

MEETING MINUTES
SANGAMON VALLEY PUBLIC WATER DISTRICT
REGULAR BOARD MEETING
FEBRUARY 10TH, 2020
5:00PM

Held in the Olen G. Parkhill, Jr. Water Treatment Plant Conference Room

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

MEMBERS ABSENT: Mike Melton & Meghan Hennesy

GUESTS PRESENT: Louis Wozniak, Tim Cowan & Joe Pisula of Donohue & Associates

1. CALL TO ORDER: Vice Chairman Parkhill called the meeting to order at 5:00pm.

2. APPROVE AGENDA: Vice Chairman Parkhill asked if everyone had a chance to review the agenda and if there were any recommended changes to the agenda as presented. There were no changes recommended.

Motion by Buchanan to approve the agenda as presented, 2nd by Ingram. All voting yes, motion carried.

3. PUBLIC COMMENT: Louis Wozniak was introduced by Vice Chairman Parkhill. Wozniak started by passing out a 4 page report which referenced copies from a spec for ThorneRill as well as work that Donohue had put together back in 2015. Mr. Wozniak announced that he came to speak to the Board in regards to his discussion with Gifford about developing a tract of land where he needs services put in for water and sewer. Wozniak is looking for the Board to discuss putting in a lift station on the 28.67 acres on Tract A, and getting figures on what the cost would be for him, as well as new future development that would also be serviced by the lift station. Wozniak is looking for figures on what his tract's estimated percent of usage would be for this lift station and is asking the Board if they would be willing to pay for the remaining percentage of cost based on estimated usage.

4. NEW BUSINESS:

A. CAPITAL PROJECTS – GIS MAPPING – Tim Cowan of Donohue and Associates presented the Board a GIS Mapping program from Diamond Maps. The program presented would cost a monthly service fee around \$50.00. In order to use the program Donohue and Associates would assist the District in getting the base GPS mapping completed from the District for a cost not to exceed \$50,000. Larson and

Parkhill asked Gifford for a plan on the long-term of the program to be presented prior to Board approval of the GPS project and the mapping program.

Trustee James Ingram left the meeting at 6:20pm.

Joe Pisula and Tim Cowan left the meeting at 6:35pm.

B. OUT OF DISTRICT WATER/SEWER RATES – Gifford presented to the Board a proposal for water & sewer rates for users that are currently hooked up to our service, but are outside of the District’s boundaries, or have not yet annexed. Gifford’s proposal was for two (2) times the existing rates for In-District rates. Gifford confirmed that legal stated this could be done. Gifford asked for the Board to review the proposed rates and for a timeline of when these rates would begin, along with assistance on communication to those outside of the District.

5. SECRETARIES REPORT:

A. APPROVAL OF MINUTES FROM REGULAR MEETING – DEC 2ND, 2019
– Gifford noted that there was a typo on page 2 to correct “directional boring” to “potholing”, and also to correct “Water District of Monticello” to the “Village of Monticello”. No other changes were recommended.

Motion to approve the Secretary’s Report from December 2nd, 2019 with corrections by Larson, and 2nd by Buchanan. All voting yes, motion carried.

B. APPROVAL OF MINUTES FROM PERSONNEL POLICY COMMITTEE MEETING – JAN 29TH, 2020 – Chairman Hennesy and Ingram were not present to discuss or approve minutes from the Personnel Policy Committee Meeting. The Board discussed tabling approval of the minutes until the next Regular Board Meeting.

Motion to table the approval Secretary’s Report from January 29th, 2020 by Larson, and 2nd by Buchanan. All voting yes, motion carried.

6. TREASURER’S REPORT: Gifford reviewed all charges over \$1,000 from the February 5th, 2020 Current Accounts Payable report.

- Ameren Illinois - \$7,128.52 for February; \$7,038.20 for March
- CMS-LGHP - \$4,044
- Express Employment - \$2,814.08
- Illinois EPA Loan - \$175,025.22
- Meyer Capel - \$2,860.00
- Twin City Electric - \$1,436.39

Motion to approve the Treasurer’s Report as presented by Howard, and 2nd by Larson. All voting yes, motion carried.

7. GENERAL MANAGER'S REPORT: Gifford spoke on the GM Report as presented below:

Income: Water Sales ended the year 2.5% above budget forecast amounts. Total sales were \$1,627,619.82. Total operating revenue in 2019 were \$1,642,500.00. This exceeded the budget forecast amounts by 2.7%. Non-operating revenue exceeded the budget expectations by 29% with a majority of those monies being \$17,000 in capacity/tap on fees. The Village of Mahomet paid \$13,000 connecting to the water and sewer at their public building off South Prairieview road, thank you Village of Mahomet. The District issued 29 new housing start permits in 2019 this is an annual growth rate at 1.6%.

Expenses: Operating expenses ended the year 3.9% below budget expectations. The operating budget had several line items exceeded but the overall 3.9% reduction in expenses were due to less legal fees in 2019.

Meter Reading: 10 meters were estimated in December and 1,900 customer accounts were billed. The December average water usage per customer were as follows: Homeowners 4,828 gallons, Candlewood 3,248 gallons.

Water Plant and Distribution System:

Water Distribution System: Total water loss in 2019 was at 12.0% and unaccounted for water was 6.1%. The District 2019 unaccounted water loss was within typical range but the total water loss this year was high due to 3 water main breaks.

Water Treatment Plant: Tonka installed additional programming so we may by-pass the clear well tank and still be able to operate water plant. This operation programming was needed for future maintenance and shut down of the clear well tank.

Wastewater Treatment Plant and Collection System:

Wastewater Plant: Typical maintenance including tree trimming around fencing.

Collection System: Sewer back-ups starting to reappear in Briarcliff subdivision. It's been a few years since we jetted and cleaned Briarcliff sewer system. We do have lining of these old sewers in our project planning. The District may want to complete this project in the 2021 budget year.

Subdivision Updates:

Prairie Crossing 5th: One year maintenance bond warranty period.

5th Addition to Thornwood Phase: One year maintenance bond warranty period.

Ridge Creek IV: One year maintenance bond warranty period.

8. OLD BUSINESS:

A. 2020 WATER & SEWER ORDINANCE – FINAL REVIEW W/ BOARD & EMPLOYEES – Gifford noted that he, Stroud, and the Billing Clerk all reviewed the ordinances once more internally and made a few notes as follows:

- Duplication of definitions will be corrected
- Pg.18 under F, Gifford asked the Board if he, as the General Manager, gets to set the compensation of the District employees, as he currently only has approval to recommend to the Board, but based on the Public Water District Act states that the General Manager has the right to set it. Parkhill noted that he feels the Board should still approve recommendations as it is right now.
- Pg. 24 – 2.16 – “Water Only Meter Usage for New Construction” to change the name to “Second Meter Required”
- Pg. 26 – 2.5 – “Payment Procedure” updating to the new due date for the whole District to the 20th day
- Pg. 27 – “Notice of Non-Payment” adding a footnote to ask Legal if we may charge a penalty for non-service fees
- Pg. 27 - “Delinquent Accounts” adding our collections process
- Pg. 27 – 2.8 “Change in Occupancy” – stating that the owner of the property is responsible for the final bill if it is a rented property. Larson questioned charging the property owner for a renter leaving an unpaid bill. Gifford noted that he would send the question to legal for clarification on if this can or cannot be done. Parkhill agreed with Larson that he doesn’t think the District should hold the property owner responsible, it should be on the renter to be sent to collections. In addition, Larson noted that the District should charge for the cost of transferring services, such as Illinois American does. He recommended a fee for this transfer of \$15.00. Gifford and Stroud agreed with this fee.
- Pg. 31 & 40 – “Security Deposits” The intent was to show \$100 for a total deposit. Gifford and Stroud recommended changing this to a total of \$75.00, (\$37.50 each for water and sewer)
- Pg. 34 – 3.12 – changing the Title to “Water Meter Rental Program

Gifford noted that he gave Joe Pisula updates regarding drawings in the back of the Ordinances. Everything is the same. Gifford asked if anyone else had any other recommendations, changes or suggestions. Gifford asked the board for approval to send this to Legal for review.

Motion by Larson and 2nd Buchanan by to approve Gifford to send the 2020 Ordinances to Legal for review. All voting yes, motion carried.

B. SOUTH PRAIRIEVIEW RD/WARREN SUBDIVISION UPDATES – Gifford noted that he just went over the final design for this project and the plan is to bid it out in March 2020. No further updates were noted.

C. NORTHWARD EXPANSION/MILLERWOODS SUBDIVISION UPDATES – Gifford noted that we have the study coming up in the month of March. No further updates were noted.

D. COMMITTEE UPDATES:

1. **ANNEXATION/IGA COMMITTEE UPDATE** – No further updates were provided.
2. **PERSONNEL POLICY COMMITTEE UPDATE** – Discussion was tabled until the next Regular Board Meeting as Ingram and Chairman Hennesy were not there to discuss updates.
3. **20 YEAR MASTER PLAN COMMITTEE UPDATE** – Gifford noted that it is currently just Larson and Gifford on this committee and he wanted to ask Howard to join this committee. Howard accepted. Gifford is going to provide updates to Howard and Larson and a meeting will be planned for some time in the Spring.

9. EXECUTIVE (CLOSED) SESSION:

A. LITIGATION UPDATE – 5ILCS/120/2C11

Motion to enter into closed session @ 7:30pm by Larson.

Roll Call vote is as follows:

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

Motion to return to open session @ 7:38pm by Larson.

Roll Call vote is as follows:

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

10. ADJOURNMENT:

Prior to adjournment Larson and Gifford had further discussion on Wozniak’s proposal. No decisions were made regarding his presentation. Gifford wanted to add this to the next regular meeting’s agenda.

Motion by Howard to adjourn at 7:45pm. All voting yes, motion carried.

Respectfully submitted,

Lindsey Stroud-Rodts
Secretary, Board of Trustees