

MINUTES
SANGAMON VALLEY PUBLIC WATER DISTRICT
BOARD OF TRUSTEES MEETING
TUESDAY, FEBRUARY 28, 2017

PRESENT: Bob Buchanan, Mike Guthrie, Meghan Hennesy, Mike Larson, Bud Parkhill, Kerry Gifford, Lori Rogers

GUESTS: None

1. Chairman Hennesy called the meeting to order at 5:06 p.m.

2. **Approve Agenda:** Under Item 11, add C.) Approval of Monetary Gift to Meghan Hennesy, Board Chairman.

MOTION by Bud Parkhill and seconded by Mike Larson to approve February agenda with addition noted above. All voting aye, motion carried.

3. **BWCU, LLC – Ennis Property Development, Discussion of Water Main Loop to Fox Run:** The developers did not attend the meeting tonight, but rather want to be added on March agenda. GM Kerry Gifford provided 2 maps for the board to see an aerial view of the property and the proposed options for new water mains. He said that it would be nice for this project to go thru and for the new water main to loop with Fox Run Subdivision. After initial meeting with BWCU we are not going to vary our ordinance, it is what it is per Chairman Hennesy, no exceptions.

MOTION by Bud Parkhill and seconded by Mike Guthrie to require developers of Ennis Property to hook on water main by looping thru Fox Run Subdivision dead end and annexing to Sangamon Valley Public Water District. All voting aye, motion carried.

4. **Public Comment:** None

5. **Joe Pisula, Donohue & Associates:** Nothing to report.

6. **Secretary's Report:** Chairman asked if anyone had any changes or corrections to the Secretary's reports for November and December. None were noted so she asked for a motion to approve.

MOTION by Bob Buchanan and seconded by Bud Parkhill to approve the Secretary's Report for November 14, 2016 meeting. All voting aye, motion carried.

MOTION by Mike Larson and seconded by Bob Buchanan to approve the Secretary's Report for December 12, 2016 meeting. All voting aye, motion carried.

7. **Treasurer's Report:** GM Gifford reviewed all items over \$1,000 on the accounts payable reports for January and February. All expenses were pretty standard for this time of year. He noted that he was very pleased where we were financially at the end of 2016. On a side note, he shared with the Board that while doing some water and sewer rate studies he discovered that there are 98 Public Water Districts in the State of Illinois.

MOTION by Bud Parkhill and seconded by Mike Guthrie to approve the Treasurer's Reports for January and February. All voting aye, motion carried.

8. **General Manager's Report:** Two items of special mention – First, James Randol passed his Class B Operator's test on February 14, 2017 to secure his license. GM still has paperwork to send in to IEPA to finish up on that. Secondly, the District had an E-Coli issue in December. GM followed protocol and called EPA. In turn, a letter had to be mailed out to all customers of the water district.

- **Income:** Water sales for January were very good at \$122,191.71. Non-operating revenue was above average due to continued home construction during the unusual warm weather. 7 permits were issued during January.
- **Expenses:** Expenses were high in January due to the following reasons: Contract services- majority of annual payments due at beginning of year, building and grounds – several exterior lights were not working and the addition of lights in the water plant lab, postage – the District had to do a public notice mass mailing, utilities – catch up on 2016 unpaid utility bills. Expenses total \$150,421.64.
- **Water Plant:** Water quality is consistent and meets IEPA and District requirements.
- **Water distribution System:** Unaccounted for water loss in the month of January was minimal due to warm weather and the lack of typical winter leaks.
- **Meter Reading:** 10 meters were estimated for the month of January with 1,759 accounts billed. The January average monthly water usage per customer was as follows: Homeowners 4,966 gallons and Candlewood 3,311 gallons.
- **Wastewater Plant:** With the recent plant operator changes the NPDES testing will be done by TEK Labs.
- **Collection System:** We had no sewer back-ups in the month of January.
- **Prairie Manor:** Champaign County Housing Authority is the developer for this project. The District is waiting for the construction inspection request from the developer.
- **Ridge Creek IV:** The developer came across difficulties with government approvals; therefore, new design plans were submitted to the District Engineer and SVPWD and are in the review process.
- **Ennis Property Development:** BWCU, LLC is on the agenda to talk to the board about the looping requirement of their future development.

9. **Old Business:** A.) Village of Mahomet Sanitary Hook-on at 218 S. LOW Rd.: The attorney we were working with on this issue, Mike Tague, passed away recently. Since the ball is currently in the Village of Mahomet's court for now, there is no sense of urgency in finding another attorney. Per GM, maybe we can hire Erika Harold when the time comes that we need legal assistance.

B.) District Boundaries Map Project Update: GM Gifford and Vice Chairman Parkhill have been asking around about what attorney other businesses are using for help with this kind of project. The issue remains a work in progress.

C.) Prairie Crossing 4th Subdivision – Final Approval: After sending a letter to Rusty at Farnsworth Group and confirming that the 13 outstanding items on the subdivision's punch list were resolved to mutual satisfaction, and receiving the proper Maintenance Bond or Irrevocable Letter of Credit on February 1, 2017 District Engineer Donohue & Associates, Inc. recommends to the District Board that it approve the constructed water distribution system and sanitary sewer system improvements within the Prairie Crossing 4th Subdivision and that the District execute the Water and Sewer Main Contribution Agreement.

MOTION by Bob Buchanan and seconded by Mike Larson to grant final approval of the constructed water distribution system and sanitary sewer system improvements within the Prairie Crossing 4th Subdivision and execute the Water and Sewer Main Contribution Agreement. All voting aye, motion carried.

D.) Thornewood 5th Subdivision – Final Approval: There was an issue with the Maintenance Bond for this addition to Thornewood Subdivision. The bond period needs to be 1 year from completion not 5 months as listed on the bond. The developers need to follow the District's policy and Vice Chairman Parkhill asked GM Gifford to follow up on this issue. No motion for approval was made, and the item was tabled for March's board meeting.

10. **New Business:** A.) Village of Fisher – Discussion of Joining Water District: GM Gifford and Vice Chairman Parkhill made a presentation to the Village of Fisher Board. While we are certainly not interested in purchasing their system, we offered the idea of a merger. After discussion, Fisher has decided for now to put their system up for sale but said they may come back to talk with us in the future.

11. **Other Business:** A.) Bill Paying Process: GM Gifford proposed that the District adopt the policy of bill paying as most municipalities do. Bills are gathered, brought to the Board meeting each month for approval, and then after approval the checks are written the next day and mailed out to each vendor. There was discussion as to whether the current procedure in place was not working and that was not his intention. GM just wanted to streamline the process and the Board opted keep the current procedure in place with one exception – put as many of the recurring monthly expenses on automatic draft payments (ACH) as possible to lessen the amount of checks to be written and signed. As usual, an Accounts Payable report will still be provided each month for board review and approval. The only difference will be the monthly expenses being review and approved will be those occurring in the same month as each meeting. The Board will no longer be reviewing expenses that are a month old.

B.) Board Approval – Donohue to Start Booster Pump Station Design: Formal approval by the Board is needed so that Engineer Joe Pisula can move forward with Booster Pump Station Design.

MOTION by Mike Guthrie and seconded by Bob Buchanan to approve that engineer Joe Pisula from Donohue & Associates begin Booster Pump Station Design work. All voting aye, motion carried.

C.) Approve Monetary Gift to Chairman Meghan Hennesy: It was suggested by Trustee Buchanan that the Board approve a monetary gift to Chairman Hennesy at the end of 2016 in appreciation for all the extra time she's spent outside of normal board member duties. She has been a valuable asset to the Board, giving several hours of her time on various issues dealing with 4 water projects, and working closely with Attorney Erika Harold on the District's behalf.

MOTION by Bob Buchanan and seconded by Bud Parkhill to reward Chairman Meghan Hennesy with a monetary gift in the amount of \$800 at the end of the year 2016 and \$200 at the end of the year 2017 as a thank you for her extra time given and hard work on behalf of the Board. All voting aye, with the exception of Meghan Hennesy who abstained, motion carried.

12. **Executive Session:**

MOTION by Bob Buchanan and seconded by Mike Larson to move to executive session at 6:36 pm. Roll call vote as follows: Bob Buchanan YES, Mike Guthrie YES, Meghan Hennesy YES, Bud Parkhill YES and Mike Larson YES. All voting aye, motion carried.

MOTION by Bud Parkhill and seconded by Mike Guthrie to move out of executive session at 7:13 pm. Roll call vote as follows: Bob Buchanan YES, Mike Guthrie YES, Meghan Hennesy YES, Bud Parkhill YES and Mike Larson YES. All voting aye, motion carried. No action taken.

13. **Adjournment:**

MOTION by Mike Guthrie to adjourn at 7:14 p.m.

Respectfully submitted,

Lori Rogers, Secretary