

**MINUTES**  
**SANGAMON VALLEY PUBLIC WATER DISTRICT**  
**BOARD OF TRUSTEES MEETING**  
**MONDAY, APRIL 23, 2018**

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

GUESTS: Joe Pisula, Donohue & Associates, Inc.

1. Chairman Hennesy called the meeting to order at 5:04 p.m.

2. **Approve Agenda:** One change to the Agenda was noted by GM Gifford. Move items under 8 New Business and item 9A Other Business to the front of the agenda to allow Engineer Joe Pisula to go first during the meeting.

**MOTION** by Bud Parkhill and seconded by Frank Howard to approve April agenda with the changes noted above. All voting aye, motion carried.

3. **Public Comment:** None.

4. **Secretary's Report:** Chairman asked if anyone had any corrections or additions to the Secretary's report for February. None were noted so she asked for a motion to approve.

**MOTION** by Mike Larson and seconded by Bud Parkhill to approve the Secretary's Report for February 19, 2018 meeting. All voting aye, motion carried.

5. **Treasurer's Report:** GM Gifford reviewed all items over \$1,000 on the accounts payable report for the period of February 10<sup>th</sup> thru April 10<sup>th</sup>. Two months were reviewed since there was no meeting held in March. Mike Larson reminded that a job hazard assessment is needed.

**MOTION** by Mike Guthrie and seconded by Mike Melton to approve the Treasurer's Report for February thru April. All voting aye, motion carried.

6. **General Manager's Report:** (February listed first, then March.)

- **Income:** Water sales for February were typical for the month at \$117,383.62. Non-operating revenue significantly increased with 8 housing permits issued.
- **Meter Reading:** 8 meters were estimated in February with 1,827 accounts billed. February average monthly water usage per customer was as follows: Homeowners 4,204 gallons, Candlewood 3,432 gallons.
- **Expenses:** The District continues a good beginning to the year with no major water main breaks or other major repairs. February expenses were below the monthly budget average at \$115,295.51. Expenses as a whole are 11.5% below budget through the end of February.
- **Pur-IX Softener:** The water softening system is performing properly with finished water hardness ranging between 75mg/l – 90mg/l. Tonka was on site March 12 through 14 and installed the acid clean process. I trained the maintenance crew on the acid clean in place process March 27.
- **Water distribution System:** Water loss in the month of February was minimal for our District. This was due to no water main breaks.

- **Water plant building issues:** We are waiting for warmer weather to continue repair work.
  - **Booster pump station:** The arrival of the new pumps is holding this project up. We have now been told pumps will be on site by March 23<sup>rd</sup>.
  - **Wastewater Plant:** 5.5" of rain fell between February 19 and 20. Wastewater plant influent flows increased by 4.0 times the annual average. This is not bad but a new problem exists in Briarcliff subdivision. The sewage flows at Briarcliff subdivision increased from 16,000 gallons per day to 400,000 gallons per day. We had two sewer pumps continuously running.
  - **Collection System:** We had no sewer back-ups in February. This month's big rain event did not cause any major issues.
  - **Prairie Crossing 5:** Neil Finlen of Farnsworth Group provided an updated preliminary plat with the District required changes to the water and sewer layout. In January the board approved the preliminary plat layout of the water and sewer mains.
  - **Prairie Manor:** The District accepted the development and we are now in the one year maintenance bond period.
  - **Ridge Creek IV:** The board approved construction plans at the August, 2017 meeting. The developer provided the District the proper LOC. The developer still plans to start construction this upcoming spring.
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- **Income:** Water sales through March are typical for this time of year at \$357,262.37. Operating revenue as an aggregate is 8% behind budget forecast. Non-operating revenue which is mainly derived from new housing starts is at \$35,495.30. The District has issued 10 permits this year.
  - **Meter Reading:** 15 meters were estimated in March with 1,831 accounts billed. February average monthly water usage per customer was as follows: Homeowners 4,070 gallons, Candlewood 2,664 gallons.
  - **Expenses:** With no major water main breaks or other major repairs operating expenses are low at \$376,846.06 for the year. This is below budget amounts by 8%.
  - **Pur-IX Softener:** The water softening system is performing properly with finished water hardness ranging between 75mg/l – 90mg/l. I trained the maintenance crew on the acid clean in place process March 27.
  - **Water distribution System:** Water loss for the year is around the expected 5% range with no major water main breaks this year.
  - **Water plant building issues:** We are waiting for warmer weather to continue repair work. Frank Howard and I are working with District Engineer on an affordable fix to the water plant lower roof snow load capacity issue.
  - **Booster pump station:** The new pumps are installed and VFD'S are set up to manually run pumps for the purpose of collecting bacteria samples. We are running into some wiring issues between the new VFD'S and the Primax control panel. The start-up date at this time is May 1 and 2.
  - **Wastewater Plant:** Effluent Disinfection to begin may 1<sup>st</sup> chlorine and Bisulfate ordered. Chemical cost increases in the spring with wet weather and seasonal disinfection.
  - **Collection System:** We had no sewer back-ups in March.
  - **Prairie Crossing 5:** Neil Finlen of Farnsworth Group provided an updated preliminary plat with the District required changes to the water and sewer layout. In January the board approves the preliminary plat layout of the water and sewer mains.
  - **Ridge Creek IV:** The board approved construction plans at the August, 2017 meeting. The developer provided the District the proper LOC.

7. **Old Business:** A.) Village of Mahomet Sanitary Hook-on at 218 S. LOW Rd.: With no action from the County, Vice-Chairman Bud Parkhill contacted Bruce Hawkins, Illinois Department of Public Health, for help with this issue. To date, he is waiting on a reply back.

B.) District Boundaries Map Project Update: Living Word Omega Message Church trustees have signed paperwork but it's still at their attorney's office.

8. **New Business:** A.) A & R Mechanical Contractors Change Order #1 – On the booster pump station re-work there has been a non-cost time extension to May 18, 2018. Other changes include a generator change, butterfly valve, CPT card and putting cables in empty conduit. The dollar amount for this change order totals \$2,889.36 as an increase to the total bid amount.

**MOTION** by Mike Melton and seconded by Mike Guthrie to approve Change Order #1 in the amount of \$2,889.36 for Booster Pump Station re-work project. All voting aye, motion carried.

B.) A & R Mechanical Contractors Pay Request #4 – The fourth pay request from A & R for Booster Pump Station re-work has been presented by district engineer. Joe Pisula from Donohue recommends Board approval and payment in the amount of \$29,040.76 for pump and electrical work done.

**MOTION** by Bob Buchanan and seconded by Mike Guthrie to approve Pay Request #4 from A & R Mechanical Contractors in the amount of \$29,040.76 for Booster Pump Station re-work. All voting aye, motion carried.

9. **Other Business:** A.) Review District Water & Sewer Ordinances – Proposed changes to the SVPWD Water & Sewer Ordinances were brought before the board for review. Discussion was held to outline the proposed changes and the board was asked to review said changes and return to May's meeting with comments. After board review, the proposed changes will be sent to the attorney for review before the board gives its final approval.

B.) Annual Contract Renewal: Seymour Water District – The District's annual contract with Seymour Water District is up for renewal. There are no changes to the contract other than updating the amount paid for mileage to the current 2018 IRS mileage rate of 54.5 cents per mile. Trustee Larson asked if the board should look at increasing the labor rate. GM asked if we could look at it next year and the board said yes.

**MOTION** by Bob Buchanan and seconded by Bud Parkhill to approve renewing the annual contract with Seymour Water District for another year with the mileage rate change noted above. All voting aye, motion carried.

#### 10. **Executive Session:**

**MOTION** by Bud Parkhill and seconded by Mike Guthrie to move to executive session at 6:38 pm. Roll call vote as follows: Mike Guthrie YES, Mike Melton YES, Mike Larson YES, Meghan Hennesy YES, Bob Buchanan YES, Bud Parkhill YES and Frank Howard YES. All voting aye, motion carried.

**MOTION** by Bud Parkhill and seconded by Mike Melton to move out of executive session at 6:53 pm. Roll call vote as follows: Mike Guthrie YES, Mike Melton YES, Mike Larson YES, Meghan Hennesy YES, Bob Buchanan YES, Bud Parkhill YES and Frank Howard YES. No action taken.

#### 11. **Adjournment:**

**MOTION** by Frank Howard to adjourn at 6:54 p.m.

Respectfully submitted,

Lori Rogers