triple Box Culvert Cleaning:

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Executive Director Shipley, “The Illinois Department of Transportation (IDOT) is paying for this project as part of the New Mississippi River Bridge Crossing. MESD must submit the Pay Requests to IDOT to receive the funds necessary to pay the contractor.”

Commissioner Hanfelder, “The Pay Requests should be in our meeting packets, so they may be reviewed prior to the meeting. In fact, anything requiring a vote should be on the agenda and in our meeting packets.”

Motion Commissioner Laub; seconded Commissioner Penny to accept Pay Application No. 1 from Joiner-Myers Construction LLC for the MESD Triple Box Culvert Cleaning Project and authorize the Executive Director for the Metro East Sanitary District to sign the pay request.

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

Ayes: Commissioners Economy, Hanfelder, Penny, Crockett and Laub.

Nays: None.

Absent: None.

Mr. Massa presented Change Order Number 1 for the Emergency Standby Generators:

Mr. Massa, "Item Number 1 on the change order is for the relocation of the generator at the Bremen Station. MESD does not own the property where the original plans show the placement of the generator. The Board previously authorized Item Number 2 which changes the Venice 800 amp disconnect to a manual transfer switch. Item Number 3 is for an emergency telephone dialer. The total cost for all three changes is Twenty-two thousand, one hundred eighteen dollars (\$22,118.00)."

Executive Director Shipley, "I do not understand how it can cost an additional Twelve thousand, nine dollars (\$12,009) to relocate the generator when we do not even have the generator. Also, why would it take an additional 64 labor hours to install the generator on the side of the building instead of the back?"

Mr. Juneau explained, "Additional conduit must be installed."

Commissioner Hanfelder, "Would it be less expensive to buy the property behind the station?"

President Economy, "I believe Union Electric owns the property. I think we should investigate the possibility of purchasing the property."

Commissioner Penny, "Did you obtain bids for the telephone dialer? I think Five thousand, nine hundred six dollars (\$5,906) is very high."

Mr. Juneau, "The telephone dialer will automatically send notification in the event of a pump failure, high water level, heat overload on pumps, electrical failure, etc. This system can monitor several things."

Mr. Massa, "I will provide a fact sheet on the system for the Board to review."

No action was taken on Change Order Number 1 for the Emergency Standby Generators at this time.

Mr. Massa presented Change Order Number 2 for the Emergency Standby Generators at the Pump Station:

Mr. Massa, "Change Order Number 2 is for the addition of the Davis Bacon Act Wage Requirement. There is no additional cost associated with this Change Order."

Motion Commissioner Penny; seconded Commissioner Hanfelder to approve Change Order Number 2 adding the Davis Bacon Act Wage Requirement and authorize the Executive Director of the Metro East Sanitary District to sign the Change Order.

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

Ayes: Commissioners Economy, Hanfelder, Penny, Crockett and Laub.
Nays: None.
Absent: None.

Mr. Massa, "Juneau Associates has completed the plans and specifications for the New Screen for the Horseshoe Lake Control Structure. We are ready to advertise for bids."

Executive Director Shipley, "I believe the repair of this structure qualifies falls under flood protection maintenance and repair. The control structure is vital to the North Pump Station, without the control structure large debris will enter the Pump Station and destroy the pumps."

Mr. Juneau, "The plans include widening the bridge to accommodate heavy equipment."

Motion Commissioner Penny; seconded Commissioner Hanfelder directing Juneau Associates, Inc., P.C. to advertise for bids for the repair of the Horseshoe Lake Control Structure.

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

Ayes: Commissioners Economy, Hanfelder, Penny, Crockett and Laub.
Nays: None.
Absent: None.

Mr. Juneau presented the Sewer Use Charge Rate Study:

Mr. Juneau explained the study, "Page 4, Item C, Projection of Expenses shows a budget of \$3,003,840 for the Lansdowne Sewage Treatment Department for Fiscal Year Ending March 31, 2010."

"The last user rate increase raised the yearly revenue from \$1.7 million to \$2.4 million. An additional \$519,584 needs to be generated to meet the budget."

"For Fiscal Year 2011, I recommend raising the bi-monthly minimum charge from \$14.00 to \$20.00 for the first 500 cubic feet of water usage. Then increasing the rate per 100 cubic feet from \$2.80 to \$3.30. Another rate increase would follow for Fiscal Year 2012. The rate structure is outlined on Page 5, Item 3."

"I also recommend billing monthly instead of bi-monthly. It has been proven that people pay better on a monthly system. The payments are lower and they get in a habit of paying their bill."

Executive Director Shipley, "Another change is the surcharge for BOD's and total suspended solids. Only the commercial and industrial accounts with a current surcharge of Two thousand dollars or more will be tested and charged in the future."

Mr. Juneau, "Currently, MESD is not collecting enough in surcharges from small businesses to pay for the man hours involved in collecting the samples."

Executive Director Shipley, "The cost for treatment continues to increase. Madison County Special Sewer District is planning to increase their monthly rate to Thirty-one dollars and fifty cents (\$31.50). American Bottoms already charges a higher rate than MESD."

Mr. Juneau, "Granite City is also considering a rate increase."

Commissioner Penny, "Would you please ask Granite City if the rate will be the same for residents within the city limits as outside of the city limits?"

Mr. Juneau, "The last page of the report is a comparison of sewer user charges. However, I will contact Granite City."

Mr. Juneau and Mr. Massa left the meeting at 9:40 A.M.

REPORT OF EXECUTIVE DIRECTOR:

Executive Director Shipley reported:

1. I will notify Juneau Associates that any documents to be discussed at a Board meeting need to be submitted to the District Clerk in time to be included in the meeting folders.

We need at least 24 hours to review the documents before taking any action.

2. Joiner-Myers Construction is cleaning mud out of the Triple Box Culvert tunnel. Joiner-Myers is renting a pump from MESD for the project.
3. Illinois Electric bid Twenty-nine thousand, seven hundred thirty-four dollars and twenty cents (\$29,734.20) to repair the pump at North Pump Station.
4. I have a meeting scheduled with Rain for Rent tomorrow to discuss the cost of water pumps for the cleaning of the North Pump Station grates.

Although, it may be cheaper to install a fire hydrant and pay for the water.

5. The motors, doors and rails are being painted at the East St. Louis Pump Station.
6. Korte & Luitjohan started laying the 24" pipe. They dug the ground out and laid the pipe off Route 3.

An MESD crew then leveled the ground and installed a road to the Madison Pump Station. Previously, we had to go through the Army Depot to get to the Madison Pump Station.

7. The levee road behind North Pump Station has been flattened, widened and rocked so two trucks can get through.
8. We are continuing to rock the levee roads.

9. The Corps of Engineers has scheduled a Value Engineering Study for next week. I assigned Superintendent Greathouse as the Representative for MESD.

I think they are going to evaluate the levee system, then give recommendations and cost saving ideas that will meet the new guidelines.

REPORT OF SUPERINTENDENTS:

Superintendent Maeras reported:

1. A labor crew is breaking up the beaver dam at Dead Creek.
2. We are waiting on parts to repair the slopemowers.

Superintendent Presswood reported:

1. The new plans and specifications for the Horseshoe Lake Control Structure include widening the bridge an additional eight inches (8") and knocking down the curb on one side.

A ramp will be needed to get the equipment on and off the bridge.

2. The 850 is at Dead Creek pulling down trees. Then one or two days will be spent dredging.
3. I hope to finish the small levee slide by Friday of this week.
4. Thirty bags of grass seed have been ordered. We are pricing seeders.
5. A few employees are taking their Commercial Drivers License (CDL) testing. One passed the written test yesterday.
6. Pipes are being painted at the Lansdowne and Bremen stations.
7. We are still looking for a trailer to use behind the semi truck. This will enable us to move our own equipment.

There is an auction coming up that I plan to attend.

8. We are still trying to locate the source of the steam in the Venice yard. I climbed down into the tunnel and did not find anything. We may borrow a video camera from Madison County Special Sewer District.

Superintendent Greathouse reported:

1. The winter maintenance has been completed on all of the equipment.
2. The two new tractors and brush hogs ordered from John Deere should be delivered March 15, 2010.

Lansdowne Office Manager Cindy Worthen reported:

1. Yesterday, Rosemarie Heath and I met with Illinois American Water Company. The Water Company has agreed to start shutting off water for MESD again.

The MESD staff sent forty (40) shut off letters yesterday afternoon. We have to send thirty (30) day letters. Then the Water Company will send a letter giving the customers an additional 10 (ten) days to pay in full.

Commissioner Penny, "Do you know the accounts receivable total?"

Ms. Worthen, "I believe the total is around One million, five hundred thousand dollars (\$1,500,000)."

Commissioner Penny, "Do you know what the arrearage is on current charges?"

Ms. Worthen, "No, but I will provide that information at the next meeting."

MINUTES:

The minutes for the February 3, 2010 and February 17, 2010 meetings were presented for approval.

Motion Commissioner Hanfelder; seconded Commissioner Laub 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 Economy, Hanfelder, Penny, Crockett and Laub.

Nays: None.

Absent: None.

GENERAL FUND CLAIMS:

The General Fund Claims and Specific Claims for the month of February 2010 were submitted for approval:

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Motion Commissioner Laub; seconded Commissioner Penny to approve the General Fund Claims and Specific Claims for the month of February 2010 as submitted and order them paid.

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

Ayes: Commissioners Economy, Hanfelder, Penny, Crockett and Laub.

Nays: None.

Absent: None.

SPECIFIC CLAIMS:

The Various Specific Claims for the month of February 2010 were submitted for review:

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Motion Commissioner Penny; seconded Commissioner Hanfelder to accept the General Fund and Various Specific Claims for the month of February 2010 as submitted:

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

Ayes: Commissioners Economy, Hanfelder, Penny, Crockett and Laub.

Nays: None.

Absent: None.

LANSDOWNE CLAIMS & SPECIFIC CLAIMS:

The Lansdowne Claims and Specific Claims for the month of February 2010 were submitted for approval:

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Motion Commissioner Crockett; seconded Commissioner Laub to approve the Lansdowne Treatment Plant Claims and Specific Claims for the month of February 2010 as submitted and order them paid.

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

Ayes: Commissioners Economy, Hanfelder, Penny, Crockett and Laub.

Nays: None.

Absent: None.

FINANCIAL REPORTS:

The General Fund and Specific Funds Financial Reports for the month of February 2010 were submitted for approval:

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Motion Commissioner Penny; seconded Commissioner Laub to approve the General Fund and Specific Funds Financial Reports for the month of February 2010 as submitted and place them on file for audit.

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

Ayes: Commissioners Economy, Hanfelder, Penny, Crockett and Laub.

Nays: None.

Absent: None.

LANSDOWNE FINANCIAL REPORT:

The Lansdowne Treatment Plant Financial Report for the month of February 2010 was submitted for approval:

Motion Commissioner Penny; seconded Commissioner Laub to approve the Lansdowne Treatment Plant Financial Report for the month of February 2010 as submitted and place it on file for audit.

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

Ayes: Commissioners Economy, Hanfelder, Penny, Crockett and Laub.

Nays: None.

Absent: None.

LANSDOWNE REPORT:

The Lansdowne Adjustment Reports were presented for approval:

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Motion Commissioner Crockett; seconded Commissioner Laub to approve the Lansdowne Adjustment Reports as submitted.

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

Ayes: Commissioners Economy, Hanfelder, Penny, Crockett and Laub.

Nays: None.

Absent: None.

PAYROLL:

The Payroll for the period of February 7, 2010 through February 20, 2010 was submitted for approval.

Motion Commissioner Laub; seconded Commissioner Crockett to approve the Payroll as submitted.

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

Ayes: Commissioners Economy, Hanfelder, Penny, Crockett and Laub.

Nays: None.

Absent: None.

REPORT OF ATTORNEY:

Attorney Filcoff reported:

1. I am preparing 19 Ordinances for renewal. All of the Ordinances are between MESD and Ameritech. Some of the Ordinances are for overhead lines and some underground lines.

I prepared a rate proposal for all MESD easements and right-of-ways, but it has not been approved. However, the Board really needs to pass an Ordinance establishing fees.

2. Executive Director Shipley contacted me about certain MESD employees that do not have a valid drivers license. These employees must be driven to and from the job site.

Executive Director Shipley, "I understand that things happen and a person can lose his or her drivers license. However, that person should apply for a new license as soon as possible."

Commissioner Penny, "Do we have job descriptions?"

Executive Director Shipley, "No, we do not."

President Economy, "I thought the Board implemented a policy requiring all employees to have a valid drivers license."

Commissioner Hanfelder, “The policy only pertained to new hires.”

Attorney Filcoff, “I will contact the unions and set up a meeting to discuss this issue. Then the Board needs to set a policy.”

Attorney Neilson reported:

1. I sent St. Louis Pipeline (SLP) copies of the three Ordinances signed by MESD and Buckeye Pipeline. SLP is going to review the documents.

CORRESPONDENCE: None.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

The Metro East Sanitary District annual Statement of Receipts and Disbursements for the period covering January 1, 2009 through December 31, 2009 was presented:

Motion Commissioner Crockett; seconded Commissioner Hanfelder to accept the annual Statement of Receipts and Disbursements for the period covering January 1, 2009 through December 31, 2009 and place on file.

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

Ayes: Commissioners Economy, Hanfelder, Penny, Crockett and Laub.

Nays: None.

Absent: None.

EXECUTIVE SESSION MINUTES:

Executive Session Minutes from March 4, 1998 through February 17, 2010 were presented.

Commissioner Penny, "I would like additional time to read the Executive Session Minutes."

Attorney Filcoff, "I prefer the minutes not leave this office."

Commissioner Penny, "Is there a reason why you do not want me to take the minutes home?"

Attorney Filcoff, "The minutes are provided here at the office prior to the meeting. I worry that if the information pertained in these minutes gets out, it will cause serious problems for the District."

Commissioner Penny, "I have not had time to review the minutes."

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Motion by Commissioner Crockett; seconded Commissioner Laub that all Executive Session Minutes remain closed to the public as they contain information regarding potential lawsuits, actual lawsuits and company personnel.”

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

Ayes: Commissioners Economy, Hanfelder, Crockett and Laub.

Nays: Commissioner Penny.

Absent: None.

EXECUTIVE SESSION: None.

There being no further business, Motion Commissioner Laub; seconded Commissioner Crockett to adjourn.

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

Ayes: Commissioners Economy, Hanfelder, Penny, Crockett and Laub.

Nays: None.

Absent: None.

So adjourned at 10:25 A.M.

Rosemarie Heath,
District Clerk