

**MEETING MINUTES**  
**SANGAMON VALLEY PUBLIC WATER DISTRICT**  
**BUDGET BOARD MEETING**  
**JANUARY 25<sup>th</sup>, 2021**  
**4:30PM**

Held at the Olen G. Parkhill Jr. Water Treatment Plant and via GoToMeeting

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

**MEMBERS ABSENT:** None

**GUESTS PRESENT:** None

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**1. CALL TO ORDER/ATTENDANCE:** Chairman Hennesy called the meeting to order at 3:34pm. Roll call attendance as follows:

**Roll Call Attendance:**

Hennesy: Present	Melton: Present	Parkhill: Present	Grindley: Present
Buchanan: Present	Larson: Present	Vacant	

**2. APPROVE AGENDA:** Chairman Hennesy asked if anyone had any suggested changes to make to agenda. Gifford asked for the addition of Hidden River Subdivision discussion to Old Business.

**MOTION** by Hennesy to approve the agenda with recommended changes, 2<sup>nd</sup> by Parkhill. Roll call vote as follows:

**Roll Call Vote:**

Hennesy: Yes	Melton: Yes	Parkhill: Yes	Grindley: Yes
Buchanan: Yes	Larson: Yes	Vacant	

All present members voting yes, motion carries.

**3. PUBLIC COMMENT:** Chairman Hennesy asked for public comment. There was none.

**4. SECRETARY'S REPORT:**

**A. Approval of Open Minutes from Regular Meeting Held October 26<sup>th</sup>, 2020 –**  
Hennesy noted a couple typos. No other adjustments were made.

**MOTION** by Hennesy to approve the minutes with changes, 2<sup>nd</sup> by Grindley.

Roll call vote as follows:

**Roll Call Vote:**

Hennesy: Yes	Melton: Abstain	Parkhill: Yes	Grindley: Yes
Buchanan: Yes	Larson: Yes	Vacant	

All present members voting yes, motion carries.

**B. Approval of Open Minutes from Regular Meeting held January 4<sup>th</sup>, 2021 -**  
Hennesy noted a couple typos. No other adjustments were made.

**MOTION** by Hennesy to approve the minutes with changes, 2<sup>nd</sup> by Grindley.

Roll call vote as follows:

**Roll Call Vote:**

Hennesy: Yes	Melton: Yes	Parkhill: Yes	Grindley: Yes
Buchanan: Yes	Larson: Yes	Vacant	

All present members voting yes, motion carries.

**5. TREASURER’S REPORT:**

**Approval of Accounts Payable listing for December 2020, January & February 2021** – Gifford reviewed the Income and Expense Report and all A/P listings over \$1,000.

**AP Summary as of Jan. 20<sup>th</sup>, 2021 - \$37,730.60 (Over \$1,000 below)**

- Accident Fund - \$1,097.75
- Ameren Illinois - \$5,981.99
- CMS - \$4,404.00
- Donohue & Associates - \$6,511.72
- Gunther Salt - \$4,117.44
- Julie - \$1,715.70
- Meyer Capel - \$1,817.00
- Omni-Site - \$1,656.00
- The Cincinnati Insurance Co - \$2,144.00
- Webber & Thies, PC - \$4,060.00

**MOTION** by Hennesy to approve the Treasure’s Report as presented, 2<sup>nd</sup> by Buchanan.

Roll call vote as follows:

**Roll Call Vote:**

Hennesy: Yes	Melton: Yes	Parkhill: Yes	Grindley: Yes
Buchanan: Yes	Larson: Yes	Vacant	

All present members voting yes, motion carries.

## 6. GENERAL MANAGER'S REPORT: Gifford GM/Treasurer's Report is below.

### General Manager/Treasurer Report December 2020.

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

#### **Treasurer report:**

**Income:** December water sales were typical at \$120,037.72. Water sales for the year ended up \$46,000 above forecast amounts due to dry year. Total operating revenue for the year was \$1,707,943.78. The annual operating revenue finished \$53,943 above forecast amounts. **The water district continues not to collect \$3,000/month in penalty and reconnect fees.** Non-Operating revenue ended the year at \$182,448.81. The district issued 43 new housing permits in 2020. This is a growth rate of 2.3% for the year.

**Expenses:** Operating expenses ended the year 4.2% below budget at \$1,582,239. The F-350 truck was ordered in the 2020 budget year and will be a part of this year's budget expenses. The truck is scheduled to be delivered in February, 2021.

**Billing:** 10 meters were estimated in December and 1,938 customer accounts were billed. The annual average water usage per customer were as follows: Homeowners 6,116 gallons, Candlewood 2,976 gallons. Due to the continuous dry weather this year plus the aggregate of water district growth the district saw a record water pumping year of 129,549,518 gallons and a record billing of 117,091,156 gallons.

#### **Water Plant and Distribution System:**

**Water Distribution System:** The unaccounted-for water loss for the year was 4.4%. The District typical unaccounted for water loss range is between 3% - 6%.

**CCG:** Installed fiber optic in all areas of the water district boundaries this year except the water district far rural subdivisions. I am pleased to report that CCG damaged only three water service lines.

**Water Treatment Plant:** The Pur-ix softening system multi-port valve was removed and cleaned by Tonka/Kurita at their lab in Minneapolis. The cleaning of the valve removed the internal plugging and restored the flow of brine and rinse water through the valve. After that, Tonka/Kurita installed a new/improved acid cleaning system to our softening system and provided a written procedure on how to properly clean the multi-port valve. Donohue and Associates will apply for the proper IEPA operating permit.

#### **Wastewater Treatment Plant and Collection System:**

**Wastewater Plant:** The effluent pump lift station wet well was cleaned and the pump guide rail system was replaced due to corrosion.

**Collection System:** Several sewer back-ups this year all were due to flushable wipes or material that did not belong in the sewer system.

#### **Subdivision Updates:**

**Ridge Creek 5<sup>th</sup> addition:** The subdivision will remain in the maintenance bond phase until August of 2021.

**7. OLD BUSINESS:**

**A. Approval of 2021 Annual Budget - \$1,693,334.91**

**MOTION** by Hennesy to approve 2021 Annual Budget for \$1,693,334.91 noting that the Retirement line item has not been approved to be changed to IMRF at this time, 2<sup>nd</sup> by Parkhill.

Roll call vote as follows:

**Roll Call Vote:**

Hennesy: Yes	Melton: Yes	Parkhill: Yes	Grindley: Yes
Buchanan: Yes	Larson: Yes	Vacant	

All present members voting yes, motion carries.

**B. Hidden River Subdivision Update** – Gifford spoke with Sean Tabeling and there are 14 sold lots and folks are building already. Gifford noted that they are only 1 mile away from the gas leak. A survey was conducted and of the 14, 13 said yes, they would be interested in receiving water from us, 1 said no, but only because they just installed a new well, and would still consider receiving water from us. Gifford would like to pursue this in a committee first, and then bring a recommendation to the whole board on moving forward with adding this as part of our Northward expansion. He noted that this has to get done one way or another due to the gas leaks up there. Parkhill added that we definitely need to refresh out numbers on the total project up there and that the state has appropriated funds for this project. Gifford suggested going out of committee on this and bring the details to the entire board, but he wanted Larson and Parkhill’s input on that, as they are the Planning committee. Larson suggested having the committee formulate some recommendations and bring them to the board as a whole. He also asked about a time table on when those folks are going to be needing water service. Gifford stated some are already building, so it could be as soon as 3 years for the entire subdivision. Larson suggested talking to those folks about a funding structure because we can’t put this on the backs of our existing customers and if we aren’t getting money from the state how are we going to fund this cost. Gifford noted that Parkhill does have some ideas on helping getting this project funded. Parkhill agreed with Larson, that we can’t ask our existing customers to fund this project, and stated that hopefully we can go to the State and figure out how to get to the right person and secure some grant money, and some other things like that. Next week, Parkhill noted he was going to meet with a friend of his whole is a lobbyist and they could potentially get to Pritzker and get things moving on this. He noted that this is all very preliminary. Gifford added that we just need to find another political avenue to get this done. Chairman Hennesy agreed that it is going to be important to keep in touch with the homeowners up there and have discussion around if they are willing to fund part or all of this project. Melton asked if this was going to be water only project. Gifford said yes it would be water only.

**C. Covid-19 Updates** – Gifford noted that vaccinations are rolling out and we are keeping everyone safe and healthy so far. Wallen noted that the employees are eligible as part of the 1B group and has shared that information with the staff should they chose to get vaccinated.

**D. Committee Updates**

1. **IGA & Annexation Committee** – Plan to meet before the next board meeting.

2. **Planning Committee** – Plan to meet before the next board meeting.

3. **Personnel Policy Committee** - Plan to meet before the next board meeting.

**8. EXECUTIVE SESSION:**

**A. 2021 Budget Discussion (Personnel Wages Discussion Only) – 5 ILCS 120/2(c)(1)**

**MOTION** by Parkhill to leave open session for the purpose of discussing employee wages, 2<sup>nd</sup> by Melton at 4:09pm. Roll call vote as follows:

**Roll Call Vote:**

Hennesy: Yes	Melton: Yes	Parkhill: Yes	Grindley: Yes
Buchanan: Yes	Larson: Yes	Vacant	

All present members voting yes, motion carries.

**MOTION** by Buchanan to return to open session, 2<sup>nd</sup> by Melton at 4:16pm. Roll call vote as follows:

**Roll Call Vote:**

Hennesy: Yes	Melton: Yes	Parkhill: Yes	Grindley: Yes
Buchanan: Yes	Larson: Yes	Vacant	

All present members voting yes, motion carries.

**6. ADJOURNMENT:**

**MOTION** by Melton, and 2<sup>nd</sup> by Grindley to adjourn at 4:17pm.

**Roll Call Vote:**

Hennesy: Yes	Melton: Yes	Parkhill: Yes	Grindley: Yes
Buchanan: Yes	Larson: Yes	Vacant	

All present members voting yes, motion carries.

Respectfully submitted,

Lindsey Wallen  
Secretary, Board of Trustees