

**MEETING MINUTES
SANGAMON VALLEY PUBLIC WATER DISTRICT
REGULAR BOARD MEETING
OCTOBER 25TH, 2021
3:30PM**

Held at the remotely via GoToMeeting

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

MEMBERS ABSENT: Monte Cherry

GUESTS PRESENT: None

1. CALL TO ORDER: Chairman Hennesy called the meeting to order at 3:35pm. Roll call attendance as follows:

Roll Call Attendance:

Hennesy: Present	Melton: Present	Schultz: Present	Grindley: Present
Buchanan: Present	Larson: Present	Cherry: Absent	

2. APPROVE AGENDA: Chairman Hennesy asked if anyone had any suggested changes to make to agenda. There were none.

MOTION by Hennesy to approve the agenda as presented, 2nd by Buchanan.

Roll call vote as follows:

Roll Call Vote:

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

All present members voting yes, motion carries.

3. PUBLIC COMMENT: Chairman Hennesy asked for public comment. There was no public comment.

4. NEW BUSINESS:

A. Water & Sewer Rate Discussion – Gifford presented the proposed Water and Sewer Rate as well as an increase in the Water and Sewer capacity/P.E. fees. Chairman Hennesy asked the Board if anyone had any specific questions on the rate proposal. Larson suggested waiting until the Board could see the full budget before commenting on the Rate Proposal since that ties back into the rate recommendation. No further discussion was held, but the Board was given Gifford’s rate proposal and the proposal from IRWA to review before the Budget meeting next month.

5. OLD BUSINESS:

A. Committee Recommendations & Updates

1. Capital Projects – Gifford discussed that at the last meeting Donohue and associates presented their recommendations for Lake of the Woods Lift Station and main and how he is recommending this be funded directly through a Bond. Gifford stated there will be meeting Nov. 1st with the Capital improvement committee and he's going to ask them to put out a recommendation to the full board during the Budget meetings for approval on the Capital Projects that Donohue discussed.

2. Finance – Recommendation on Rate Increase – Chairman Hennesy noted that she sat in for Colleen at this committee meeting last week and the recommendation of the Finance Committee was to approve the rate proposal that Gifford presented. She noted that it probably makes a little less sense without the budget but that the pieces will come together, but that the end result is that the Finance Committee does recommend approving the Rate Proposal as presented. She asked if Buchanan had anything to add. He said that we should probably take into consideration the rest of the budget at the budget meeting. He stated that he thought sometimes the rate increase was built in to cover some of the expenses that he saw on the proposed budget, in the way of salaries and benefits, so that might change his recommendation as far as increase, but right now, he stated, everything looked okay to accept it and recommend it, but that could change when he sees all of the rest of the proposed budget.

3. Personnel Policy Handbook Update Discussion – Wallen noted that the committee is doing final edits and updates on the handbook to get that ready to send out for review, and that they will be asking for approval on it at the budget meeting. She reminded the board that the committee has been working on this update for over a year, and that last handbook update was done in 2012. This will primarily be a lot of formatting updates, and legal updates. Chairman Hennesy also noted that the committee would be meeting prior to the budget meeting to solidify their recommendations with respect to the personnel budget.

B. Covid Update – Chairman Hennesy noted that we don't have much of a change for the covid update. She said we are in the same status that we have been in regarding to masking and personnel, so no update here.

6. SECRETARY'S REPORT:

A. Approval of Open Minutes from Regular Meeting held Sept. 27th, 2021 -
Chairman Hennesy noted a few typos.

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

Roll call vote as follows:

Roll Call Vote:

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

All present members voting yes, motion carries.

B. Approval of Close Minutes from Regular Meeting held Sept. 27th, 2021 –
 Chairman Hennesy noted a typo.

MOTION by Hennesy to approve the minutes to remain closed, with corrections to a typo, 2nd by Grindley.

Roll call vote as follows:

Roll Call Vote:

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

All present members voting yes, motion carries.

7. TREASURER’S REPORT:

Approval of Accounts Payable listing for September and October 2021 – Gifford reviewed the Income and Expense Report and all A/P listings over \$1,000.

AP Summary as of October 20th, 2021 - \$69,681.34 (Over \$1,000 below)

- Accident Fund - \$2479.00
- Ameren Illinois - \$8181.89
- CMS - \$6414.00
- CUSI - \$2750.00
- DH Pace - \$22,000.00
- Donohue & Associates - \$14,766.60
- Hawkins - \$3946.86
- Mattex - \$2,252.00
- Meyer Chapel – \$1,496.00
- Water Solutions Unlimited - \$1,583.18

Discussion – Larson asked Gifford why Deferred Compensation is so far off on the I & E report. Gifford stated it was because the Board approved to leave the IMRF budgeted amount in the total budget for 2021, but we did not actually convert to IMRF so the expense for retirement is significantly lower.

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

Roll call vote as follows:

Roll Call Vote:

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

All present members voting yes, motion carries.

**8. GENERAL MANAGER'S REPORT: Gifford's GM/Treasurer's Report is below.
General Manager/Treasurer Report September 2021**

District Covid-19 Operation Level: The Water District is at a level 5 (Restore Illinois) The district is open to the public but employees/customers are required to wear mask in buildings at all times per the state mandate.

Treasurer report:

Income: With the warm and dry fall water sales for September were exceptional at \$159,086.14. The district sales are now ahead of the budget forecast amounts by \$11,012 or .9%. Total operating revenue for the year is at \$1,301,525.93 which is 1.9% ahead of budget expectations.

Non-operating revenue remains above the budgeted projected amounts through September with the total non-operating revenue at \$112,427.40. The district has issued 26 w/s permits through October 19, 2021.

Expenses: Total expenses thru September are 6.8% below budget at \$1,166,855.22. Expense laggards for the year are employee payroll, benefits and equipment purchases.

Billing: 2,765 meters were read in September with 23 meters estimated. Total of 1,978 customer accounts were billed. The average water usage per customer were as follows: homeowners 7,306 gallons, candlewood 3,090 gallons.

Water Accountability: The unaccounted-for water loss for the year is at 7.4%. The Water District typical unaccounted for water loss range is between 3% - 6%. The district discovered a water main leak in Briarcliff subdivision in the month of July. We believe this leak is the reason for higher than normal unaccounted for water loss.

GM report:

Water Distribution System: This summer and fall the district will be doing its every 5-year exterior tank cleaning. The elevated tank was done by a contractor in July and the above ground storage tanks are being cleaned by our staff right now. We do have an issue with exterior sealant coming off the above ground storage tanks. Aqua store (Cady Tanks) will be on site in November to reseal exterior of the clear well tank and be back in the spring to reseal the exterior of the reservoir tank off route 47.

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 September maintenance continues to be weed control.

Collection System: We had no sewer back-up in the month of September.

Subdivision Updates:

6th addition to Thornwood Phase 1: The water and sewer mains are all installed and IEPA testing requirement are done except water main bacteria test. Construction inspection should be requested by the developer by mid-October.

Capital Projects Committee: The committee will meet November 1st to review the wastewater treatment plant facilities plan and make recommendation to the board as a whole on future treatment plant expansion. Also, the committee will look at all other capital improvement projects for the next 20 years and recommend a final priority list.

Discussion – Gifford noted that when you are looking at Retirement on the I & E is going to be low because we didn't have employees, not just because of not having IMRF.

Discussion was also held regarding the date/time for the budget meeting and whether that meeting should be in person or remote, and if in person, where. Chairman Hennessey let the Board know it would be Monday, November 8th at 4:00pm. She asked for the Board to email her their preference of in person or remote and she would do her best to make sure the meeting is scheduled in a way that is both safe and effective for everyone.

9. EXECUTIVE SESSION:

A. Probable Litigation – 5 ILCS 120/2(c)(11) - Executive Session was not held.

10. ADJOURNMENT:

MOTION by Grindley, and 2nd by Melton to adjourn at 4:15pm.

Roll call vote as follows:

Roll Call Vote:

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

All present members voting yes, motion carries.

Respectfully submitted,

Lindsey Wallen
Secretary, Board of Trustees