



# REND LAKE CONSERVANCY DISTRICT

11231 MARCUM BRANCH ROAD ■ P. O. BOX 907 ■ BENTON, ILLINOIS 62812

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## MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE REND LAKE CONSERVANCY DISTRICT HELD December 23, 2019

The Board of Trustees of the Rend Lake Conservancy District held a regular meeting on Monday, December 23, 2019, at the Rend Lake Conservancy District Administration Office, 11231 Marcum Branch Road, Benton, Illinois. President Todd Thomas called the meeting to order at 8:30 a.m. The following attended:

**Board of Trustees:** In physical attendance: Ernest Collins, Paul Lawrence, Todd Thomas, Robert Walton, Keith Ward and Michael Warren; Absent: Nicholas LeMay

**Staff:** Keith Thomason, General Manager; Larry Sanders, General Counsel; Michael Johnston, Comptroller; Tony Furlow, Water Plant Superintendent; and Jen Zinzilieta, Executive Assistant

**Visitors:** None

### Minutes

Upon motion by Ernest Collins and second by Robert Walton to approve the minutes of the November 25, 2019, Regular Meeting as presented, the Board voted as follows:

Ayes: Collins, Lawrence, Thomas, Walton, Ward, Warren

Nays: None

Absent: LeMay

The President declared the motion carried.

### Acceptance of Check Register

Upon motion by Keith Ward and second by Michael Warren to accept the Check Register as presented, the Board voted as follows:

Ayes: Collins, Lawrence, Thomas, Walton, Ward, Warren

Nays: None

Absent: LeMay

The President declared the motion carried.

### General Manager's Report

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

- Report of the daily average and maximum flows of drinking water was given.
- A report of the water and sewer leaks during the past month was given.
- High service pumps are in good condition and the spare pump will be cleaned and inspected.
- Fourteen 'Request for Qualifications' regarding recreation development were sent out and RLCD received two 'Request for Qualifications' back. One more is expected to be received by RLCD.
- The Illinois Department of Natural Resources is in the process of moving some offices into the Arts & Crafts Marketplace. A letter has been sent to the IDNR Director stating moving offices into the building is against the terms of the contract. Discussion ensued.
- RLCD continues to work on the sewer inflow & infiltration issues to help resolve some sewer overloading issues.

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## December 23, 2019 (Continued)

- The Benton/West City Chamber of Commerce will not be hosting the annual Fourth of July Rend Lake Fireworks in 2020 for various reasons. It will need to be decided if the Rend Lake Conservancy District would like to host the fireworks at Rend Lake in 2020. The cost of the fireworks will be brought to the Board at the January meeting.
- The Golf Pro Shop is closed for the winter months. Beginning December 1, golfers check-in at Season's Lodge until the Pro Shop reopens.
- Safety – No accidents to report for this past month.
- Mt. Vernon has requested electronic access to the meter reading at the RLCD pump station. This request includes access to RLCD SCADA. For obvious security reasons, RLCD does not allow any outside access into any of our data acquisition and control systems and we do not request access into theirs. We are working on new standard contract conditions that would apply to all customers regarding this issue.

### Financial Report

Mr. Johnston presented the financial report for the month of November. Mr. Johnston reported that Big Muddy Prison owes the District \$463,723 and the state, in total, owes the District \$525,910.

### Engineering Projects

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

#### Secondary WTP Discharge Line

Mr. Thomason reported the secondary discharge line is in service. A line stop will be installed in the line in order to isolate the old water line in case of a problem in the future. Also, some clean up around the project area still needs to be completed.

#### Booster Pump Station Upgrades

Mr. Thomason reported that the contract has been awarded for the upgrade project to the booster pump stations. The work is set to begin at the McLeansboro and Ewing pump stations very soon with a target completion date of April 2020.

#### Bandyville Road Project

The Bandyville Road Project is completed.

#### Water Plant Upgrades & Projects

Mr. Thomason reported that projects are being evaluated to be done at the water plant such as upgrades to the water plant secondary clear well, a second CO<sub>2</sub> tank, and an acid pumping station. Mr. Thomason is waiting for the engineering firm to calculate the price of the projects.

### Leased Facilities Update

Mr. Sanders reported the following information regarding the leased facilities.

- Restaurant: Tino's on the Tee plans to continue to operate limited hours during the winter months. The restaurant has several Christmas parties booked.
- Farmers: All three of the farm cash rent contracts have been signed. Each farmer paid the initial 10% payment.

### Recreation Facilities Update

Mr. Sanders reported the following information regarding the recreation facilities.

- Cabins: Cabin rentals were very good during the year with some months having 100% rental on weekends. Many 2020 return reservations were made upon departure.
- Lodge: November was better than expected somewhat due to a marketing campaign.
- Golf Course: The irrigation equipment to repair control boxes has arrived and is being installed. Mr. Sanders stated that the Golf Course Superintendent, Pete Hunter, has located 20 used Toro large plastic control boxes. The plastic boxes would replace the current metal boxes. The Toro plastic boxes have some control boards that can be useable. The cost for the 20 Toro plastic boxes with control boards is \$300.00 each for a total of \$6,000.

## December 23, 2019 (Continued)

### **Vulnerability Assessment**

Mr. Thomason presented information regarding a vulnerability assessment that water companies are required to complete by March 2020. Each water company is required to conduct an assessment of the vulnerability of its system to a terrorist attack or other intentional acts intended to substantially disrupt the ability of the system to provide a safe and reliable supply of drinking water. The Rend Lake Conservancy District will be updating and revising the current emergency response plan and any safety issues that need to be addressed.

### **Bids and Purchases**

#### Golf Course Irrigation Plastic Boxes

Mr. Sanders recommends purchasing the 20 Toro plastic irrigation boxes for \$6,000 that was discussed earlier during the Recreation Facilities Update regarding the Golf Course.

Upon motion by Paul Lawrence and second by Keith Ward to approve the purchase of the 20 Toro plastic boxes for a total cost of \$6,000, the Board voted as follows:

Ayes: Collins, Lawrence, Thomas, Walton, Ward, Warren

Nays: None

Absent: LeMay

The President declared the motion carried.

#### Valves at Raw Water Intake

Mr. Thomason presented information regarding the replacement of the valves at the raw water intake. The low quote for a 20" butterfly valve and a 24" butterfly valve was \$9,108 from IMCO.

Upon motion by Keith Ward and second by Michael Warren to approve the purchase of a 20" butterfly valve and a 24" butterfly valve from IMCO for a total cost of \$9,108, the Board voted as follows:

Ayes: Collins, Lawrence, Thomas, Walton, Ward, Warren

Nays: None

Absent: LeMay

The President declared the motion carried.

#### Tanker Trailer Rebuild

Mr. Thomason presented information regarding the approved rebuild of the tanker trailer by Fast Truck Repair for \$25,700 at the October 2019 meeting. Fast Truck Repair has increased the cost of the rebuild to \$26,950 after reevaluating the tanker trailer.

Upon motion by Robert Walton and second by Michael Warren to approve the increase of \$1,250 for the rebuild of the tanker truck as long as Fast Truck Repair will sign a contract to perform the rebuild for \$26,950. If Fast Truck Repair will not sign a contract, the Board approves the rebuild to be done by the company with the next low quote of \$28,352, the Board voted as follows:

Ayes: Collins, Lawrence, Thomas, Walton, Ward, Warren

Nays: None

Absent: LeMay

The President declared the motion carried.

#### Property Survey

Mr. Sanders presented information regarding Rend Lake Conservancy District property line research to be completed near the Hazel Dell Church. The survey company will also research the property used by the Catholic Church near the Hazel Dell Church.

## **December 23, 2019 (Continued)**

Upon motion by Michael Warren and second by Keith Ward to approve the survey of the RLCD property lines near the Hazel Dell Church property, including research of the Catholic Church property for a cost of 2,500, the Board voted as follows:

Ayes: Collins, Lawrence, Thomas, Walton, Ward, Warren

Nays: None

Absent: LeMay

The President declared the motion carried.

### **Ordinance 297 – Regarding Financial Policy Section B**

Mr. Thomason presented information regarding the legislature that amended the River Conservancy Districts Act to increase the bid mandate from \$2,500 to \$10,000 for all contracts for work for the Districts. Ordinance 297 – Regarding Financial Policy Section B would make the changes in the RLCD Financial Policy from \$2,500 to \$10,000.

Upon motion by Paul Lawrence and second by Michael Warren to approve Ordinance 297 – Regarding Financial Policy Section B which increases the bid mandate from \$2,500 to \$10,000 for all contracts for work for the District, the Board voted as follows:

Ayes: Collins, Lawrence, Thomas, Walton, Ward, Warren

Nays: None

Absent: LeMay

The President declared the motion carried.

### **Chamber of Commerce Membership Fees**

Mr. Thomason presented the membership fees and requested approval for payment for the Benton/West City Chamber of Commerce and the Jefferson County Chamber of Commerce. He stated that RLCD should be receiving the West Frankfort Chamber of Commerce and Sesser Chamber of Commerce invoices soon.

Upon motion by Ernest Collins and second by Robert Walton to approve the payment of the membership fees for the Benton/West City Chamber of Commerce, Jefferson County Chamber of Commerce, West Frankfort Chamber of Commerce, and Sesser Chamber of Commerce, the Board voted as follows:

Ayes: Collins, Lawrence, Thomas, Walton, Ward, Warren

Nays: None

Absent: LeMay

The President declared the motion carried.

### **Illinois Legislative Update**

Mr. Sanders provided a legislative update regarding the following topics:

- John Bradley continues to advise and work with the state legislature and state agencies on behalf of the District.
- Legislation has been signed to raise the \$2,500 amount on work that must be bid to \$10,000.
- The IEPA finalized regulations that adversely affect rural water districts. Mr. Bradley and the state legislators have been asked to find a legislative solution to this requirement.
- Efforts continue to seek the return of the Arts & Crafts Marketplace to the District.

### **Closed Session**

Upon motion by Ernest Collins and second by Todd Thomas to go into Closed Session at 10:35 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:

## **December 23, 2019 (Continued)**

Ayes: Collins, Lawrence, Thomas, Walton, Ward, Warren

Nays: None

Absent: LeMay

The President declared the motion carried.

Upon motion by Keith Ward and second by Ernest Collins to come out of Closed Session at 10:45 a.m., the Board voted as follows:

Ayes: Collins, Lawrence, Thomas, Walton, Ward, Warren

Nays: None

Absent: LeMay

The President declared the motion carried.

### **Closed Session**

Upon motion by Keith Ward and second by Michael Warren to go into Closed Session at 10:45 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, Lawrence, Thomas, Walton, Ward, Warren

Nays: None

Absent: LeMay

The President declared the motion carried.

Upon motion by Paul Lawrence and second by Ernest Collins to come out of Closed Session at 1:00 p.m., the Board voted as follows:

Ayes: Collins, Lawrence, Thomas, Walton, Ward, Warren

Nays: None

Absent: LeMay

The President declared the motion carried.

Upon motion by Keith Ward and second by Ernest Collins to move that Board President Todd Thomas on behalf of the Board of Trustees give written notice to Mr. Keith Thomason and Atty. J. Lawrence Sanders that their employment agreements are not being extended for an additional year; and that their salaries be increased by 3%, per the employment agreements, for 2020 effective January 1, 2020, the Board voted as follows:

Ayes: Collins, Lawrence, Thomas, Walton, Ward, Warren

Nays: None

Absent: LeMay

The President declared the motion carried.

Upon motion by Keith Ward and second by Paul Lawrence to move that the General Manager cause to be arranged meetings with the Board and each salaried employee of the District and coordinate or have the arrangements coordinated with the Board President, the Board voted as follows:

Ayes: Collins, Lawrence, Thomas, Walton, Ward, Warren

Nays: None

Absent: LeMay

The President declared the motion carried.

Upon motion by Keith Ward and second by Robert Walton to move that this meeting be continued until January 13, 2020, at 8:30 a.m. at a place to be determined by the Board President and the General Manager, the Board voted as follows:

## December 23, 2019 (Continued)

Ayes: Collins, Lawrence, Thomas, Walton, Ward, Warren

Nays: None

Absent: LeMay

The President declared the motion carried.

**Reconvening of Continued Regular Meeting:** The Board of Trustees of the Rend Lake Conservancy District reconvened its December 23, 2019 Regular Meeting on Monday, January 13, 2020, at the Rend Lake Golf Course Banquet Room, 12476 Golf Course Dr., Whittington, Illinois. President Todd Thomas called the meeting back to order at 8:30 a.m. The following attended:

**Board of Trustees:** In physical attendance: Ernest Collins, Paul Lawrence, Nicholas LeMay, Todd Thomas, Robert Walton, Keith Ward, and Michael Warren

**Staff:** Keith Thomason, General Manager; Larry Sanders, General Counsel; Michael Johnston, Comptroller; and Jen Zinzilieta, Executive Assistant

**Visitors:** None

### Bids

#### 16" Valve

Mr. Thomason presented information regarding the need for a 16" valve at a cost of \$3,249.00 to be placed into emergency inventory.

Upon motion by Nicholas LeMay and second by Todd Thomas to approve the purchase of a 16" valve at a cost of \$3,249.00, the Board voted as follows:

Ayes: Collins, Lawrence, LeMay, Thomas, Walton, Ward, Warren

Nays: None

Absent: None

The President declared the motion carried.

### Closed Session

Upon motion by Ernest Collins and second by Nicholas LeMay to go into Closed Session at 8:37 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, Lawrence, LeMay, Thomas, Walton, Ward, Warren

Nays: None

Absent: None

The President declared the motion carried.

Upon motion by Keith Ward and second by Nicholas LeMay to come out of Closed Session at 1:45 p.m., the Board voted as follows:

Ayes: Collins, Lawrence, LeMay, Thomas, Walton, Ward, Warren

Nays: None

Absent: None

The President declared the motion carried.

**December 23, 2019 (Continued)**

**Adjournment**


Upon motion by Paul Lawrence and second by Ernest Collins to adjourn the meeting at 1:48 p.m., the Board voted as follows:

Ayes: Collins, Lawrence, LeMay, Thomas, Walton, Ward, Warren

Nays: None

Absent: None

The President declared the motion carried.

  
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Todd Thomas, President

  
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Robert Walton, Secretary