



REND LAKE CONSERVANCY DISTRICT

P.O. BOX 907 ■ 11231 MARCUM BRANCH ROAD ■ BENTON, ILLINOIS 62812
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MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE REND LAKE CONSERVANCY DISTRICT HELD January 23, 2017

The Board of Trustees of the Rend Lake Conservancy District held a regular meeting on Monday, January 23, 2017, at the Rend Lake Conservancy District Administration Office, 11231 Marcum Branch Road, Benton, Illinois. President Todd Thomas called the meeting to order at 8:38 a.m. The following attended:

Board of Trustees: In physical attendance: Ernest Collins, Kisha Jackson, Nicholas LeMay, Todd Thomas, and Robert Walton; Absent: Don Lucas and Keith Ward

Staff: Keith Thomason, General Manager; Michael Johnston, Comptroller; Leonard Killman, Water Plant Superintendent; Jim Ashby, Golf Superintendent; and Robert Clodi, Executive Assistant.

Visitors: None

Pledge of Allegiance

Minutes

Mr. Thomason presented an amendment of two actions not documented in the minutes.

Upon motion by Nicholas LeMay and second by Robert Walton to approve the minutes of December 19, 2016 as amended, the Board voted as follows:

Ayes: Collins, Jackson, LeMay, Thomas, Walton

Nays: None

Absent: Lucas, Ward

The President declared the motion carried.

Acceptance of Check Register

Mr. Walton and Mr. Collins asked for clarity regarding the purchase of towel holders, cotton swabs, and a tow for the F150 truck. Mr. Thomason indicated that he would gather information on these expenses. Mr. Killman explained that he purchases cotton swabs in bulk with extended stems for cleaning of electric components.

Upon motion by Robert Walton and second by Todd Thomas to accept the Check Register as presented, the Board voted as follows:

Ayes: Collins, Jackson, LeMay, Thomas, Walton

Nays: None

Absent: Lucas, Ward

The President declared the motion carried.

General Manager's Report:

Mr. Thomason presented the General Manager's report covering the following items:

- IEPA water requirements continue to be met
- Daily average and maximum flows of drinking water
- A water main break in Carterville
- TMDL Report and upcoming meeting
- Easement clearing

AN EQUAL OPPORTUNITY EMPLOYER

January 23, 2017 (continued)

- Clarifier #1 has been repaired
- A raw water pump showing signs of wear
- Valve cycling is complete and repairs to inoperable valves are underway
- Fire hydrant repairs and painting is underway
- Replacement of residential meter transmitters
- Golf revenues
- Golf interviews continue
- Lodge revenues
- Lodge long term rentals
- Overflow customers resulting from Rend Lake Resort's closure
- Restaurant is closed except for events
- Dead tree removal
- Safety – No accidents

Mr. Walton asked if the District had a backup raw water pump. Mr. Thomason stated he would prepare an inventory list of major backup components for the next Board meeting.

Financial Report

Mr. Johnston presented the financial report for the month of December. He noted that all state facilities are current on their bills except for Game Farm and the Prison. He noted that Game Farm was three months behind. He reported that the Prison owed the District \$539,677 and the State in total owed the District \$576,845.

Engineering Projects

Mr. Thomason provided an update on the following engineering projects:

36"/42" Water Treatment Plant Transmission Pipe

Mr. Thomason reported that the transmission line from the plant was currently being designed and a grant application has been submitted.

Du Quoin Swamp Bypass

Mr. Thomason reported that the Du Quoin Bypass Project taps have been installed but the rest of the project has been delayed due to wet weather.

IDOT Route 37 Project

Mr. Thomason reported that IDOT is requiring RLCD to relocate the water main along Route 37. He reported that this is similar to a recent project where IDOT requested that water mains be moved where the railroad did not own the easement that was granted to RLCD. He noted that he would be requesting engineering services regarding this project later in the meeting.

Johnston City Pump Station Upgrade

Mr. Thomason reported equipment is starting to arrive. He noted that the contractor is working to complete the project as equipment arrives. The project is estimated to be complete in May.

Casey Creek Exposed Water Main

Mr. Thomason reported that the District is working to resolve the alignment of the pipe. He explained that the landowner is reluctant to grant the District an easement for the bypass. Mr. Thomason noted that the District was evaluating options.

Lease Inspection

Mr. Thomason reported that Mr. Sanders was absent due to a death in the family. He reported that there was nothing new to report regarding leased property except that the restaurant has been open for special events.

January 23, 2017 (continued)

Bids and Purchases

Fire Hydrant Replacements

Mr. Thomason presented the bids for the purchase of replacement fire hydrants and parts. He noted that HD Supply was the lowest bidder for \$12,765.

Upon motion by Nicholas LeMay and second by Ernest Collins to award the purchase of replacement fire hydrants and parts to HD Supply for \$12,765, the Board voted as follows:

Ayes: Collins, Jackson, LeMay, Thomas, Walton

Nays: None

Absent: Lucas, Ward

The President declared the motion carried.

Julie Inc. Services

Mr. Thomason requested approval to renew the Julie one call services for \$5,262. He explained that this is the State sponsored one call service for all utilities.

Upon motion by Robert Walton and second by Todd Thomas authorizing the renewal of the Julie Inc. one call service, the Board voted as follows:

Ayes: Collins, Jackson, LeMay, Thomas, Walton

Nays: None

Absent: Lucas, Ward

The President declared the motion carried.

Conflict of Interest

Mr. Thomason presented the Franklin County and Rend Lake Conservancy District Conflict of Interest forms for the Board to complete.

Accounting System

Mr. Thomason reported that the District uses Blackbaud accounting software and noted that he has been informed that they will be switching all of their software to an online cloud platform. Mr. Thomason explained that he has implemented safe guards against allowing online connections at the water plant and maintains that position regarding all RLCD systems with sensitive information or functions. He suggested that when Blackbaud makes the switch the District should transition to another off-line system. He cautioned that it may lead the District to develop its own software system. Mr. Thomason asked for a general consensus of the Board to keep the accounting system off-line. No action was taken, but the Board expressed interest in keeping the system off-line.

Engineering Services

Mr. Thomason requested approval for the initial survey and consulting fee of \$5,000 to hire Clarida, Ziegler and Associates to work on the IDOT Route 37 Water Main Relocation Project.

Upon motion by Todd Thomas and second by Robert Walton authorizing the initial survey and consulting fee of \$5,000 to hire Clarida, Ziegler and Associates to work on the IDOT Route 37 water main project, the Board voted as follows:

Ayes: Collins, Jackson, LeMay, Thomas, Walton

Nays: None

Absent: Lucas, Ward

The President declared the motion carried.

January 23, 2017 (continued)

Benton/West City and West Frankfort Chamber of Commerce

Mr. Thomason presented the renewal membership fees for the Benton/West City Chamber of Commerce and the West Frankfort Chamber of Commerce.

Upon motion by Robert Walton and second by Ernest Collins authorizing the renewal of the membership fees for the Benton/West City and West Frankfort Chamber of Commerce, the Board voted as follows:

Ayes: Collins, Jackson, LeMay, Thomas, Walton

Nays: None

Absent: Lucas, Ward

The President declared the motion carried.

IT Services

Mr. Thomason presented an invoice and requested approval for the purchase of a block of 100 hours for IT Services from Concepte of Illinois.

Upon motion by Nicholas LeMay and second by Todd Thomas authorizing the purchase of a block of 100 hours for IT Services in the amount of \$8,200 from Concepte of Illinois, the Board voted as follows:

Ayes: Collins, Jackson, LeMay, Thomas, Walton

Nays: None

Absent: Lucas, Ward

The President declared the motion carried.

Ordinance 285 – Amendment to the Wastewater Code of Ordinances

Mr. Thomason presented the amendment to the Wastewater Code of Ordinances and explained that the amendment would establish an approved method to tap a manhole structure. Mr. Walton asked if the plumber's code would take precedence on this issue. Mr. Thomason explained that the County has not adopted a plumber's code.

Upon motion by Robert Walton and second by Kisha Jackson adopting Ordinance 285 an amendment to the Wastewater Code of Ordinances, the Board voted as follows:

Ayes: Collins, Jackson, LeMay, Thomas, Walton

Nays: None

Absent: Lucas, Ward

The President declared the motion carried.

Legislative Consulting

Mr. Thomason suggested that the District may want to consider hiring a lobbyist. He explained that the political climate for infrastructure funds and grants is looking positive at the State and Federal level, referencing President Trump's interest in improving public infrastructure. Mr. Thomason explained that the District has benefitted from previous lobbying services. Mr. Thomason presented an agreement for lobbyist services from John Bradley. The Board members reviewed Mr. Bradley's proposed agreement and discussed the potential need to hire someone who can reach the other political party. Mrs. Jackson asked to table the discussion. No further action was taken.

Open Meetings Act Review

Mr. Thomason explained the need to refresh the Board on key components of the OMA. Mr. Clodi presented information on the definition of a meeting/majority of a quorum, exemptions allowing for closed session, and the potential penalty for a violation. A discussion ensued regarding what is and what is not appropriate under the OMA.

January 23, 2017 (continued)

Secretary Pro Tempore

Mr. Thomason explained that Keith Ward was absent and that the Board would need to appoint a Secretary Pro Tempore.

Upon motion by Kisha Jackson and second by Todd Thomas nominating Robert Clodi to serve as Secretary Pro Tempore.

Mr. Clodi indicated he was not sure that a non-Board Member could serve as the Secretary.

Mrs. Kisha Jackson withdrew her motion.

Upon motion by Nicholas LeMay and second by Kisha Jackson nominating himself (Nicholas LeMay) to serve as Secretary Pro Tempore, the Board voted as follows:

Ayes: Collins, Jackson, Thomas, Walton

Nays: None

Abstain: LeMay

Absent: Lucas, Ward

The President declared the motion carried.

Legislative Consulting

Discussion ensued once again regarding the hiring of a legislative consultant. Board members discussed the potential need to hire a consultant representing each political party. Mr. Thomason added that the District has been working with the newly elected Senator and Representative regarding the interests of the District. Mr. Thomason requested approval to hire two consultants with the authority to negotiate a monthly fee up to \$1,500 each. Mrs. Jackson asked to table the vote until after closed session.

Closed Session

Upon motion by Todd Thomas and second by Ernest Collins to go into Closed Session at 10:10 a.m. to consider: (1) Personnel (For the Discussion of the Appointment, Employment, Compensation, Discipline, Performance, or Dismissal); (2) Collective Negotiations (For the Discussion of Collective Negotiating Matters); (6) Sale, Purchase or Lease of Property (For the Setting of a Price for Sale, Purchase or Lease of Property); (8) Security (For discussion of security procedures); (11) Litigation (For the Discussion of Pending, Probable or Imminent); and (21) Closed Session Minutes (For the Discussion of Closed Session Minutes); the Board voted as follows:

Ayes: Collins, Jackson, LeMay, Thomas, Walton

Nays: None

Absent: Lucas, Ward

The President declared the motion carried.

Upon motion by Ernest Collins and second by Kisha Jackson to come out of Closed Session at 12:00 p.m., the Board voted as follows:

Ayes: Collins, Jackson, LeMay, Thomas, Walton

Nays: None

Absent: Lucas, Ward

The President declared the motion carried.

January 23, 2017 (continued)

Personnel

Mr. Thomason recommended funding the salary for the new marketing/public relations position with an inter-fund loan from the General Fund to the Recreational Fund at a 0.6% interest rate.

Upon motion by Robert Walton and second by Todd Thomas approving an inter-fund loan from the General Fund to the Recreation Fund at a 0.6% interest rate, the Board voted as follows:

Ayes: Thomas, Walton

Nays: Collins, Jackson

Before Nicholas LeMay could vote a discussion ensued regarding the motion that was made. Mrs. Jackson requested clarity regarding the interest rate and Mr. Thomason's position regarding his recommendation.

Mr. Walton withdrew his motion.

Mrs. Jackson asked why the Board would charge interest on an internal loan. A discussion ensued about past internal loans and interest rates. When asked to clarify his position on the use of a loan to pay for a new marketing position, Mr. Thomason reminded the Board that he stated at the previous meeting that he does not recommend taking a loan to pay for operational or maintenance expenses. However, Mr. Thomason also stated that since the Board has expressed an intent to use a loan to pay for a new marketing position, he recommended that the Board use the cash from the General Fund and charge the same interest rate that has been used for other recreation loans.

Upon motion by Robert Walton and second by Kisha Jackson that the Recreation Department's share of the salary for the marketing/public relations position will be borrowed by the Recreation Department from the General Fund at a 0.6% interest rate, the Board voted as follows:

Ayes: Jackson, Thomas, Walton

Nays: Collins

Absent: Lucas, Ward

Abstain: LeMay

The President declared the motion carried.

Upon motion by Ernest Collins and a second by Kisha Jackson to hire Mr. LeMay for the marketing/public relations position, a discussion ensued. Mr. Walton expressed concern about voting for a sitting Board member. Mr. Collins expressed confidence in Mr. LeMay's ability to do a good job. Mr. Thomas expressed confidence in Mr. LeMay. Mr. Thomason informed the Board that it is not appropriate for the Board to discuss hiring one of its own Board members and that he recommends that the District conduct a competitive employment search for the position. Mr. Thomason stated he would use an independent third party to evaluate resumes, if a Board member applies for any position. The Board agreed to do a competitive search to find the best person for the position.

Mrs. Jackson withdrew her second.

Mr. Collins withdrew his motion.

Mr. Thomason recommended that the salary for the marketing/public relations position to be set at the legal exempt salary rate plus a bonus incentive of \$5,000 for each \$50,000 in increased revenue.

Upon motion by Robert Walton and second by Kisha Jackson approving the salary of the marketing/public relations position to be set at the legal exempt rate plus a bonus incentive of \$5,000 for the first \$50,000 in increased revenue and a second \$5,000 bonus for the next \$50,000 in increased revenue, the Board voted as follows:

Ayes: Collins, Jackson, Thomas, Walton

Nays: None

Absent: Lucas, Ward

Abstain: LeMay

The President declared the motion carried.

January 23, 2017 (continued)

Closed Session Minutes

Upon motion by Robert Walton and second by Nicholas LeMay to approve the Closed Session Minutes of December 19, 2016, the Board voted as follows:

Ayes: Collins, Jackson, LeMay, Thomas, Walton

Nays: None

Absent: Lucas, Ward

The President declared the motion carried.

Adjournment

Upon motion by Ernest Collins and second by Kisha Jackson to adjourn the meeting at 12:20 p.m., the Board voted as follows:

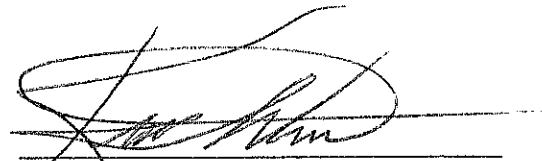
Ayes: Collins, Jackson, LeMay, Thomas, Walton

Nays: None

Absent: Lucas, Ward

The President declared the motion carried.


Todd Thomas, President


Keith Ward, Secretary