

MINUTES  
SANGAMON VALLEY PWD  
REGULAR BOARD MEETING  
MARCH 25, 2019

PRESENT: Bob Buchanan, Meghan Hennesy, Mike Larson, Bud Parkhill, Frank Howard, Heather Gilmore, Kerry Gifford

GUESTS: Joe Pisula, Rick Smith, and Dani Tietz

1.) Call to Order: Chairman Hennesy called the meeting to order at 4:58pm.

2.) Approve Agenda: Vice Chairman Parkhill suggested the addition of G.) under New Business to discuss the Corn Belt Fire Chief coming to next meeting. Chairman Hennesy asked for any additional changes to the agenda, none were noted so she asked for a motion to approve the changed agenda.

**MOTION** by Frank Howard and seconded by Bob Buchanan to approve the changed agenda. All voting aye, motion carried.

3.) Public Comment: None

4.) New Business: A.) Rick Smith from CCG (Campus Communications Group) to discuss the installation of the fiber optics in the Mahomet area. Installation will be during 2019 and 2020 in Mahomet Township and surrounding unincorporated areas. The plan is to begin installation May 2019 in Thornewood and Briarcliff Subdivisions. Maps showing installation of the main lines were distributed. There was discussion on working with Kerry to understand how Julie and water locates would work. CCG has been given preliminary maps of the main water lines to incorporate into their planning for the installation. The concern is where lines will cross and locating ahead of time if possible. Discussed wanting to attempt to solve issues before they become issues and not rely solely on Julie locates and to discuss the challenges with areas that Sangamon Valley cannot locate the water lines. It was noted that the Village is taking responsibility for any lines that may be hit in their area and are hoping that Sangamon Valley will do the same, however Sangamon Valley is in a slightly different position as the Village because Sangamon owns the mains but the Village owns the easements and the resident owns the property. Sangamon does not have the mapping that the Village does. The question is, is Sangamon Valley willing to take on the risk and ownership for when the lines get hit in the easement and pass-through areas where Sangamon does not know where the lines are since it is not Sangamon Valley's property it is actually the Village property. It was noted that a similar situation occurred with Feutz who potholed the area to be sure they did not hit gas lines they were unsure of and the process although a little more costly and time consuming reduced the risk of hitting a gas line. CCG stated it is their practice to pothole every utility crossing. Subcontractor will be used for main line installation along Route 47 but all subdivision installation will be done by CCG in house. Kerry stated he was willing to help find the buffalo box. It was noted that Sangamon Valley would help CCG find the line, however if CCG hits that line then the dispute over repairing the line will be between CCG and the homeowner. In the older areas it will be difficult to locate due to lack of knowledge of where the lines are located. Sangamon Valley owns the water main and is only willing to take responsibility for the water main. Rick stated it is not CCG's practice to just continue on when they don't know where lines are located. It is their practice to stop and figure it out, even if that means tearing up a sidewalk and potholing down to locate the line. Thornewood is good test to see how productivity will be affected, however Thornewood is a best case scenario. For this reason Briarcliff will be the test for the older subdivisions where there is more guess work involved with the locating of lines. CCG is in direct competition with Mediacom. Headquarters will be located in Champaign. It was discussed about having communication from Sangamon Valley via the website and email to notify homeowners of any and all important information needing conveyed to them. It was noted that further discussion is needed in order to clearly document what Sangamon Valley is and is not willing to take responsibility for during this installation process. Additionally to clearly communicate with

the Village the intentions of Sangamon Valley concerning responsibility and clearly state the expectations for all parties. Finally to clearly communicate with Sangamon Valley's customers on where responsibility lies. Should have parts on hand for repairs just in case they are needed by Sangamon Valley or the homeowner. There is concern about how fast the process/project is moving. Sangamon Valley needs to get a copy of the zoning maps from CCG for installation plans to pass on to homeowners for when to expect installation.

B.) Joe Pisula from Donohue to discuss unresolved building code issues. Joe briefly discussed building code review, then went into detail concerning building egress, attic draft stop, attic ventilation and other deficiencies (See handout for more details). Building egress was determined to be acceptable and no changes are needed. It was also noted that an attic draft stop is required for buildings as large as the Water Plant building and there is currently only one access hatch for entering the attic. For the previously mentioned reason if a draft stop were to be installed without adding an additional access point then the attic to the south of the building would be inaccessible. Further discussion centered about the challenges surrounding the installation of a draft stop and brainstorming ideas concerning possible ways to achieve compliance with minimal costs, which lead into discussion surrounding the attic ventilation noting that there is inadequate ventilation of the main area of the attic. It was noted that there is evidence of mold on the trusses due to the lack of proper ventilation. This resulted in discussion of different ways to alleviate the ventilation issue. During these discussions there were multiple ideas on how to remedy all concerns such as: adding an access panel to the draft stop, adding an additional access hatch on the south side of the building, enlarging the size of the current access hatch, and adding forced ventilation or gravity ventilation into to the attic. This lead into further discussion concerning the soffit areas and the ridge venting system along with the challenges, problems and possible solutions surrounding both (See handout for more detail). Recommendations were given by Mr. Pisula for the correction of the soffit and ridge venting system. Moving on discussion turned to the need for a window shutter for the Chlorine room in order to meet the required standards. It was mentioned to close off the window and install a 24/7 camera for monitoring, however this would need to be discussed with the IEPA for acceptability prior to taking this action. Mr. Pisula went on to discuss issues that Donohue would not take any corrective action concerning. These issues consisted of: electrical room egress and energy efficiency of building. This presented the idea of getting a variance from Champaign County for the electrical egress, energy efficiency of building and window shutter. Finally there was discussion of how to begin to address the issues. It was noted to prioritize everything and begin to remedy the issues as the District is financially able to afford the repairs, starting with the most important issue.

C.) Joe Pisula from Donohue to discuss an engineering agreement (Task #22-a) for the repair of water district access roads, parking and storm water drainage from the property at 709 N. Prairieview Rd. Mr. Pisula discussed where the problem areas are, the issues with each area, what the approximate cost would be for the repairs (See agreement for more details). He also discussed the fact that Donohue acquired an engineering firm out of Danville in January. Discussion consisted of the need to approve the agreement as the repair of roads is necessary.

**MOTION** by Mike Larson and seconded by Bud Parkhill to approve the engineering agreement from Donohue (Task #22-a) to obtain bids for the repairs listed. All voting aye, motion carried.

5.) Secretary's Report: Chairman Hennesy asked if everyone had a chance to review the secretary report for the February 25, 2019 regular board meeting. She asked if anyone had any changes, corrections or additions. None were noted so she asked for a motion to approve.

**MOTION** by Mike Larson and seconded by Bob Buchanan to approve the secretary's report from February 25, 2019 regular board meeting. All voting aye, motion carried.

6.) Treasurer's Report: General Manager Gifford reviewed items over \$1,000 on the current accounts payable report. Chairman Hennesy asked if anyone had any questions concerning the report, hearing none asked for a motion to approve report.

**MOTION** by Bud Parkhill and seconded by Bob Buchanan to approve the accounts payable report for February, March and April. All voting aye, motion carried.

7.) General Manager's Report: GM Gifford reviewed the GM report. Lake Ridge is fixed. The pipes started going uphill now there is still a minimal slope and may be time it will still need to be cleaned but it will flow now. Discussion of recovering the cost of repairs. Pump at Sewer Plant for lift station needs replaced if it can't be repaired. See attached GM report.

- **Income:** Total operating revenue is 7.5% below budget forecast amounts. February water sales are typically below budget amounts. Non-operating revenue through February is at \$6,677.65 we had 4 new housing start permits issued through March 18<sup>th</sup>.
- **Expenses:** Operating expenses are right in line with the budget through the end of February. Major sewer repair work at Lake Ridge Court will spike expenses in April.
- **Meter Reading:** 5 meters were estimated in the month of February with 1,857 accounts billed. The February average water usage per customer were as follows: Homeowners 4,452 gallons, Candlewood 3,195 gallons..
- **Water distribution System:** Water loss for February was within the expected ranges of 3% to 6%. We had no water main breaks in February.
- **Water plant building issues:** Donohue and Associate completed the design for the following: Proper air flow throughout the attic, direction on where to install the draft stop in the attic and determine proper ingress and egress throughout the building. Joe Pisula will be at the board meeting to discuss the building code deficiencies.
- **Wastewater Plant:** Tree branch removal will start up again this spring. We have noticed areas where the fence will need to be repaired.
- **Collection System:** We had no sewer back-ups in the month of February. Feutz Construction corrected the improperly laid sewer main at Lake Ridge Court. The sewer main would not flow because a section of the pipe was running up hill against gravity flow
- **Prairie Crossing 5:** Construction started on March 18 storm sewers and water main will be completed over the next couple of weeks.
- **Ridge Creek IV:** Unlimited Construction provided the final maintenance bond with the correct amount of surety. This development is now in the one year maintenance bond warranty period.
- **5<sup>th</sup> Addition to Thornwood Phase II:** The construction plans were approved by Donohue and the Water District. The District has received both water and sewer permits from the IEPA. Construction is planned to start this spring.

8.) Old Business: A.) and C.) No updates.

B.) Intergovernmental Agreement – Bud and Kerry spoke to Joe Murphy.

9.) New Business: D.) Forced annexation in Briarcliff - The village is attempting to impose their authority on subdivision in the area. The homeowners have spoken to an attorney and have been attending the open meetings for the Village. Sangamon Valley is still listed as the owner of "Lot C" that should have been conveyed to the Briarcliff Homeowners Association many years ago. Not sure at this point if it will impact the District, however the original agreement to convey this parcel to Briarcliff Homeowners Association has been sent to Joe Murphy. Sangamon Valley's lift station is on a strict parcel and does the Village have ability to take ownership. It is necessary to get the Intergovernmental Agreement between Sangamon Valley and the Village completed. Was discussed Sangamon Valley should support the Homeowners Association to prevent the annexation by the Village. Without the Intergovernmental Agreement planning for the future of the District is much more difficult.

E.) Appointment of Heather Gilmore as Clerk of Sangamon Valley Water District.

**MOTION** by Bud Parkhill and seconded by Mike Larson to approve the appointment of Heather Gilmore as the Clerk for the District. All voting aye, motion carried.

F.) Uni-First Corporation – Uniforms and Janitorial supplies for the District employees. Kerry has looked into the possibility of obtaining uniforms for the men in the maintenance department. The quote consisted of 11 shirts, 11 pants and 2 jackets for all 3 men will cost about \$5,000 per year. Kerry will continue to look into other companies for better prices. Additionally Mike Larson stated he could give Kerry contact information for another company. Kerry welcomed any suggestions by the Board. He has inquired about shop towels, mop heads and floor mats as well, however the pricing was far too high so he was going to continue to look for better options. This is working toward looking more professional additionally the men are ruining clothes and are supportive of wearing uniforms. The current allowance for work clothing could be discontinued if uniforms are purchased. There will be enough uniforms in case the men need to change due to getting dirty from dealing with an issue. The company would be laundering the uniforms weekly. This does not include shoes. The Board could decide to leave a portion of the current allowance for the replacement of shoes annually. Mike Larson would support providing reimbursement for certified safety shoes and allowance for prescription safety glasses.

G.) Corn Belt Fire Chief, John, would like to attend the next meeting to discuss Sangamon Valley providing water service to their new training facility they are building on Prairie View Road. He indicated they were willing to buy the materials. Bud stated the Fire Chief was looking to save money, however he is not wanting something for nothing. He needs to be added to the agenda for April.

**MOTION** by Mike Larson and seconded by Bud Parkhill to enter into Executive Session at 7:10pm.  
Roll Call: Bud Parkhill – yes, Meghan Hennesy – yes, Bob Buchanan – yes, Mike Larson -- yes and Frank Howard – yes. All voting aye, motion carried.

**MOTION** by Bud Parkhill and seconded by Bob Buchanan to leave Executive Session at 7:15pm Roll Call:  
Bud Parkhill – yes, Meghan Hennesy – yes, Bob Buchanan – yes, Mike Larson -- yes and Frank Howard – yes. All voting aye, motion carried.

**MOTION** by Frank Howard to adjourn at 7:16pm.

Respectfully submitted,

Heather Gilmore