

**MEETING MINUTES
SANGAMON VALLEY PUBLIC WATER DISTRICT
REGULAR BOARD MEETING
JUNE 28TH, 2021
3:30PM**

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

MEMBERS PRESENT: Bob Buchanan, Michelle Grindley, Meghan Hennesy, Mike Melton, Colleen Schultz, Kerry Gifford, & Lindsey Wallen. A Quorum was present.

MEMBERS ABSENT: Michael Larson

GUESTS PRESENT: Olen G. Parkhill, Jr.

1. CALL TO ORDER: Chairman Hennesy called the meeting to order at 3:30pm.

2. APPROVE AGENDA: Chairman Hennesy asked if anyone had any suggested changes to make to agenda. Melton requested to add an agenda item to discuss a potential position for Olen Parkhill, Jr.

MOTION by Buchanan to approve the agenda with the addition of item I. under New Business – Appointment of New Position for Olen G. Parkhill, Jr., 2nd by Grindley. 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 April 26th, 2021

MOTION by Buchanan to approve the minutes as presented, 2nd by Hennesy. Schultz abstained. Remaining present members voting yes, motion carries.

B. Approval of Closed Minutes from Regular Meeting held April 26th, 2021

MOTION by Melton to approve the minutes as presented, 2nd by Buchanan. Schultz abstained. Remaining present members voting yes, motion carries.

5. TREASURER’S REPORT:

Approval of Accounts Payable listing for April, May, June, & July 2021 – Gifford reviewed the Income and Expense Report and all A/P listings over \$1,000.

AP Summary as of May 25th, 2021 - \$94,471.84 (Over \$1,000 below) – Paid on May 26th, 2021

- Ameren Illinois - \$12,094.51 – 2 months
- CMS - \$6,606.00
- Certified Balance Scale - \$1,002.00

- Hach - \$1,514.91
- Heartland - \$8,827.50
- IMCO - \$1,734.12
- Meyer Capel - \$2,963.50
- Midwest Meter - \$7,512.00
- Momar, Inc - \$1,703.29
- Sunbelt - \$2,890.40
- The Cincinnati Insurance - \$2,144.00
- Tonka - \$1,500
- Twin City Electric - \$6,664.21
- Vandevanter - \$2,724.20
- Visa - \$1,999.12
- Wastecorp Pumps - \$24,700.00

AP Summary as of June 22nd, 2021 - \$68,546.18 (Over \$1,000 below)

- Ameren Illinois - \$6,686.39
- CMS - \$6,606.00
- Donohue & Associates - \$17,812.50
- Gunther Salt - \$8,966.81
- Martin Hood - \$8,100.00
- Meyer Capel - \$2,678.84
- Sunbelt - \$2,890.40
- Text-em-all - \$1,350.00
- The Cincinnati Insurance - \$2,144.00
- Water Solutions - \$2,083.14

MOTION by Grindley to approve the Treasure's Report as presented, 2nd by Hennessy. All present members voting yes, motion carries.

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

General Manager/Treasurer Report April 2021

District Covid-19 Operation Level: The Water District current level of operation is at a level **Three** which means the virus is considered to be at a cautionary level to the public health. The water district is beginning to bridge back to normal operations with customers entering district property by appointment.

Treasurer report:

Income: April water sales were typical at \$131,188.28. Operating revenue for the year is lagging behind budget expectations at \$383,829.97. With the warm and dry weather still ahead water sales should catch back up to budget expectations. Non-operating revenue remains above average at \$81,780.65. The water district issued 21 w/s permits through April 30, 2021.

Billing: 15 meters were estimated in April and 1,946 customer accounts were billed. The average water usage per customer were as follows: homeowners 5,137 gallons, candlewood 2,724 gallons.

Expenses: April expenses are 14.8% below budget at \$474,102.97. Expense laggards for the year are employee payroll and retirement. The district did not have any maintenance workers for the first two months of the year. Monthly expenses of note: Well 3 new variable frequency drive motor and Ridge creek 5 subdivision installed a new IEPA sample station for bacteria collection.

Water Plant and Distribution System:

Water Distribution System: The unaccounted-for water loss for the year is at 7.2%. The District typical unaccounted for water loss range is between 3% - 6%. April water loss was normal at 5%

but due to February frozen meters and a water main break off Katherine court the annual loss will remain out of range until next month.

Water Treatment Plant: Water hardness continues to be consistent within the water district water quality parameters.

Wastewater Treatment Plant and Collection System:

Wastewater Plant: The majority of the April maintenance was fence repair and tree trimming.

Collection System: No sewer back-ups in the month of April. Lake of woods lift station wet well was filled with flushable wipes we had to bring in a large truck with a vacuum system to suck out the wipes.

Subdivision Updates:

6th addition to Thornwood Phase 1: The Water District has the IEPA construction permits. The developer started construction May 12th.

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

Northern Expansion Area: Preliminary Engineer Review report of the entire potential water service area is now complete. This report includes gas contaminated wells area plus additional area to the east where there is a potential for gas contamination. The area has a total of 226 homes.

General Manager/Treasurer Report May 2021

District Covid-19 Operation Level: The board will vote to direct our operations to go back to normal status during upcoming Monday night meeting. Customers will be allowed in the district administration lobby one at a time due to its small size. Any other district facilities visited by customers or vendors must be pre-approved by the GM.

Treasurer report:

Income: May water sales were slightly behind expectations at \$128,678.95. Operating revenue for the year is lagging behind budget expectations by 7.7% total revenue is at \$654,856.80. With the warm and dry weather still ahead water sales should catch back up to budget expectations. Non-operating revenue remains above average at \$95,353.59. The district has issued 21 w/s permits through June 23, 2021. The last building permit was issued two months ago on April 27! **I am concerned we may be entering the beginning of an economic slowdown.**

Billing: 10 meters were estimated in May and 1,959 customer accounts were billed. The average water usage per customer were as follows: homeowners 5,024 gallons, candlewood 2,620 gallons.

Expenses: Total expenses thru May are 12.2% below budget at \$610,664.99. Expense laggards for the year are employee payroll and retirement. Monthly expenses of note: Engineering \$17,812.50 for several ongoing budgeted projects, Heartland Bank & Trust 2013 Bond payment \$8,827.50, Martin Hood 2020 audit \$8,100 and Waste Corp pump LLC (budgeted) new portable pump \$24,700.

Water Plant and Distribution System:

Water Distribution System: The unaccounted-for water loss for the year is at 7.9%. The district typical unaccounted for water loss range is between 3% - 6%. May unaccounted for water loss was abnormally high at 19.6%. We are still investigating the cause for the large loss but believe it to be related to a possible irrigation system leak.

Water Treatment Plant: Water hardness continues to be consistent and within the water district water quality parameters of 80 mg/l to 120 mg/l.

Wastewater Treatment Plant and Collection System:

Wastewater Plant: The majority of the May maintenance was weed control and tree trimming.

Collection System: No sewer back-ups in the month of May. Lake of woods lift station wet well was filled with flushable wipes again! we had to bring in a large truck with a vacuum system to suck out the wipes.

Subdivision Updates:

6th addition to Thornwood Phase 1: The water district obtained the IEPA construction permits. The

developer has installed and tested the sewer mains and now is preparing to install the water mains.

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

Northern Expansion Area: Preliminary Engineer Review report of the entire potential water service area is now complete. This report includes gas contaminated wells area plus additional area to the east where there is a potential for gas contamination. The area has a total of 226 homes with a project cost to develop a water system at \$10,000,000.

7. NEW BUSINESS:

A. Introduction of New Board Member (Colleen Schultz) – Chairman Hennesy and the Board welcomed Colleen to the Board. Colleen introduced herself. She moved to central Illinois in the 80's and became apart of the Mahomet community in the 90's. She moved here permanently with her husband and two kids about 10 years ago. She believes in giving back to the community so when Parkhill and Gifford asked her to consider joining the Board she was happy to do so. In addition to her leadership skills, they asked her to join the board because of her professional experience and perspective. She is an Economist. She got her PhD when she was 26 years old in Economics and her field of specialization is in Industrial Organization, and she specialized further in Health Law. For the past two decades she has been a Professor at the University of Illinois teaching classes in Economics and Statistics, as well Property and Contract Law. Colleen noted that she is a very conservative person and her social and political conservatism is irrelevant to a non-partisan position, but what is relevant is she is very fiscally conservative and risk averse. She is very excited to be on the Board and work towards the long success of Sangamon Valley. The rest of the Board introduced themselves, along with former Board Member Olen G. Parkhill, Jr.

B. Annual Meeting and Election of Officers

MOTION to Re-Elect Meghan Hennesy as Chairman of the Board by Grindley. No other nominations were presented. Meghan Hennesy was re-elected as Chairman of the Board.

MOTION to Elect Mike Melton as Vice Chairman of the Board by Hennesy. No other nominations were presented. Mike Melton was elected as Vice Chairman of the Board.

MOTION to Re-Elect Kerry Gifford as Treasurer by Hennesy. No other nominations were presented. Kerry Gifford was re-elected as Treasurer of the Board.

MOTION to Re-Elect Lindsey Wallen as Secretary of the Board by Hennesy. No other nominations were presented. Linsey Wallen was re-elected as Secretary of the Board.

C. 2021-2022 Regular Board Meeting Schedule Approval – Wallen presented the proposed schedule of regular meetings. These meetings would occur on the 4th Monday of each month at 3:30pm with the exception of Nov/Dec where a meeting is held between the Thanksgiving and Christmas Holidays for the Budget. Colleen noted that this looks fine right now, but a potential conflict would be in the Spring if she is scheduled to teach a class at 3:30pm. Chairman Hennesy noted that this certainly can be changed later on down the road if schedules don't allow for this to continue.

MOTION to approve the 2021-2022 Regular Board Meeting Schedule as presented by Melton and 2nd by Hennesy. All present members voting yes, motion carries.

D. Approval of Seymour Contract – Gifford recommended the Board approve the Seymour contract as presented. He noted that he and the office feel strongly to keep the rate per bill the same at \$6.50, and to extend the contract to a 3-year contract.

MOTION to approve the Seymour Contact as presented by Melton and 2nd by Grindley.

Discussion: Chairman Hennesy asked how long the contract was for previously. Gifford noted it was a 2-year contract. She asked if Gifford or Wallen felt that extending it to three would pose any issue and they did not feel that it would. This contract has benefited both Seymour and SVPWD.

All present members voting yes, motion carries.

E. Approval of Amended Ordinances 2021-06-28-01 – Temporary Residential Absences – Wallen noted that this amendment reflects the current practice of the office and also will incentivize customers to provide proper notification. Currently, most customers only provide a few days’ notice prior to vacating for long periods of time. Melton stated that sometimes he is going for 4 months a year, but not consecutively. He asked if he would fall into this category. Wallen stated no he would not, as he isn’t gone for 3 consecutive months. This part of the ordinances is not being modified.

MOTION to approve Amended Ordinance 2021-06-28-01 as presented by Melton and 2nd by Grindley. Roll call vote as follows:

Roll Call Vote:

Hennesy: Yes	Melton: Yes	Schultz: Yes	Grindley: Yes
Buchanan: Yes	Larson: Absent	Vacant	

All present members voting yes, motion carries.

F. Approval of Amended Ordinances 2021-06-28-02 – Administration, Board of Trustees – Gifford noted that due to the language of our original ordinance, we had issues getting new board members appointment. We are recommending this update to reflect our newest boundaries which includes Conduit Township, and modifying the language of the ordinance.

MOTION to approve Amended Ordinance 2021-06-28-02 as presented by Buchanan and 2nd by Hennesy. Roll call vote as follows:

Roll Call Vote:

Hennesy: Yes	Melton: Yes	Schultz: Yes	Grindley: Yes
Buchanan: Yes	Larson: Absent	Vacant	

All present members voting yes, motion carries.

G. Covid Updates – Reopening Plan – Gifford referenced the District Pandemic Levels that were created back in March of 2020 and updated throughout last year. He noted that the Emergency Response Committee would like to recommend to the Board that we move to the Level 5 – Full Reopening Plan, and reminded the Board that this shift does required Board approval based on

how it was originally set up. He also noted that this re-opening would include limitations of the number of customers in the lobby at one time and we would hope to schedule in-person customers by appointment if at all possible. .

MOTION to approve moving to Normal Level/Level 5 on the District Pandemic Levels by Grindley and 2nd by Hennesy.

Discussion: Gifford noted that this is not the end of it all and we may be back to a Level 2 this fall, so this is not the end. Chairman Hennesy agreed and stated that if you talk to any health officials they are also concerned and they are bracing for worst due to this Delta strain. She does feel that Gifford is correct and this may not be our last move on this chart. Melton asked if we are back to having 2-3 guys in the truck. Gifford noted that we were. Wallen also noted that up until June 11th when the state re-opened, we were only allowing them to ride together with masks. Chairman Hennesy noted that the Board does need to keep in mind that just because the state is “open”, their guidelines do state that if you are unvaccinated, you should still be masked and she is concerned that some of the staff is not vaccinated and still not wearing proper PPE, so unless we want to modify this chart, the District is going to hold some liability by completely re-opening. She stated that this does move us away from what state and medical guidelines are with respect to PPE and whether or not they are vaccinated. Gifford stated that if we re-open how are we going to know whether or not customers are vaccinated. Chairman Hennesy said that from a legal liability standpoint we have not chosen to mandate vaccines for our employees and we do assume some liability for this. We may want to go back later and make a different decision. She stated that just so we are really clear, the guidelines do state that if you are not vaccinated, you should still be wearing a mask and this moves us away from that.

All present members voting yes, motion carries.

H. Approval of Boundary Annexation – Ordinance 2021-06-28-03 – Gifford noted that the Board should have a copy of the new District Boundaries, legal description, and Map, along with the bill that was signed into law by the Governor last week. Gifford said that we are now about 7 miles wide at our widest point. Gifford noted that by law we have to vote by Ordinance to approve this and file it with the County and we have to have 2/3 vote. Chairman Hennesy stated that we had some really good lobbyist and she believes that we would not have gotten this done without their help, so she felt it was a good decision on the district’s part. Hennesy also noted that we had some great help on both the Senate and the House side and we have really served the community well with taking this on and she is really excited. Buchanan asked if we still owe the lobbyist money. Wallen noted they have already been fully paid. They were paid in two installments for two projects, one being the boundary and one being for the release of funds previously approved by the state. The cost was \$50,000 total. Chairman Hennesy also stated that we should keep them in mind for future projects.

MOTION to approve Ordinance 2021-06-28-03 as presented by Melton and 2nd by Grindley.
Roll call vote as follows:

Roll Call Vote:

Hennesy: Yes	Melton: Yes	Schultz: Yes	Grindley: Yes
Buchanan: Yes	Larson: Absent	Vacant	

All present members voting yes, motion carries.

- I. Appointment of New Position for Olen G. Parkhill, Jr. – Chairman**
- Hennesy asked Melton to clarify what this position is, to confirm this is not a voting position or a Board position. Melton noted that this would really be an advisory position. He stated that Parkhill probably knows more than any of us when it comes to Land and we may be needing some land in the near future. Gifford stated there is about 2.5 acres of area that he has already spoken to someone about and that is going to be a pretty easy negotiation, and as far as the Wastewater treatment plant, we have been given the NPDES permit renewal again and the engineers and IEPA feel we can stay in a lagoon system. Gifford doesn't feel we are going to need any land for a future sewer project any longer. Melton stated that we would also need help with talking to the folks up north. Gifford stated that he is already working on recruiting folks that live in that area, because there is already a lot of distrust and we want to put ourselves out there now and start building up their trust. Chairman Hennesy said that logistically, she doesn't think we can just add a Board position, Melton stated that it was not, and Hennesy clarified that she meant we could just get a committee together and ask Parkhill to either Chair the committee or serve on the committee, but in terms of an actual Board position, since that is not the case, she doesn't think that we need an actual motion for that at the next meeting. Melton asked that means he has the position. Chairman Hennesy stated that she doesn't understand how to just add a position that isn't a real position. Melton stated that it would be an employee. Chairman Hennesy asked him to clarify, that is he is asking to add a hired employee of the District. Melton said yes. Colleen clarified that Melton wants to hire Parkhill as an employee of the District in an advisory capacity. Melton said yes. Gifford stated that we would need to check with the Public Water District Act on adding a director or Advisor. Chairman Hennesy asked Melton specifically what he is wanting because based on that we would need to check with the attorney's and check the Public Water District Act. Colleen noted that if he is being paid, that is a whole different level of scrutiny with the law than if we are saying we see the value that Parkhill has and so we're going to say that we're going give Parkhill some advisory to the Board that would require a vote and the law wouldn't affect that but if he's an employee we might have to check with going through all the legal channels to do that. Melton stated that we don't do that with a young man going out on a truck every day. Gifford state that those men are Utility workers with official job descriptions and is a full employee and is evaluated based on what he does. Melton stated that Parkhill is too valuable not to benefit from his expertise. Chairman Hennesy agreed with Melton and stated that no one would argue with the fact that the Board is going to need his input on things such as easements, etc. Colleen suggested that he could chair a committee. Chairman Hennesy confirmed that especially when we go up North, she said Parkhill being on that committee and being able to assist us in all of that. Parkhill suggested just calling him a consultant. Chairman Hennesy stated that she didn't think that needed to be voted through and without formally adding a position. She asked the rest of the Board if they were comfortable with this. They all were.

9. ADJOURNMENT:

MOTION by Schultz, and 2nd by Hennesy to adjourn at 4:40pm. All present members voting yes, motion carries.

Respectfully submitted,

Lindsey Wallen
Secretary, Board of Trustees