

**MEETING MINUTES  
SANGAMON VALLEY PUBLIC WATER DISTRICT  
REGULAR BOARD MEETING  
AUGUST 24<sup>TH</sup>, 2020  
3:30PM**

Held via GoToMeeting

**MEMBERS PRESENT:** Bud Parkhill, Meghan Hennesy, Mike Larson, Mike Melton, Kerry Gifford, Lindsey Stroud-Rodts. A Quorum was present.

**MEMBERS ABSENT:** Michelle Grindley, James Ingram, Bob Buchanan

**GUESTS PRESENT:** Shawn Tabeling

**1. CALL TO ORDER/ATTENDANCE:** Chairman Hennesy called the meeting to order at 3:32pm. Roll call attendance as follows:

**Roll Call Attendance:**

Hennesy: Present	Melton: Present	Ingram: Absent	Grindley: Absent
Buchanan: Absent	Larson: Present	Parkhill: Present	

**2. APPROVE AGENDA:** Chairman Hennesy proposed moving Hidden River Subdivision up to item 4. A. to allow Shawn Tabeling an opportunity to speak before any other discussion, and also recommended to add item F. Meeting Procedures to New Business for the discussion of a potential new meeting place during Covid.

**Motion** by Hennesy to approve the agenda with recommended additions, 2<sup>nd</sup> by Melton. Roll call vote as follows:

**Roll Call Vote:**

Hennesy: Yes	Melton: Yes	Ingram: Absent	Grindley: Absent
Buchanan: Absent	Larson: Yes	Parkhill: Yes	

All present members voting yes, motion carries.

**3. PUBLIC COMMENT:** None.

**4. NEW BUSINESS:**

**A. Hidden River Subdivision – Shawn Tabeling:** Shawn Tabeling introduced himself and noted his subdivision is 12 lots total with 3 additional lots to the east. All but 3 lots are currently sold and those folks have all expressed interest in getting water out there. Shawn noted that he wanted to get on SVPWD’s radar and let the Board know of the interest in expansion. Parkhill welcomed Shawn and noted that the District is very encouraged that Tabeling has had success in getting those lots sold and that we’d like to definitely explore that. Gifford noted that at this time the District would be looking at doing a rural type of water district in that area meaning it would have 4 in mains and not fire protection, but flushing hydrants. He

also noted that he should be hearing something back from Dan Caukins and Chapin Rose regarding the release of capital grants for infrastructure, so that money should be being released sometime soon, but we are on a wait for the money and working on preliminary designs for getting water up there for those folks. We are also working on the annexation and legal descriptions of the area, and that is one thing that would be required in order to bring water up there (annexation), but the good thing is that we are not a taxing body. It is more for securing debt and for bonding purposes. Gifford encouraged Shawn to stay in touch and noted that we will also be working with some of the fiberoptic companies going in that direction. Shawn noted that they are putting in a tower on the east side of the property through Volo fiberoptic and they are running lines to home from there. Shawn asked if they tag along on the easements. Gifford stated that that is what they are wanting to do but that would be a commitment for the Board to make, but that would make sense. Parkhill stated that we were hoping to have some kind of agreement with them to allow them to use the water trenches to put in their cable or fiberoptic, so they would have a little easier time with install. Along with that, if there is money available for that, which there has been in the past for the fiberoptic situation, where the government encourages fiberoptic in rural areas there might be a little money available for that. Parkhill stated that may be wishful thinking though but that we are talking to them (volo). Shawn thanked the Board for having him and the Board thank him for joining. Larson asked Gifford where this development is. Gifford stated that it is off of 2600 N, the old mansion.

**B. OMA Virtual Guidelines:** Chairman Hennesy stated that she had asked Stroud and Gifford to look into this during their last weekly meeting. She noted that these updates included taking attendance, roll call vote, public comment available, and a way for the public to view or join the meeting live. She also noted that we are investigating a YouTube channel where it would be easily available to public viewing without participants having to join the meeting directly. Stroud noted that currently we are waiting to hear back from the IT department on what software would be necessary and the cost associated with it in order to livestream directly to Youtube, right now we can just upload the already recorded sessions. Gifford noted that he is concerned with the cost because we have already added a lot of cost this year with Covid. Chairman Hennesy stated that we just have to make sure whatever we are doing we are in compliance with OMA, and there are a couple ways to do that, so we will continue to do that and circle back around to the YouTube channel.

**C. Approval of 2019 Audit – Martin Hood:** Chairman Hennesy noted that originally on the agenda we were going to have Martin Hood here to present that audit, however there was a problem with the documents being password protected so those were not able to be viewed. She noted that we are already under the gun on this audit as we have already requested an extension on this audit and it does have to be filed with the Comptroller by Friday. She noted that in speaking with Gifford and Parkhill there was discussion about possibly tabling this approve until later this week or next month, but it is her understanding that there is no flexibility with filing this audit by Friday and in speaking with Gifford, this audit cannot actually be changed by the Board in regards to the numbers. The District did receive a clean audit, which means the auditors did not find anything that would be of concern and the Board doesn't really have any input into what the auditors have presented. It really is more of approval of the filing, which could be done today. She noted that they could vote today to approve the filing of the audit and if anyone has any concerns that come up before Friday you could get those comments back to Gifford, but the board itself doesn't have capability of actually adjusting the numbers, so the only place where they might want to make some adjustments would be under the comments that Gifford made in the MDA. Gifford agreed, and asked the Board to take a look at it and if there is something in question, we could amend it before we turn it into the Comptroller on Friday. Chairman Hennesy asked for discussion from the Board on approving this audit for filing today and getting the comments to Gifford by Friday. She also noted to keep in mind that those comments would have to get to Martin Hood for approval anyway, which may not give them enough time to make changes prior to Friday, but we could also file an amendment later on, which would really only be cause for concern if we didn't have a clean audit. Gifford agreed as well, stating we have a clean audit, letters of recommendations for internal improvements which is really what the Board should review, along

with our adjusting journal entries that will be done after the audit is approved. Gifford noted that the list of adjustments is really not that bad considering we have 3 different people in that position in 2019. Larson asked for clarification on the AR difference of \$17,000. Gifford and Stroud explained that the majority of the reason for this difference is due to the difference in billing cycle vs. end of fiscal year and that this discrepancy occurs each year. Larson asked for this to be noted on the audit as a reminder for everyone each year. Gifford and Stroud agreed. Parkhill agreed as well.

**Motion** by Larson and 2<sup>nd</sup> by Melton to approve the 2019 Audit as presented by Martin Hood, with the request to add Larson’s suggestion regarding the discrepancy.

**Roll Call Vote:**

Hennesy: Yes	Melton: Yes	Ingram: Absent	Grindley: Absent
Buchanan: Absent	Larson: Yes	Parkhill: Yes	

All present members voting yes, motion carries.

**D. Pur-IX Multiport Valve – Expense Approval:** Gifford stated that he’s gone through every process to open the valve up to get it to work right. He’s also been working with a new project manager from Tonka, who has been very attentive and he is feeling a little bit better about the customer service side of things with Tonka. She is telling him that we need to pull the valve out and pull the o-ring kits. Initially it was misaligned and finally Tonka sent someone to clean it and then after cleaning it was discovered that it was misaligned and that was corrected. Once it is all cleaned Gifford is going to feed chemicals through to keep it from sequestering. He noted though, that we have no way to get it up and slide it over out of the way, and that price came it at \$11,000 to be able to pull that out anytime we would need to. Gifford also noted that when they were originally looking at buying this and at that point Tonka told us we would never need to pull it. Gifford doesn’t think its fair that the District have to pay \$11,000.00 to get something out that we should never have had to move. Hennesy recommended telling Tonka that if they want us to make that, we need them to pick up the costs for it, and to start there. If they disagree then ask what they would propose. Hennesy asked how long that fabrication would take. Gifford said he would get that done asap, prior to Tonka coming in mid-September. Gifford noted that he doesn’t want to spend that much, but it really needs to be done now. Hennesy said that we don’t really have an option so let have the discussion with Tonka and see what there answer is and if they say no, then see what their proposal is to that. Gifford stated they may end up saying that they will take care of it. Parkhill stated that Gifford should initiate the call and put it back on them. Gifford said he would do that. Gifford did note that during this repair or replacement of the valve we will experience extremely hard water. Hennesy stated that we should include customer outreach ahead of time to make sure customers are aware and know what to expect. Larson suggested having Tonka send us a brand new valve. Gifford stated that he has had that discussion and he has been told it just needs repaired. Hennesy stated that Tonka is fully aware that if this fix doesn’t work we do expect them to replace the valve in its entirety.

**E. Gift Approval – Joe Pisula & Frank Howard:** Stroud included several options of gifts and plaques to have made for Mr. Pisula and Mr. Howard to resent to the Board for approval of which gift(s) they would like to purchase for them. The board agreed they would prefer plaques similar to what was purchased for Mr. Randol and Mrs. Rogers back in 2019 from Trophy Time. Stroud stated she would get that going.

**F. Meeting Procedures:** Hennesy stated that we have been trying to figure out how we can get back together face to face and still be safe. She asked for feedback from the board regarding this, with the understanding that we will have to all be masked and socially distance the whole time, but if we get pulled back into phase 3, then we will have to pull back into gotomeetings. Parkhill stated that Buchanan can get in touch with his church and use their facility. Gifford stated that he is in support of it, keeping out distance and mask of course. Stroud asked if we would still need to have the ability to join remotely for Grindley and Larson if the time of the meetings are the same. Larson said he may be able to make them, but

for the first couple meeting would need to be remotely. Hennesy stated that part of the investigation of the facility would have to include access to Wifi. She also suggested having the in-person meetings every other or every 3<sup>rd</sup> meeting depending. Parkhill said he can have an answer for that pretty quick. Hennesy said lets move forward with the hopes that the September meeting can be face-to-face.

**5. SECRETARY’S REPORT:**

**A. Approval of Minutes from Regular Meeting held July 27<sup>th</sup>, 2020** – Chairman Hennesy asked if everyone had a chance to review the minutes and if there were any changes. Parkhill and Melton noted two typos.

**Motion** by Hennesy and 2<sup>nd</sup> by Parkhill to approve meeting minutes from Regular Meeting held July 27<sup>th</sup>, 2020 as presented.

**Roll Call Vote:**

Hennesy: Yes	Melton: Yes	Ingram: Absent	Grindley: Absent
Buchanan: Absent	Larson: Yes	Parkhill: Yes	

All present members voting yes, motion carries.

**6. TREASURER’S REPORT:**

**Approval of Accounts Payable listing for July, August & September 2020** – Gifford reviewed the Income and Expense Report and all A/P listings over \$1,000.

- Altorfer Inc. – \$5220.00
- Ameren Illinois - \$7,854.73
- CMS - \$5,505.00
- Donohue & Associates - \$1,380.63
- Express Employment - \$2,425.67
- The Cincinnati Insurane Co - \$2,146.00

**Motion** to approve Treasure’s Report as present for a total of \$29,745.35 by Hennesy and 2<sup>nd</sup> by Parkhill.

**Roll Call Vote:**

Hennesy: Yes	Melton: Yes	Ingram: Absent	Grindley: Absent
Buchanan: Absent	Larson: Yes	Parkhill: Yes	

All present members voting yes, motion carries.

**7. GENERAL MANAGER’S REPORT: Gifford reviewed the GM Report below.**

**General Manager/Treasurer Report July 2020.**

**District Covid-19 Operation Level:** The Water District current level of operation is at a level 2 which means the virus is considered to be at a dangerous level to the public health.

**Treasurer report:**

**Income:** July water sales were \$169,729.35 that is 36k above a typical month. Total operating revenue for the month was \$173,538.16. **The water district continues not to collect \$3,000/month in penalty and reconnect fees.** Non-Operating revenue continues to be strong for the year at \$118,886.51. The District has issued 29 new housing permits

through August 18th. In comparison, the total number of housing permits issued in 2019 was 29. Amazingly 2020 will be a decent growth year for the water district.

**Expenses:** Operating expenses through July are right in line with budget expectations. The July salaries were high due to 3 paydays. Total expenses for the year are \$946,405.39.

**Reading:** 17 meters were estimated in July and 1,916 customer accounts were billed. The July average water usage per customer were as follows: Homeowners 8,618 gallons, Candlewood 3,383 gallons. Water usage has increased from the use of pools and irrigation systems.

**Water Plant and Distribution System:**

**Water Distribution System:** The unaccounted for water loss through July is at 3.0%. The District typical unaccounted for water loss range is between 3% - 6%.

**Water Treatment Plant:** The water district along with a technician from Tonka will be pulling the multiport valve to inspect, clean and replace the O-rings. This will happen in the middle of September. In the meantime, the water district will work with A & R Mechanical to build a platform and lifting system strong enough to remove the multiport valve.

**Wastewater Treatment Plant and Collection System:**

**Wastewater Plant:** Effluent disinfection to the river for seasonal fecal coliform deactivation is now in operation until October 31. Tree trimming and spraying are the big time consuming jobs this time of the year.

**Collection System:** We had no sewer back-ups in the month of July. Briarcliff lift station electric ASCO power switch will be replaced due to moisture damaging the gear.

**Subdivision Updates:**

**Ridge Creek 5<sup>th</sup> addition:** The water and sewer mains are installed and Feutz is in the process of finishing the required IEPA construction testing.

**8. OLD BUSINESS:**

**A. COVID 19 Updates:**

1. **Community Discussion/Penalties** – No updates at this time.
2. **Phase 2 – Cautionary Level with Modifications** – Stroud adjusted the chart to match the states levels 1-5 instead of 4-1.
3. **Wastewater Testing** – Patrick from the Village is going to reach out to some of the businesses and Hennesy is going to reach out to the School Board regarding how or if the data collected would be useful, so right now we are in a hold pattern until this is done, then will meet with the Village again.

**B. Sub-Committee Review:** Hennesy noted that Gifford and she discussed getting Committees together again, so be prepared to set some dates if you are on a committee.

1. **20 Year Master Plan Committee** – Meeting Scheduled for Sept. 10<sup>th</sup>, 2020
2. **Personnel Policy Committee** – No updates
3. **IGA & Annexation Committee** – No updates

**9. EXECUTIVE SESSION: Executive Session was not held.**

**10. ADJOURNMENT:**

**Motion** by Melton, and 2<sup>nd</sup> by Parkhill to adjourn at 4:38pm.

**Roll Call Vote:**

Hennesy: Yes	Melton: Yes	Ingram: Absent	Grindley: Absent
Buchanan: Absent	Larson: Yes	Parkhill: Yes	

All present members voting yes, motion carries.

Respectfully submitted,

Lindsey Stroud-Rodts  
Secretary, Board of Trustees