

**MEETING MINUTES**  
**SANGAMON VALLEY PUBLIC WATER DISTRICT**  
**REGULAR BOARD MEETING**  
**MAY 26<sup>TH</sup>, 2020**  
**5:00PM**

Held via GoToMeeting

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

**MEMBERS ABSENT:** Mike Larson

**GUESTS PRESENT:** None

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**1. CALL TO ORDER:** Chairman Hennesy called the meeting to order at 5:03p.m.

**2. APPROVE AGENDA:** Chairman Hennesy asked if everyone had a chance to review the agenda and if there were any recommended changes to the agenda as presented. Stroud asked to add item F under New Business to get Board Approval for E-signing of Checks. No other changes were recommended.

**Motion** by Parkhill to approve the agenda with the correction above, 2<sup>nd</sup> by Ingram. All voting yes, motion carried.

**3. PUBLIC COMMENT:** None

**4. NEW BUSINESS:**

**A. Annual meeting and Election of Officers:**

- 1. Motion** to Re-Elect Meghan Hennesy as Chairman of the Board by Melton, and 2<sup>nd</sup> by Howard. All voting yes, motion passes.
- 2. Motion** to Re-Elect Olen G. Parkhill, Jr. as Vice Chairman of the Board by Howard, and 2<sup>nd</sup> by Melton. All voting yes, motion passes.
- 3. Motion** to Re-Elect Kerry Gifford as Treasurer of the District by Howard, and 2<sup>nd</sup> by Melton. All voting yes, motion passes.
- 4. Motion** to Re-Elect Lindsey Stroud as Clerk of the District by Howard, and 2<sup>nd</sup> by Melton. All voting yes, motion passes.

**B. 2020-2021 Regular Board Meeting Schedule Approval** – Chairman Hennesy stated that there was a request made to see if the Board would be open to daytime meetings. Ingram asked if all members are available to do that. Parkhill and Howard stated that they would prefer a daytime meeting as well. Chairman Hennesy stated the noon hour might be better to accommodate Mike Larson and she wasn't sure what his flexibility might be. Parkhill stated that we should ask Mike what a good time would be for him once a month. Chairman Hennesy also suggested adding a TV to the conference room so that he could potentially join the meeting remotely if it is scheduled during the day. Ingram asked Chairman Hennesy to reach out to Mike Larson regarding the daytime meeting. She said she would and that for now to keep the meetings scheduled for the 4<sup>th</sup> Monday of the Month and then have a final decision next month after speaking with Mike Larson on his availability. Kerry also mentioned end of the year around Nov/Dec with holidays. He suggested combining the Thanksgiving and Christmas meeting like we did this year. The board agreed. This topic was tabled until next meeting until Chairman Hennesy is able to discuss with Mike Larson.

**C. Pay Request #2 for A&R - \$6,328.42 for Board Approval** – Chairman Hennesy asked to entertain a motion to approve pay request # 2 in the amount of \$6,328.42.

**Motion** by Ingram and 2<sup>nd</sup> by Melton to approve pay request.

Discussion: Gifford noted that this was for the final payment of the retainer on the concrete work between the Morton building and the admin building to help with the lack of drainage due to ice buildup. This was already approved from last year's budget and the work has been completed. This is approval from the Board to make the final payment.

Roll call vote was taken as follows:

**Roll call vote:**

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

**All present members voting yes, motion carries.**

**D. Posting of Meetings Discussion** – Chairman Hennesy noted that since we have been doing the board meetings remotely, they are being recorded and have the ability to post the recording publicly. She wanted to have this discussion as a Board to see what everyone's thoughts were on if the Board felt the recordings should also be posted in addition to the minutes. Ingram recommended to only post the minutes and do not post the videos unless requested via FOA. Based on this discussion the board agreed to continue to post the minutes as we have been and provide the video recordings if/when requested.

**E. Ridge Creek V Permit Approval** – Kerry noted that he received the District Engineer's letter of approval today. \$21,898 check has already been cashed for the hook on fee. Kerry is ready to sign off on the IEPA Permits. He is requesting Board approval for the construction phase to begin.

**Motion** by Melton to approve construction phase for Ridge Creek V, and 2<sup>nd</sup> by Howard.

Roll call vote was taken as follows:

**Roll call vote:**

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

**All present members voting yes, motion carries.**

**F. Board Approval of E-Signing Checks** – Chairman Hennesy noted that discussion was held last meeting and Quickbooks is already equipped to have e-signatures. The checks that need printed are already approved via the board meeting, and Chairman Hennesy’s signature is already on file right now.

**Motion** to approve E-signing check process by Ingram, 2<sup>nd</sup> by Melton. All voting yes, motion carries.

**5. SECRETARY’S REPORT:**

**A. Approval of Minutes from Regular Meeting held April 27<sup>th</sup>, 2020**

Chairman Hennesy asked if everyone had a chance to review the minutes from the Secretary’s Report and asked if there were any change. Chairman Hennesy noted in section B, about ½ way down there is a typo, and under section C there was a typo, and lastly under section 5 Kerry reminded Stroud about the typo from ball valve to valve vault. There were no other changes

**Motion** by Parkhill and 2<sup>nd</sup> by Hennesy to approve all Secretary’s Reports with recommended changes. All voting yes, motion carried.

**B. Approval of Minutes from Emergency Response Committee Meeting held May 15<sup>th</sup>, 2020**

Chairman Hennesy first explained the chart included in the Board Packet, and the pupose of the meeting was to approve ii for public posting, then to present it for full Board approval at this meeting. Chairman Hennesy asked if everyone had a chance to review the minutes from the Secretary’s Report and asked if there were any change. There were none.

**Motion** by Hennesy and 2<sup>nd</sup> by Howard to approve all Secretary’s Reports as presented. All voting yes, motion carried.

**Motion** by to approve the District Pandemic Levels Chart as presented by Parkhill, and 2<sup>nd</sup> by Melton. All voting yes, motion carried.

**6. TREASURER’S REPORT:** Prior to reviewing the Accounts Payable Listing Gifford noted that due to waiving late fees, and not doing “shut-offs” due to Covid, we are seeing a decrease in revenue from the late fee collections, but overall the number of Accounts Receivable older than 30 days is much lower that it could be. Stroud reviewed the number of customers from both homeowners and candlewood that are 0-30 days, 31-60, 61-90, and 90+ days in arrears. Gifford also noted that anyone over \$400.00 he is personally calling to try to collect.

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

- Accident Fund - \$1,060.25
- Ameren Illinois - \$6,449.94
- CMS - \$5,055.00
- The Cincinnati Insurance Company - \$2,146.00

**Motion** to approve Treasure’s Report as present by Howard and 2<sup>nd</sup> by Hennesy. All voting yes, motion carried.

## **7. GENERAL MANAGER’S REPORT: Gifford reviewed the GM Report below.**

### **General Manager Report April 2020**

**District Covid-19 operations:** At the May board meeting the District will adopt protocols for operations throughout this crisis. The current level of operation is at a level 3 which means the virus is considered to be at a dangerous level to public health.

#### **Treasurer report:**

**Income:** Water sales for April were above average at \$129,321.75. Total operating revenue for the month was exceptional at \$132,851.86. **The March and April uncollected water sales were at (\$10,146.71). Also, the water District continues to not collect \$3,000/month in penalty and reconnect fees.** Non-Operating revenue continues to be strong at \$67,523.60. The District has issued 14 new housing start permits through April 30.

**Expenses:** Operating expenses through April are 8.2% below budget. The delay in purchasing equipment such as the new truck is the reason for lower than expected expenditures. The District will maintain a conservative approach with large purchases through the covid -19 crisis.

**Meter Reading:** 8 meters were estimated in April and 1,898 customer accounts were billed. The April average water usage per customer were as follows: Homeowners 5,193 gallons, Candlewood 3,032 gallons. The amount of water usage due to people staying home (covid -19) has increased in the month of April. The District sold about one million more gallons than expected.

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

**Water Distribution System:** The unaccounted for water loss through April is at 4.3%. The District typical unaccounted for water loss range is between 3% - 6%.

**Water Treatment Plant:** Main Stream chemical is now in use in the water treatment process. Main Stream will eliminate the nitrification process from taking place in the Iron filters. This will eliminate the production of nitrites and increase chlorine residuals.

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

**Wastewater Plant:** Effluent disinfection to the river for seasonal fecal coliform deactivation is now in operation until October 31.

**Collection System:** We had no sewer back-ups in the month of April. Thornwood replacement generator will not arrive until mid-June due to (covid-19). This will cost the District an extra

month of generator rental fees.

**Thornwood lift station access road:** The road still has the following unresolved issue that needs to be addressed: 1. a soft spot area in the drainage way crossing. 2. The last 50’ of the road up to the lift station gate needs extra rock to meet the required 9” depth spec. called out by Donohue engineering.

**Ridge Creek 5<sup>th</sup> addition:** The developer has provided **the letter of credit and the north east trunk line hook on fee. I recommend we accept the construction plans and sign off on permits.**

## 8. OLD BUSINESS:

**A. COVID 19 Updates** – Chairman Hennesy asked if Gifford or Stroud had any further updates other than the Pandemic Level Chart. They did not.

**B. 2020 Water & Sewer Ordinance – Update** – Gifford noted that the attorney is about 85% done with his review, so hopefully by the next Board Meeting it will be available to approve. Chairman Hennesy suggested that once he receives that to forward it to the whole Board to review ahead of time that way they can be prepared to take some action. Gifford agreed.

### C. South Prairieview Rd/Warren Subdivision Bid Award

**1. Bid Award Water Main Project – Cross Construction - \$113,488.40** – Gifford noted that when the Board is prepared to take action they will need to award the bid in full and then turn around and approve changes order #1 noted below. Gifford stated that he is feeling more, and more confident based on another month of data so he thinks this is an excellent price and within budget. This project will provide better water quality to these areas as well. Gifford asked how the board feels on this. Parkhill stated that he feels that we should just award and give Cross Construction the peace of mind that we are awarding it. Melton agrees with Parkhill.

**Motion** by Parkhill and 2<sup>nd</sup> by Howard to award Water Main Project to Cross Construction in the amount of \$113,488.40.

Roll call vote was taken as follows:

#### Roll call vote:

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

**All present members voting yes, motion carries.**

**2. Approve Change Order #1 – Deletes Bid Item #2 - \$48,138.40**

**Motion** by Parkhill and 2<sup>nd</sup> by Melton to Approved Change Order #1 which deleted Bid Item #2 in the amount of \$48,138.40.

Roll call vote was taken as follows:

**Roll call vote:**

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

**All present members voting yes, motion carries.**

**D. Thornewood Access Road** - Gifford noted that he discussed this in the GM Report. Gifford did stated that he does have the Easements done and is just waiting for the road to be properly built.

**E. CCG/Thornewood/Briarcliff Updates** – Gifford noted that Ameren is really on CCG because they have hit 3 gas lines at this point. He also stated that they are a little behind from the weather and the rain, but noted that today when he was out watching them they were potholing and working properly. Gifford stated on our end we are keeping up with the locating. Chairman Hennesy also noted that Stroud sent out communication to our customers in Briarcliff/Thornewood and that communication was approved by both the Village and CCG before sending it out to our customers. Stroud asked for an updated on the invoice charged to CCG and Gifford stated he hasn't but thinks we should just send them to collections. Parkhill stated that we should just do it. Parkhill then asked the cost to send them to collections and Stroud stated that it would cost us 50% of the invoice fee because it is so old, and the Board agreed we should charge them the cost so we can recoup 100%. Gifford asked how we would go about doing that legally since we don't have this type of late fee or interest currently in our Ordinances. Chairman Hennesy recommended discussing adding it to the Ordinances once the Board is ready to approve it next month.

**9. EXECUTIVE SESSION:**

**A. Update on Ongoing Litigation**

**Motion** by Parkhill and 2<sup>nd</sup> Melton by to enter into Executive Session at 6:07 pm.

Roll call vote was taken as follows:

**Roll call vote:**

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

**All present members voting yes, motion carries.**

**Motion by Parkhill and 2<sup>nd</sup> by Melton to leave Executive Session at 6:22pm**

Roll call vote was taken as follows:

**Roll call vote:**

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

**All present members voting yes, motion carries.**

**10. ADJOURNMENT:**

**Motion by Howard, and 2<sup>nd</sup> by Parkhill to adjourn at 6:30pm. All voting yes, motion carried.**

Respectfully submitted,

Lindsey Stroud-Rodts  
Secretary, Board of Trustees