



CITY OF QUINCY

Department of Utilities & Engineering

Jeffrey P. Conte, P.E.
Director of Utilities & Engineering

City Hall - 730 Maine Street
Quincy, Illinois 62301-4048
(217)228-4527

A G E N D A

Water Committee - Department of Utilities & Engineering
City Hall – Engineering Department Conference Room #235
Thursday, March 1, 2018
4:00 P.M.

1. Approval of minutes of the February 1, 2018 meeting
2. Public Comment (3 minute limit)
3. Old Business
 - Water Loss
 - Policy Manual
4. New Business
 - Proposed Water Main Extensions
 - Fiscal Year 2018/2019 Revenues
 - Distribution On-call Truck
 - Waste Water Treatment Plant Report
 - Approval of Bills in Excess of Normal Spending Limitations
 - Monthly Financial Report
 - Late Additions
5. Adjournment



Utilities Committee
Meeting Minutes
February 1, 2018

The monthly meeting of the Utilities Committee was held at 4:00 p.m. on Thursday, February 1, 2018 in City Hall Conference Room #235. Members present were Alderman Dave Bauer, Alderman Paul Havermale, Dan Cook and Jacob Venvertloh. Director of Utilities & Engineering Jeffrey Conte, Assistant Corporation Counsel Bruce Alford, John Schafer, Kevin Priester, Alderman Jeff Bergman and Theresa Alford were also present. Alderman Bauer called the meeting to order at 4:00 p.m.

Approval of Minutes

Alderman Havermale, seconded by Venvertloh, moved to approve the minutes of the January 4, 2018 meeting as distributed.

Public Comment

No one was present for comments.

Old Business

Water Loss

Water loss of treated water pumped into the distribution system for the period of February 1, 2017 through January 31, 2018 was 35% which represents the fifth consecutive month of increases. The month of January averaged at least one main or service leak per day which contributed to the increase of water losses. Leak detection services are scheduled to begin in late February.

Policy Manual

A copy of the revised policy manual will be sent to the Committee after the legal review has been completed. It will be discussed at the March meeting and then presented to the City Council for consideration.

New Business

Meter Shop Cargo Van Bid Results

Bids were opened for the purchase of a cargo van chassis with a Knapheide utility service body for the Meter Shop. The van will replace a 2005 Ford Econoline with 144,000 miles. Two bids were received with the low bid from Gem City Ford totaling \$36,056.

Action: Send resolution to the City Council with Committee recommendation.

Motion: Cook

Second: Venvertloh

Motion Carried

FY19 Water (Fund 501) Proposed Budget

The committee received a copy of the proposed Water Fund budget and capital expenditures for the 2019 fiscal year. The proposed operating revenue of \$6.756 million does include a proposed rate increase. Water sales are expected to remain flat. The proposed operating expenses of \$5.982 million are 4.8% higher than the current fiscal year. The increase is mainly due to an increase in wages and benefits, fleet maintenance expense sludge disposal. The proposed budget assumes that \$5.25 million will be borrowed from the Illinois EPA low interest loan program.

FY19 Sewer (Fund 502) Proposed Budget

The committee received a copy of the proposed Sewer Fund budget and capital expenditures for the 2019 fiscal year. The proposed operating revenue of \$5.733 million does include a proposed rate increase. The proposed operating expenses of \$4.574 million are .6% higher than the current fiscal year. The proposed budget assumes that \$6.20 million will be borrowed from the Illinois EPA low interest loan program.

2017 Water Main Extension Refunds

The City will be issuing water main extension refunds for eight outstanding contracts totaling \$37,772.

Waste Water Treatment Plant Report

A monthly status report for December was presented to the Committee. Kevin Priester was introduced as the new operations manager for the Waste Water Treatment Plant. The screw pump replacement and clarifier projects have been completed and a final walk trough will take place in February.

Approval of Bills

Conte presented the invoices in excess of the normal \$3,000 spending limitation and requested they be processed in the usual manner.

Action: Approved payment of all bills exceeding \$3,000 and send to City Council with Committee recommendation.

Motion: Cook

Second: Havermale

Motion Carried

Monthly Financial Reports

Conte presented and discussed the monthly financials.

Late Additions

The Committee received an update on the repair of High Service Pump #13 at the Water Treatment Plant. The pump has been repaired and bids are currently advertised for the electrical replacement of the pump. The Committee will be notified of the results upon the February 7th opening.

Aldermen Bauer and Havermale discussed with the Committee that they were recently approached by representatives of American Water concerning their interest in purchasing the Water Treatment Plant.

Adjournment

With no further items to discuss, the meeting was adjourned at 4:56 p.m.

Motion: Cook

Second: Havermale

Motion Carried

Respectfully submitted,

Jeffrey Conte, P.E.

Director of Utilities & Engineering

February 2, 2018