

MEETING MINUTES
SANGAMON VALLEY PUBLIC WATER DISTRICT
REGULAR BOARD MEETING
APRIL 27TH, 2020
5:00PM

Held via GoToMeeting

MEMBERS PRESENT: Bob Buchanan, Bud Parkhill, Meghan Hennesy, Frank Howard, James Ingram, Mike Larson, Kerry Gifford, Lindsey Stroud-Rodts. A Quorum was present.

MEMBERS ABSENT: Mike Melton

GUESTS PRESENT: None

1. CALL TO ORDER: Chairman Hennesy called the meeting to order at 5:05p.m.

2. APPROVE AGENDA: Chairman Hennesy asked if everyone had a chance to review the agenda and if there were any recommended changes to the agenda as presented. Stroud noted that an addition to new business is to add Pay Request #1 for A & R. Gifford asked if we should move up Old Business to #4 as Joe Pisula, District Engineer, is present to discuss his letter of recommendation. No other changes were recommended.

Motion by Parkhill to approve the agenda with the correction above, 2nd by Ingram. All voting yes, motion carried.

3. PUBLIC COMMENT: None

4. OLD BUSINESS:

A. 2020 Water & Sewer Ordinance – Update – Gifford noted that we are the point where we have amended it several times and can now send it to legal for review one more time. Gifford noted that he will bring the changes and recommendations to the Board once we get it back from legal. Pisula recommended to think about the date that the ordinance is going to be effective, vs. when it is approval in order to be accommodating to the other parties involved such as the developing community, or major customer. Gifford stated he felt 3-4 months is plenty of time. Chairman Hennesy suggested a communication plan to present to such stakeholders after legal review and final Board approval. Parkhill asked which attorney would be reviewing this and Gifford confirmed it would probably Dane Edmondson.

B. South Prairieview Rd/Warren Subdivision Bid Discussion – with Engineer’s Letter of Recommendation – Mr. Pisula reviewed the bid packet and stated that we had 9 bidders, and he has recommended to award the bid to Cross Construction as they were the low bidder. He stated they are one of the preferred contractors for Illinois American Water in Champaign. Joe stated that they did separate out this bid into two items, one being for the water main loop, and one being for the valve vault to tie water in for the Fire Dept. Bid item 1 for the water main loop came in around \$65,350 which came in below the engineer’s estimate. Bid item # 2 came in very high at \$48,138.40, whereas the original estimate was around \$25,000. Pisula and Gifford had discussion with the Fire Dept and at this time there is no interest in spending that kind of money for a valve vault. Gifford recommends award the contract with a deduct of bid item #2 and continue with bid item #1 and Cross is okay with that. Gifford stated that they (Gifford and Mr. Pisula) did also request an extension on the bid acceptance due to COVID and they were willing to extend it until June 23rd to give the District more time to review financials. Pisula reiterated that regardless of the date of the decision it is Donohue’s recommendation to Award the full Bid from Cross Construction while simultaneously doing a change order to delete bid item #2. Gifford reminded the Board that they approved the budget for the water main loop at \$80,000. Parkhill stated that he believes that since the money appears to be steady, and the bid came in below the budgeted cost the board should award the bid tonight. Chairman Hennesy stated that she agreed with Parkhill that it does make sense to award the bid based on the cost coming in under budget, however, with speaking to Gifford and knowing that Cross Construction has given the extension and is not going to start construction until October, she is inclined to wait at least one more month to be able to see April’s numbers at the next meeting for another data point to go off of. Parkhill stated that it gives the Board more credibility to award the bid in the next 30 days. Howard asked if there is a chance for a lot of change orders coming up by waiting to award the bid. Pisula and Gifford did not anticipate any. Larson asked what the advantage is to waiting instead of awarding it now, and asked if we are going to be that much more confident in our finances. Gifford said that he will be more confident being able to April’s revenue and projected numbers for May during the May meeting. Pisula reassured the Board that even if they wait until June to award the bid, the work still wouldn’t begin until at least mid-October, but we gave them until March of 2021 to complete the work. Larson suggested making a motion to move the award of the bid to June’s board meeting, Parkhill suggested not going past the May meeting. Chairman Hennesy suggested that we put it on the agenda for May’s meeting for discussion and at that time review the data from April, and then the Board can either award it, or set a special meeting in Early June so it isn’t being pushed to the last date in June.

C. Thornewood Access Road - Gifford stated that they have started, and have the base started that works good, but they did stop 40 feet of the lift station. Chairman Hennesy asked if there was a reason they stopped short. Gifford said that he does not know. Farnsworth is also requesting that the district pay for plat for the lift station, which should have been done by them originally. Gifford feels like that should have been done from the get go. Chairman Hennesy asked what the cost was and Gifford said \$1,000. Parkhill stated that it is definitely the developer’s responsibility. Parkhill stated that Chairman Hennesy asked what the cost was for putting that road in. Gifford estimated around \$30,000, and Pisula stated that he had it on good authority

that it was around \$25,000. Larson suggested that we tell them if they finished the rest of the road we could pay for the plat. Parkhill agreed. Pisula suggested putting two easements together with the plat in preparation and have legal coverage ahead of time, then present to the developer to sign. Chairman Hennesy asked how much that might cost. Pisula said a couple hours a piece, maybe a couple hundred each. Gifford confirmed that the District is going to go back to the developer and request that they finish the road, and then the District will take care of the easement and plat. Parkhill and Ingram agreed. Pisula left the meeting.

5. NEW BUSINESS:

A. COVID-19 Procedures – Chairman Hennesy stated that she, Gifford, and Stroud have been meeting weekly via teleconference to keep up-to-date on any changes related to Covid and head off any issues that the District might be having. Some of the procedural changes that have been made are:

1. New Julie Locate Procedure – came about with an effort to eliminate contact with employee, and this being done remotely for non-emergencies, based on risk assessment. The Board also requested this being sent out via email. Larson asked if other Districts are handling their locates like this as well. Gifford said no, they are not, they are still going out and doing locates as normal, but reiterated that he is okay being different to protect the employees. Larson suggested reaching out to JULIE and letting them know how the District is handling them as well. Gifford said that he has been in contact with the Commerce Commission already though. Larson also suggested sending a screenshot of the maps where the lines are located. Gifford said the maps are already on pdfs, so that would be available already.
2. New Permit inspection procedure – Stroud stated that she took the existing permit form and revised it into a digital google form. The link is directly on the website and the responses go directly to her and Angie
3. Rental Meters – estimating meters instead of issuing physical meters
4. No Penalties and No Shut Offs still as mandated by the state
5. Deposits – increased deposits from 2 days to 3 days
6. Bill Processing – Angie is going in 4-6 days/week for this process
7. Marc is reading meters in the District, so we are having in working the safest task possible, and Gifford will continue to think about other processes that he can help with that is safe
8. Phone calls, payroll, entries, etc are all being done remotely; The exception is filing and printing checks. Chairman Hennesy stated that we also recently changed to having Kerry being the only check signer to minimize contact with others.
9. Weekly Employee meeting remotely – Gifford stated that he thinks this is extremely helpful, along with the weekly meetings with Chairman Hennesy Chairman Hennesy asked if the Board had any questions or comments regarding the updates. Ingram asked about only having one signature on the check and he stated that he thinks that has to be a Board decision, because of the auditor's rules with having two signatures. He suggested having the Board approved to either go down to one signatures or adding Stroud has a 3rd person who is approved to sign. Chairman Hennesy let Ingram know that she, Gifford, and Parkhill are all already approved signers. Parkhill offered to come over to sign and that he would be available. Larson suggested getting an e-signature

once the Board approves the bills, and stated that it would be easier to do that moving forward anyway. Chairman Hennesy suggested Stroud reaching out to Quickbooks to see if they have the ability to do this already. Ingram also suggested Chairman Hennesy to get a signature stamp created. Ingram said that whatever is done, get is corrected asap because the auditors will say something about it. Chairman Hennesy asked Stroud to add this as a item to discuss on the weekly Wednesday meeting. Chairman Hennesy asked if anyone else had any questions, comments or concerns with the COVID procedures. Larson asked if anyone has looked into the Paycheck protection program. Gifford stated that he has and was told that since we are not classified as a non-profit, but as a local government we would not qualify. No more further discussion was held.

B. Briarcliff/Thornewood & CCG/Village Discussion – Gifford noted that he received communication from the project manager of CCG and they are okay with the 3 week prior notice and they want to start working May 4th. Gifford suggest responding and requesting a June 1st start date. CCG also stated that they are willing to repair any damages they cause through a licensed plumber. Parkhill thought their email was very positive. Chairman Hennesy asked if there was any futher questions or comments and there were none.

C. Pay Request #1 for A&R - \$40,647.78 for Board Approval – Chairman Hennesy asked to entertain a motion to approve pay request # 1 in the amount of \$40,647.78.

Motion by Ingram and 2nd by Parkhill to approve pay request.

Discussion: Gifford noted that this was for the concrete work between the Morton building and the admin building to help with the lack of drainage due to ice buildup. This was already approved from last year’s budget and the work has been completed. This is approval from the Board to make the first payment. Gifford noted that he is happy with the work but is just waiting for the grass to be re-seeded and we are still holding a retainage fee for cleanup and grass seed.

Roll call vote was taken as follows:

Roll call vote:

Hennesy – Yes	Buchanan – Yes	Larson – Yes	Parkhill-Yes
Ingram – Yes	Howard – Yes	Melton - Absent	

All present members voting yes, motion carries.

6. SECRETARY’S REPORT:

A. Approval of Minutes from Regular Meeting held March 23rd, 2020

Chairman Hennesy asked if everyone had a chance to review the minutes from the Secretary’s Report and asked if there were any change. There were none.

Motion by Larson and 2nd by Buchanan to approve all Secretary’s Reports as presented. All voting yes, motion carried.

7. TREASURER'S REPORT: Approval of Accounts Payable listing for March, April & May 2020 – Gifford reviewed the Income and Expense Report and all A/P listings over \$1,000.

- Ameren Illinois - \$6,612.19
- Call-Em-All - \$1,230.00
- CMS - \$5,055.00
- Donohue & Associates - \$2,376.00
- Express Employment - \$1,440.00
- Gunther Sale - \$4,207.06
- Midwest Meter - \$2,380.00
- Omni-Site - \$1,536.25
- Roto-Rooter - \$1,187.50
- Tonka - \$8,247.07

Motion to approve Treasure's Report as present by Parkhill and 2nd by Ingram. All voting yes, motion carried.

8. GENERAL MANAGER'S REPORT: Gifford reviewed the GM Report below.

Income: Water sales for March were typical for early spring at \$109,904.56. Total operating revenue for the month was \$114,939.99. **The realized March losses were at (\$1,133.15) this is uncharged covid-19 related penalties and reconnect fees.** The District staff will monitor operating revenue losses due to covid-19 religiously throughout this crisis. Non-Operating revenue has started the year strong at \$45,530.40. The District has issued 14 new housing start permits but none of these permits were issued in the month of April. The housing market has stopped in our peak building month.

Expenses: Operating expenses through March are 5% below budget this is may in part be due to covid-19 slowing our staff ability to perform routine maintenance.

Meter Reading: 6 meters were estimated in March and 1,892 customer accounts were billed. The March average water usage per customer were as follows: Homeowners 4,194 gallons, Candlewood 2,615 gallons. The amount of water usage due to people staying home (covid -19) did not change in the month of March.

Water Plant and Distribution System:

Water Distribution System: The unaccounted for water loss through March is at 7.4%. The District typical unaccounted for water loss range is between 3% - 6%.

Water Treatment Plant: Staff installed new chemical lines, scale, tanks and pump for iron filter biofilm removing product Main Stream. Main Stream chemical will be used in the water treatment plant once process control parameters are put into place. Main Stream will eliminate the nitrification process from taking place in the Iron filters. This will eliminate the production of nitrites and increase chlorine residuals.

Wastewater Treatment Plant and Collection System:

Wastewater Plant: Disinfection equipment for seasonal fecal coliform deactivation were installed and will be ready for use starting May 1st.

Collection System: We had 2 sewer back-ups in the month of March both were due to flushable wipes plugging the mains. The Water District aggressively publicized information to our customers about what to flush and not flush down their toilets. This seems to have helped with unnecessary sewer main clogs. Thornwood replacement

generator will not arrive until early June due to (covid-19). This will cost the District an extra month of generator rental fees.

Thornwood lift station access road : The developer completed the access road per the District Engineer specs this will allow for those heavier utility trucks to enter the pump station.

Ridge Creek 5th addition: The Water District and Donohue Engineering has finished

9. ADJOURNMENT:

Motion by Howard, and 2nd by Ingram to adjourn at 6:35pm. All voting yes, motion carried.

Respectfully submitted,

Lindsey Stroud-Rodts
Secretary, Board of Trustees