

**MEETING MINUTES  
SANGAMON VALLEY PUBLIC WATER DISTRICT  
REGULAR BOARD MEETING  
SEPTEMBER 27<sup>TH</sup>, 2021  
3:30PM**

Held at the remotely via GoToMeeting

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

**MEMBERS ABSENT:** None

**GUESTS PRESENT:** Greg Douglas of Martin Hood and Olen G. Parkhill, Jr.

**1. CALL TO ORDER:** Chairman Hennesy called the meeting to order at 3:33pm. Roll call attendance as follows:

**Roll Call Attendance:**

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

**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, 2<sup>nd</sup> by Buchanan.

Roll call vote as follows:

**Roll Call Vote:**

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

All present members voting yes, motion carries.

**3. PUBLIC COMMENT:** Chairman Hennesy asked for public comment. Olen Parkhill Jr. asked to speak. He asked to make a request to the Board in regards to the extension of the sanitary sewers. He stated that we have kind of hit a road block with Krutsinger down the road, with his refusal to grant an easement, but Parkhill's family has a failed septic system down at 903 S. Prairieview Rd. and there is a manhole that is located right behind the old Hide-away Restaurant and the storage buildings and he's been to the Village to see if they would give him any help and they are not in a position to do anything unless the new owner of the Hide-away restaurant would grant an easement to cross his parking lot for a road and that seems to be somewhat unlikely because the new owner does not get along with Kelly Pfeifer, so at any rate, with Parkhill being a private individual he has no authority to do an eminent domain or any legal action as far as securing an easement. Parkhill stated that the Water District has quite a bit of money already invested in it, with the quick-take thing, noting that our attorneys led us down the path there a little bit. Parkhill stated that he would

like to see the district pursue that and said he would be more than happy to contribute to the legal fee to get that accomplished because he is stuck down there with the problem and there aren't any sanitary sewers on that property. He doesn't know what kind of any opportunity or chance he's got with an eminent domain but he would like to explore it a little bit further. He also noted the department of public health is aware of the situation and fortunately Sangamon Valley has got a cure for the problem if we had everybody's cooperation, and the department of public health doesn't seem to be able to do anything and it's just a shame that there are utilities close by and we can't get them to the property to cure the problem. He feels Sangamon Valley needs to look into whatever means are available to them. He ended stating that he just needs help. Chairman Hennesy thanked Parkhill for comment.

She asked Wallen if there was any further public comment. There was no further public comment. Public comment was closed.

#### **4. NEW BUSINESS:**

**A. Presentation of 2020 Audit – Martin Hood** – Chairman Hennesy welcomed Greg Douglas back from Martin Hood to present the 2020 Audit. Chairman Hennesy reminded everyone that last month the Board did approve the audit due to the time constraint on filing the AFR with the State. Greg reviewed three documents, the audit report document, the Post Governance Letter, and the Management Memo. The first item Greg went through was the Audit Report document. He discussed the opinion first and page 2, and noted that the opinion is unmodified and clean, which is exactly what you want from an audit. He said that this covers everything in the audit, except for schedules 1 and 2. Next he reviewed the management discussion analysis and stated this section provides summary of the financial statement and financial position of the District for 2020 verse 2019. This is a great section to review to get a full picture of the year from management's perspective. Exhibit A on page 12 has one noticeable change, and that's the settlement's receivables line, which is now \$0.00 following the final collection of the receivables in 2020 and the write off of about \$29,000 to legal expense for the portion not collected from that receivable. Exhibit B on page 13, he noted that operating income to a slight drop in 2020, while operating expenses increased about \$100,000, this was off-set by an increase in fee revenue leaving you with a \$50,000 decrease in income before contributed items. The contributed item this year is the \$268,000 that relates to the water and sewer lines for the ridge creek 5<sup>th</sup> addition. These assets are depreciated just like regular capital assets. Exhibit C on page 14, he just wanted to note here that for the 10<sup>th</sup> consecutive year the District's operations have provided a significant amount of positive net cash flow, \$955,000 in the operating section, which will help fund capital replacement. Next is the notes section, on pages 15-24. Schedule 1 and schedule 2 on page 25, that aren't covered by the auditor's report, detailed the District's insurance coverages and operating statistics. He noted while they don't audit these schedules, they do read them and verify their consistency with the financial statements and they noted no inconsistencies. The next item Greg covered is the Post Governance Letter. This letter communicates how the audit went operationally. The middle of that first page is a discussion of new accounting standards adopted this year, related to interest expense, which overall had no impact on the financial statement. At the bottom of page 1 they discuss the significant estimates of the financial statement, they found the estimates to be reasonable and supportable. There are a handful of sections in the letter that discuss any difficult in dealing with management during the audit, no issues are highlighted on

any of those sections. Back on page 2 is the Corrected and Uncorrected Misstatements which discuss all of the pages that are attached at the end of this letter, the adjusting journal entries. No unusual issues were noted in the Other Matters section of this letter. The last letter discussed is the Management Memo. These items are best practice suggestions or internal control deficiencies. Each of these items actually carried forward from the 2019 memo. In 2019 the memo had 5 items noted and 2 were addressed. He did want to highlight the 2<sup>nd</sup> item about the Procurement Policy and the reason is he has noticed recently with 3 different Village clients with IEPA Loans which may be partially underwritten, that the applicant’s internal controls surrounding procurements and federal programs are really be scrutinized much closer in the application process. This is a development from the Illinois Grant Accountability & Transparency Act, so if the time comes that the District will need an IEPA Loan for a major capital project you’ll want to have your policies and procedures in place and documented to meet the Grant Accountability & Transparency Act oversight requirements. They are really looking into that. Finally, the additional filing that Martin Hood does is the Illinois Comptroller’s Annual Financial Report and that has been completed and filed. Greg thanked Gifford and Wallen and the District Staff for all of their assistance with the audit this year. Chairman Hennesy opened the floor to the Board for questions. There were no additional questions. Schultz thanked Greg for all of his work on the Audit. Chairman Hennesy thanked Greg for all of his hard work on the audit again this year. Greg left the meeting.

**B. Approval of Remote Meeting Policy** – Chairman Hennesy presented the Remote Meeting Policy to the Board. She noted that she thought it was prudent to put some back-bone into the strategies that we will use during remote meetings and have the policy easily accessible for everyone.

**MOTION** by Grindley and 2<sup>nd</sup> by Hennesy to approve the Remote Meeting Policy as presented.

**Discussion held:** Buchanan noted that it is pretty well spelled out and clear. Larson asked if the intent for this is to be an option when necessary or if we are regularly going to have people participating remotely, pandemic aside. Hennesy clarified that, pandemic aside, this will be used for when people can’t make it to a regular, in-person meeting. She also added that while we are navigating the rest of the pandemic, we can anticipate online meetings but it is not meant to be the major mode of meeting. Gifford thinks it is great and that it gives us plenty of flexibility for Board members, and that is important to have, because just like keeping employees, its important to be flexible with Board members too. Wallen noted that this was something that was required by OMA prior to the pandemic if you were going to meet remotely, so she felt it was important to have it in place. No further discussion was held.

Roll call vote as follows:

**Roll Call Vote:**

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

All present members voting yes, motion carries.

**C. Approval of Public Comment Guidelines** – Chairman Hennesy presented the Public Comment Guidelines to the Board. She noted that given the circumstances, we should have this policy in place on how the public will comment during remote meetings.

**MOTION** by Buchanan and 2<sup>nd</sup> by Grindley to approve the Public Comment Guidelines as presented.

Discussion: Larson noted that in the 4<sup>th</sup> bullet point it states “You are free to ask questions or to make your point for all to consider” and asked that it be added “However, the Board reserves the right to table any and all questions to be answered” noting that he doesn’t think it’s a good idea for the Board to take questions spur of the moment and answer them, so we should let folks know anybody is welcome to bring anything to the table but we are not obligated to answer it in that moment. He added, depending on what it is, it’s quite likely we need to talk about it first. Chairman Hennesy agreed with that point, and if someone is asking something specifically, we may need to bring to the next meeting for a formal vote. Melton agreed as well. Chairman Hennesy asked for the Board to approve this policy with the adjustments that Larson suggested, and stated that Wallen would send it out for the Board to review and if additional adjustments were needed they would address that in another meeting.

Roll call vote as follows:

**Roll Call Vote:**

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

All present members voting yes, motion carries.

**5. OLD BUSINESS:**

**A. Candlewood Bathhouse (Rec Area) Bill** – Chairman Hennesy noted that last meeting the Board discussed the churches coming to the Board to ask for assistance with the bill that they had with Candlewood. After the meeting last month, the Churches came to the Board and withdrew their request for assistance. They decided they were just going to move forward and pay the bill and take that off the table. Chairman Hennesy wanted to leave this on the agenda because Gifford had some ideas on how to proceed with this. Gifford stated that he didn’t want to rehash whose responsibility the bill is because there isn’t a full agreement on that, from his perspective what really needs to happen is that we should just write-off the entire leak portion of the bill and give the money back to the Church. Larson proposed a different suggestion. He stated that we have money in our budget for Community Donations, and he stated that he would like to suggest the District donate \$1,000.00 to this effort. He stated that we’ve done that for the Dawg Walk, we’ve done that for other things, so he feels that is this would be the intent for this budget item and suggests the District donate \$1,000.00 for this food program. Gifford asked what the total bill was. Wallen confirmed that between the two bills, during the leak time period, the cost was \$2,037.46. \$1,113.01 was paid by the Churches, and \$924.45 was paid by Parkhill. Chairman Hennesy asked for clarification, that Larson’s suggestion was to donate \$1,000.00 to the Churches for their food program so that hopefully it will make this more of a wash for them. Larson stated that he just thinks this is a good program and we should make a \$1,000.00 donation to it. Chairman Hennesy agreed with that.

**MOTION** by Larson to approve a donation to the Churches in the amount of \$1,000 and 2<sup>nd</sup> by Hennesy.

Discussion held: Gifford asked if this was a separate issue from the \$1,100 bill, because he firmly believes that they shouldn’t have to pay for that. Larson stated that that should stay as is, and we should just make a donation. Buchanan stated that as he understands it, all of the Churches that are in that program made that payment from an account they have together for people that might be passing through the Village, and its money that would be contributed to people that are on the highway or need help. Rather than the Baptist church just paying for it, they have all agreed to take it out of that account. He understands that its already been paid, and he agrees with Larson that we should donate \$1,000.00 so that they would only be out about

\$100. Larson stated that \$1,000 is just the number that he had and the budget line item is for \$4,000.00 and we have only spent \$1,000.00 so far this year. Gifford stated that he is in full support of that donation, but he is going back to the fact that he doesn't believe it was their bill from day 1. Schultz stated that she really likes this solution because we talked last time about the conflict of whether or not we excuse bills and this solution does not actually entail us excusing anyone's bill, but rather contributing to something that we think has value in our community. Chairman Hennesy stated that since we are getting to the end of the fiscal year and we have only used \$1,000.00 of the \$4,000.00 donation budget line, she likes the idea of contributing over the top, so she'd proposed modifying the motion to be a \$2,000.00 donation to the church's food program.

Roll call vote as follows:

**Roll Call Vote:**

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

All present members voting yes, motion carries.

**AMENDED MOTION** by Larson and 2<sup>nd</sup> by Hennesy to revise the Church donation amount from \$1,000.00 to \$2,000.00.

Roll call vote as follows:

**Roll Call Vote:**

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

All present members voting yes, motion carries.

**B. Approval of Briarcliff Sewer Lining Project Bid - \$232,220.00** – Gifford stated that the 7.7% over budget is actually not bad, it trending closer to 8%. The Engineers recommendation is to award the Bid to Insituform Technologies, USA in the amount of \$232,220.00. If you look at your bid tab, it came in only \$200 lower than the next bidder. He noted that this was a budget items that was approved in the 2021 budget as a capital project. He stated that we'll be done with updating the sewer in Briarcliff with the completion of this project. He is asking for the board to approve this notice of bid award.

**MOTION** by Cherry and 2<sup>nd</sup> by Melton to approve the Briarcliff Sewer Lining Project Bid Award for \$232,220.00.

Discussion held: Cherry noted that being over by that 7.7% is actually really good in today's market. He has bid other projects for sewer lining in the last year that were closer to 20%. Chairman Hennesy and Buchanan were happy to hear that news.

Roll call vote as follows:

**Roll Call Vote:**

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

All present members voting yes, motion carries.

**C. Committee Recommendations & Updates** – Chairman Hennesy noted that what is in the packet are the suggestions for Committees and members of each committee. She asked if anyone had any issues with serving on these committees as presented. No one had any issues with serving on the committees as presented. She asked for a formal vote on the committee recommendations.

**MOTION** by Buchanan and 2<sup>nd</sup> by Hennesy to approve the Committees as presented.

Roll call vote as follows:

**Roll Call Vote:**

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

All present members voting yes, motion carries.

Chairman Hennesy asked Wallen to give a brief updated on the personnel policy committee. Wallen noted that we talked about the committee recommendations, the updated on the handbook that has been in the works for over a year, and the remote policy and public comment policy. She also noted that we are going to look into some ethics training for employees and board members, and set a schedule for the annual sexual harassment training for everyone.

Gifford noted that the capital projects committee discussed the two major projects, the water going to the north and the facility plan for the sewer treatment plant. The committee is well informed on the bigger projects. He stated that they also discussed the need for the compactor at the sewer plant, upgrading controls at smaller lift stations and we should have some recommendations for during the budget. He also stated that they got to look at Diamond Maps, our GIS Mapping software. Gifford thanked Larson and Cherry for being on the committee and their input and ask if they had anything they wanted to add. Larson stated that the project to extend the water main to the folks that have gas in their wells, he participated in the public comment of the County Board, and the County Board has \$40 million in ARPA money and he said he listened to all the public comment and there is quite a bit of demand for that money, but he thinks its worth while us asking. He said best case, they fund it all, he seriously doubts that though, and worst case we have a shot at some of the money. He stated the jail needs money, there’s a big push for this program about violence prevention effort, so a process is coming up where you are going to be able to apply for it and he thinks we should apply, but probably a little more of a long shot than he was hoping for. Cherry concurred with the recommendations, and noted there have been some decent reports of county’s actually funding water and wastewater projects in other county’s, and hopefully Champaign would follow suit.

There were no other updates on committees.

**D. Covid Update – Discussion of Covid Vaccines** – Chairman Hennesy noted that one of the other things that came out of the Personnel Committee was the idea that people are starting to mandate vaccines when they feel like there is a need. She said the discussion about mandating would cost us a couple of employees. She stated that one suggestion was if we had a way to incentive people getting vaccinate. She said that if we do have people come down with covid and have to quarantine there is a real hit to the District both in people being available to do the work, Kerry having to step in and do a lot of the heavy lifting and she thought there may be a monetary incentive we could give to employees who have already been vaccinated and then that might

incentivize the others to get it done. She threw out \$1,000 or \$1,500, which sounds like a lot of money, but she stated that if we have an employee go out for 10 days it's a good, \$6,500 - \$10,000 per month if we have an employee out. She wanted to leave this on as an agenda item to see if anyone else on the Board was interested in discussing that type of incentive and if so, what that might look like. Melton asked if we'd have a booster requirement every other week or every other month by the government. Chairman Hennesy stated that the recommendation on booster shots is only for those high risk or 65 and older. Melton stated that he would hope they (the employee) wouldn't want a shot every other month or even the government. Chairman Hennesy clarified that her intent was to bonus upon full vaccination only, which right now means having the two shots in succession, per the recommendation of manufacture, and if a booster is required later, that wouldn't be an additional bonus, but it would be being in compliance with being fully vaccinated. Melton agreed with that. Buchanan stated that he is willing to discuss it, but he is against the bonus and said to take the shots. Chairman Hennesy said that was fine, but that would mean we mandate and she does think that there is significant worry that mandating that could cost us employees and when we have such a small force with no back-up and no one in the pipe line, that the cost for that hard-line policy might be more than we anticipate. Gifford said that he would love to see the bonus incentive, but he stated that he and Wallen feel there are some employees who still wouldn't get the vaccine even if an incentive was offered. Larson asked how the cost of \$6,500 was calculated. Gifford stated you would have to look at the whole cost of the employee and the whole cost of replacing that, x2, and then loss of productivity. Larson asked if the government requires us to pay the employees if they get covid and are quarantined. Gifford stated that right now the District has that policy in place, but that we are too small to be covered by anything like that. Larson stated that the idea of incentivizing this he doesn't like, but he would say that if you are vaccinated and you get covid then he would be okay if you have to quarantine, paying for that, but if you are unvaccinated then you are on your own. Schultz stated that she disagrees with that because that incentives people to come to work when they are sick. Larson stated not if they are quarantined, because the public health department won't allow them to come to work, he is stating that if they are quarantined and they don't have a shot, then they don't get paid. Gifford stated that if they know they aren't going to get paid, then they won't get tested, they will come to work sick and that is where he thinks Schultz was going with what she said. Chairman Hennesy stated that quarantining requires you to be tested, so if you know there is a possibility you just won't get tested. Larson asked if we are testing now. Gifford said that if someone is sick, they have to go get tested, or if someone goes on vacation and leaves the area, they have to get tested when they return on day 1 and day 5. Larson stated that we are not doing anything differently then what we are talking about. Buchanan asked if we have so many sick days that we pay employees for when they are sick. Chairman Hennesy stated that he is correct, but the bottom line is we are trying to figure out how to incentives people to get vaccinated so the District is protected in the long run. There are two ways to do that, to mandate it or to offer some sort of bonus, which may or may not work but we won't know until we try it, and we could even have some expiration on that. She doesn't think we can mandate because some employees will leave. Schultz asked if we would pay the bonus to people that are already full vaccinated. Chairman Hennesy said yes. Larson stated that he doesn't like idea of paying someone to get vaccinated, he thinks we go the other way, if you chose to not get vaccinated that is your choice, but if you get sick you use your regular sick leave, but when you run out of sick leave, you'll have to take time off unpaid. Chairman Hennesy agreed, but because we are so small it doesn't actually penalize the person who is quarantined, it penalizes the

person who is stuck in the office or the field picking up the slack. We just don't have the bandwidth to have someone go out and have that work get covered appropriately by the rest of the team. While the hardline for the single individual seems appropriate the penalty is really paid by the people who have to pick up the slack. Gifford noted that last winter he had Corona Virus and even after he recovered, his energy level wasn't back to normal for months. Then we had no maintenance workers and it was brutal. He doesn't want to chase people off. Larson stated that we look for a relationship with an extra help organization to provide supplemental labor when we have shortages. He asked if there is something we can do to prepare for the issue that Gifford is talking about. Larson stated that is an issue whether its corona virus or not. Chairman Hennesy stated that is probably a bigger discussion than what we can tackle in this particular meeting. She stated that we'll add that to the agenda for the personnel committee as to how we might back-fill and prepare for those issues. Given the discussion thus far, she proposed tabling this discussion until the next meeting. She said if you have any additional ideas, please send those to Wallen. Larson stated that everyone needs to understand that the vaccine does not prevent you from getting sick, so this issue is not going away, that is part of the reason he doesn't feel like incentives solve the issue, and that is the issue. He agreed they should table the discussion. Chairman Hennesy stated that she agrees with Larson that it doesn't solve it, but it hopefully reduces people level of illness.

**6. SECRETARY'S REPORT:**

**A. Approval of Open Minutes from Regular Meeting held Aug 23rd, 2021**

**MOTION** by Buchanan to approve the minutes as presented, 2<sup>nd</sup> by Hennesy.

Roll call vote as follows:

**Roll Call Vote:**

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

All present members voting yes, motion carries.

**7. TREASURER'S REPORT:**

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

**AP Summary as of September 21<sup>st</sup>, 2021 - \$71,885.81 (Over \$1,000 below)**

- A & R - \$20,180.43
- Ameren - \$8,368.25
- Bulldog Automotive - \$1,082.16
- Donohue & Associates - \$6,383.18
- Gunther Salt - \$4,286.55
- IEPA - \$7,463.36
- Illini FS - \$1,047.33
- Martin Hood - \$4,000.00
- Meyer Capel - \$2,602.00
- Text-Em-All - \$1,350.00
- The Cincinnati Insurance Company - \$2,268.00



**MOTION** by Hennesy to approve the Treasure’s Report as presented, 2<sup>nd</sup> by Grindley.

Roll call vote as follows:

**Roll Call Vote:**

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

All present members voting yes, motion carries.

**8. GENERAL MANAGER’S REPORT:** Gifford’s GM/Treasurer’s Report is below.

**General Manager/Treasurer Report August 2021.**

**District Covid-19 Operation Level:** The Water District is at a level 2 (dangerous level) Employee/customers are required to wear mask in buildings at all times. Office staff are on rotating days working from home and work. Any district facilities visited by customers or vendors must be pre-approved by the GM.

**Treasurer report:**

**Income:** Water sales through August are \$1,085,676.33 or 1% behind budget forecast amounts through August. Water sales will surpass budget expectations by the end of September due to the very dry and warm month. Total operating revenue for the year is right in line with budget expectations at \$1,138,500.75.

Non-operating revenue remains above the budgeted projected amounts through August with the total non-operating revenue at \$106,673.05. The district has issued 26 w/s permits through September 22, 2021.

**Expenses:** Total expenses thru August are 5.9% below budget at \$1,047,641.98. Expense laggards for the year are employee payroll, retirement and equipment purchases.

**Billing:** 2,730 meters were read in August with 14 meters estimated. Total of 1,976 customer accounts were billed. The average water usage per customer were as follows: homeowners 7,190 gallons, candlewood 3,006 gallons.

**Water Accountability:** The unaccounted-for water loss for the year is at 7.9%. 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:** The water district annual fire hydrant flushing and maintenance program was finished in early September. We have a small list of hydrant repairs to finish this fall.

**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 August maintenance was weed control. Effluent discharge to the river discontinued at the end of August due to dry weather. The water district saves of effluent disinfection cost when we do not discharge to the river.

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

**Subdivision Updates:**

**6<sup>th</sup> addition to Thornwood Phase 1:** The water and sewer mains are all installed and IEPA testing requirement are done except water main bacteria test. The developer is now pouring the concrete roads and sidewalks. Construction inspection should be requested by the developer by mid-October.

**Ridge Creek 5<sup>th</sup> addition:** The subdivision will remain in the maintenance bond phase until the end of August of 2021.

**Capital Projects Committee:** The first meeting was held on September 20. The committee was very product with recommendation for short term capital projects agreed to by the members.

These capital project recommendations will be presented to the board as a whole at our budget

meeting. In addition, the committee was brought up to speed on the water district three large capital projects which are: water expansion to the north, wastewater treatment plant upgrade and Lake of Woods lift station and force main extension study.

**9. EXECUTIVE SESSION:**

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

**MOTION** by Buchanan to leave open session for the purpose of discussing potential litigation at 4:46pm, 2<sup>nd</sup> by Henensy.

Roll call vote as follows:

**Roll Call Vote:**

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

All present members voting yes, motion carries.

**MOTION** by Hennesy to return to open session at 5:05 pm, 2<sup>nd</sup> by Melton.

Roll call vote as follows:

**Roll Call Vote:**

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

All present members voting yes, motion carries.

**10. ADJOURNMENT:**

**MOTION** by Cherry, and 2<sup>nd</sup> by Hennesy to adjourn at 5:06pm.

Roll call vote as follows:

**Roll Call Vote:**

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

All present members voting yes, motion carries.

Respectfully submitted,

Lindsey Wallen  
Secretary, Board of Trustees