

**MEETING MINUTES
SANGAMON VALLEY PUBLIC WATER DISTRICT
BUDGET BOARD MEETING
MARCH 22ND, 2021
3:30PM**

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

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

MEMBERS ABSENT: None

GUESTS PRESENT: None

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	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. There were none.

MOTION by Melton to approve the agenda as presented, 2nd 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 March 1st, 2021 –

MOTION by Parkhill to approve the minutes as presented, 2nd 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.

B. Approval of Closed Minutes from Regular Meeting held March 1st, 2021

MOTION by Melton to approve the minutes as presented, 2nd by Hennesy.

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.

C. Approval of Open Minutes from Special Meeting held March 5th, 2021-

MOTION by Hennesy to approve the minutes as presented, 2nd by Larson.

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.

D. Approval of Closed Minutes from Special Meeting held March 5th, 2021-

MOTION by Buchanan to approve the minutes with changes, 2nd by Hennesy.

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.

E. Approval of Open Minutes from Special Meeting held March 8th, 2021 -

MOTION by Hennesy to approve the minutes as presented, 2nd 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 February, March, & April 2021 – Gifford reviewed the Income and Expense Report and all A/P listings over \$1,000.

AP Summary as of March 17th, 2021 - \$56,144.03 (Over \$1,000 below)

- Ameren Illinois - \$7,232.48
- Call-Em-All - \$1,080.00
- CMS - \$4,404.00
- Champaign Multimedia Group - \$7,750.00
- Gunther Salt - \$4,391.19
- Hartke Engineering - \$2,000.00
- Illinois EPA - \$7,463.36
- IMCO - \$2,976.50
- Meyer Capel - \$3,467.00

- Midwest Meter - \$1,758.35

MOTION by Hennesy to approve the Treasure’s Report as presented, 2nd by Melton.

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’s GM/Treasurer’s Report is below.

General Manager/Treasurer Report February 2021.

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: February water sales were typical at \$123,055.22. Operating revenue for the year is right in line with budget expectations at \$266,205.31. **The water district will resume collecting penalty and reconnect fees for the March billing cycle but will allow for maximum flexibility to waive fees and penalties on a case-by-case basis.** Non-operating revenue remains above average due to mild January weather conditions. The water district issued 12 w/s permits through March 17.

Billing: 16 meters were estimated in February and 1,932 customer accounts were billed. The average water usage per customer were as follows: homeowners 5,230 gallons, candlewood 3,078 gallons.

Expenses: Through February are 24.9% below budgeted amounts at \$208,963.07. Expenses of note: IEPA loan in the amount of \$175,025.22 was paid in February. The IEPA loan payment was the cause in the small drop of total cash on hand.

Water Plant and Distribution System:

Water Distribution System: The unaccounted-for water loss for the year is at 3.3%. The District typical unaccounted for water loss range is between 3% - 6%. March water loss will be higher than normal due to February frozen meters and a water main break off Katherine court.

Water Treatment Plant: The Iron filters were taken out of service for routine annual maintenance to be cleaned and inspected. Water hardness continues to be consistent within are water quality parameters.

Wastewater Treatment Plant and Collection System:

Wastewater Plant: Very cold month with the main issue being monitoring and cleaning the influent mechanical bar screen. Wash downs and maintaining heat are critical to prevent any break downs of the screen during cold weather.

Collection System: No sewer back-ups in the month of February.

Subdivision Updates:

6th addition to Thornwood Phase 1: The water district signed the IEPA construction plans permit and the developer did provide the proper LOC. Development is under IEPA review.

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

7. NEW BUSINESS:

A. Approval of Pay Request #2 – Cross Construction - \$6,126.35 – Gifford noted that he recommends the Board to approve this pay request.

MOTION by Melton and 2nd by Grindley to approve Pay Request #2 for Cross Construction in the amount of \$6,126.35.

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. Approval of Pay Request #3 – Cross Construction - \$3,355.25 – Gifford noted that this is the final pay request and we have all conditional lien waivers and he recommends the board approve this final pay request.

MOTION by Buchanan and 2nd by Melton to approve Final Pay Request #3 for Cross Construction in the amount of \$3,355.25.

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.

8. OLD BUSINESS:

A. Discussion of American Legend Sewer Service Assessment - Gifford explained that this is his proposal for American Legends’s Sewer Service Assessment. He has listed two different options. Option #1 is payment based off of acreage, where the customer pays as more building are hooked up to the sewer, or option #2 where payment is due in full upon initial hook-up. Gifford noted that once we set this assessment it is a rate and the Board has to approve it. He noted that it does cost approximately \$57,000 to do this. He also noted that there is an additional legal cost that is estimating at this point at \$7,500.00. Gifford also stated that he is open to other options or a better way of doing this. Larson asked if we are going to require Krutsinger to connect as soon as we run this. Gifford stated that based on our ordinance, if you are within 100 feet and your septic fails, you must hook up. As long as his septic is working, we cannot force him to hook up. Melton approves that it should just be pay it all upon hook up. Larson also asked if there would be an escalation fee that we would assign each year, or is this going to be fixed. Gifford stated that we have done escalation fees with other areas that have been developed and right now it is set at 3%, so if we are going to do this, he would recommend it be the same across the board. Larson stated that what Gifford outlined makes sense to him. Larson suggested putting language in there that we afford ourself the ability to charge up to 3% a year and possibly change that based on the economy. Gifford’s only issue is that we have current fees in place and he suggested being consistent. Chairman Hennesy stated that if we do decide to use option #1 and have them pay per acre and as building as developed, it puts us in the position to become a bank, which we have been trying to shy away from. She suggested that if we do it this way, setting a 7- or 5-year limit on it. Gifford suggested if going this route, putting a lien on the property.

Parkhill stated that he personally would prefer to pay for this hook-up all at once and be done with it for American Legend. Gifford stated that he would prefer to put the lien on Krutsinger now, but he wants to verify everything with legal first. Chairman Hennesy agreed, that we should check with legal first. Gifford said the next step is to track the expenditures and get this build and then we'll have final amounts to get ready for an ordinance to set a final rate for this hook on. Gifford said he won't be able to get this built until at least mid-may because of the legal process for eminent domain. Chairman Hennesy asked Gifford what he is looking for from the Board today on this. Gifford stated that this was all just discussion to get the Board thinking and prepared for what is to come after construction and noted that it sounds liked the board prefers option #2. Chairman Hennesy stated we will just keep this on the agenda and asked Gifford to let the Board know when he is ready for them to take action. Chairman Hennesy asked if anyone else had any thoughts on this agenda item. Hearing none, she moved onto item B.

B. Approval of Sewer Extension & Service Agreement – Gifford stated that he wasn't sure about the language on this agreement. Gifford stated that this is our standard Sewer extension agreement and we modify them and tweak them based on each agreement. He asked that board for feedback on this agreement before moving forward on approving this agreement and noted that this has been through Legal already. Chairman Hennesy asked the board if they could read through this agreement one more time and get all feedback and comments to Gifford by April 1st. Gifford said that we don't do a lot of these so it is really important to review them. No action was taken at this time.

9. EXECUTIVE SESSION:

A. Probable Litigation – 5 ILCS 120/2(c)(11)

MOTION by Hennesy to leave open session for the purpose of discussing probable litigation, 2nd by Buchanan at 4:06pm.

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 Hennesy to return to open session, 2nd by Buchanan at 4:19pm.

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.

10. ADJOURNMENT:

MOTION by Grindley, and 2nd by Hennesy to adjourn at 4:20pm.

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