

**MEETING MINUTES  
SANGAMON VALLEY PUBLIC WATER DISTRICT  
REGULAR BOARD MEETING  
JANUARY 24<sup>TH</sup>, 2022  
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:** Terry Boyer, Dani Tietz

**1. CALL TO ORDER:** Chairman Hennesy called the meeting to order at 3:32pm. 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 Hennesy to approve the agenda 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.

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

**4. NEW BUSINESS:**

**A. Presentation by Terry Boyer of Donohue & Associates – Wastewater Capital Improvements Plan** – Gifford stated that the Capital Projects committee met and reviewed the study for the wastewater treatment plan improvements and this presentation is what came out of the committee and Gifford wanted to have Mr. Boyer present a shorter less technical version of the cost of the project and what they are recommending the board to approve. Gifford passed the presentation over to Mr. Boyer. Mr. Boyer presented WWTP current conditions, future conditions, alternative analysis, and the ultimate recommended project. He stated that he would also discuss

the Lake of the woods lift station at the end. Overall the key goal is to look at future flows and load that are coming to the WWTP. For LOTW lift station it is primarily a safety issue at this point, and part of that project is extending a forced main. He recapped the current conditions of the WWTP. He then reviewed the effluent permit limits, current data, and population projections. After that he reviewed future flows and loading and proposed effluent limits. Alternative #1 includes Lagoon Plant Improvements which are overall upgrades to the screening building, influent lift station, and the aeration system along with reversing the flow between the primary and secondary lagoons. Alternative #2 includes a Covered Lagoon with Fixed-Media Polishing. Alternative #3 is a Submerged Attached-Growth Process. Alternative #4 is to Replace with a New Mechanical Plant. He then reviewed the advantages and disadvantages of each alternative and ultimately recommended to the committee to go with Alternative #1 for around \$4.1 million. Lake of the Wood Lift Station is a canned lift station which requires an operator to go down about 20-30 feet into a confined space which can become a safety issue. His recommendation is to convert this to a submersible pump configuration. In addition, they would also want to reroute an existing force main to a 15" interceptor main downstream. Right now, the cost opinion for this lift station upgrade and forced main is around \$1.1 million. If the plan is to combine the projects they would be looking at a cost of around \$5.2 million total and would be seeking an IEPA Loan, which overall would be a debt of about \$291,400 per year for a 20 year loan. Mr. Boyer then reviewed the potential project schedule, and the IEPA loan process takes close to a year, so he recommended getting it in sooner rather than later. Potential completion date would be about June of 2025. Gifford thanked Mr. Boyer for his presentation and Monte and Mike Larson for being apart of the committee. He said it helped reinforce his thoughts on what he should do and it helped give him direction on this. He feels the conservative approach is the absolute right way to go. Chairman Hennesy asked Gifford what he is asking the board for with respect to this. Gifford stated when we get into item B – 2022 Budget Project List, he will be requesting approval of the design engineering portion of this contract. He also will be requesting approval for the washer compactor for the WWTP as well. Chairman Hennesy asked the Board if anyone has any additional questions on this presentation. Cherry stated that this was a pretty systematic approach and it looked very comprehensively at different options moving forward, and it keeps the District in a position where you should be sustainable and based on the rate increase to get this done, it looks like its also affordable. He said it would be nice if some of this infrastructure money that is getting directed to the states could actually benefit some of the smaller communities, but he is afraid that it probably wont be in the cards due to our demographics. Chairman Hennesy thanked Mr. Boyer, Gifford and the committee for all of their hard work and stated that the information was very valuable and she stated that since she has been on the board there has been discussion about what they were going to do with the lagoon system has been a constant worry and discussion point and this brought her a lot of relief to see that they have a well thought out plan and some time to figure out how to do this correctly and she said that speaks to the leadership within the district. Mr. Boyer left the meeting.

**B. 2022 Budget Project List – Approval Request** – Gifford reviewed the 2022 Budget Project List item by item. The first item is another \$50,000 requested for the Northern Expansion of the Water system. He stated that it seems like something comes up with our State Senator requesting something of us for this project so he is asking to make sure we have that in there. 2<sup>nd</sup> he asked for a continuation of the

original task order of \$50,000 for GIS Mapping and stated we probably won't see most of the used for several years. 3<sup>rd</sup> is a continuing again from 2021 for the finishing up of the Briarcliff Sewer lining project in the amount of \$232,220. This project was already previously approved back in 2021, but we are just now finishing it up and ready to pay. 4<sup>th</sup> if another continuation from 2021 for \$30,000 for the WWTP plan study. 5<sup>th</sup> is \$70,000 for a compactor at the bar screen of the WWTP. He stated this is a must. Right now, we are in a position where we have to offload a 10-yard dumpster and put waste material into trash bags every day. It is taking a lot of time and a lot of labor and is not ideal. 6<sup>th</sup> is for the design for Lake of the Woods lift station, WWTP improvements, and R&S lift station getting new electrics and controls for \$352,000. 7<sup>th</sup> and last is just noting that we are still looking for State of Illinois Grant funding for \$3.8 million for the Northern Expansion. Larson asked if the Northern Expansion for \$50,000 is something Gifford is anticipating needing that for. Gifford said that there isn't something specific, he just wanted to have it in there in case something comes up. For example, last year we spent a bunch of money getting easements ready and we are at a point where we just need to design it. He said it is just there for the board. Gifford requested approval for item A on the project list.

**MOTION** Hennesy to approve Item A on the Project list for \$50,000, 2<sup>nd</sup> by Grindley.

**AMENDED MOTION** by Larson to approve the whole 2022 Budget Project List as presented, 2<sup>nd</sup> by Hennesy.

Discussion: Larson asked if the GIS Mapping amount requested will close out this project. Gifford stated that this is almost all done and we even have the future water system laid out. He stated it is just dialing in the details a little more on the water system. He stated it will always be ongoing, especially with growth, it will be ongoing forever. Larson asked, for the other board members to know, if that is now the system of record for pipes in the ground. Gifford said yes, and it is also used for asset management and maintenance records.

Roll call vote as follows for the Amendment to the Motion:

**Roll Call Vote:**

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

All present members voting yes, motion carries.

Roll call vote as follows for the Motion as Amended:

**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 Pay Request #1 – Briarcliff Sewer Lining - \$119,898.00** – Gifford noted that this project has been going pretty well. We did have to wrangle in the contractor one night because they decided to work until 1am, but that has since been taken care of. We will still need a little bit of yard work cleaned up in the spring. Right

now we are about ½ way done with the project. Gifford is requesting approval from the Board for Pay Request 1 in the amount of \$119,898.00.

**MOTION** by Hennesy to approve Pay Request #1 for \$119,898.00, 2<sup>nd</sup> by Cherry.

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.

**D. Discussion – Restructuring of SVPWD Board** – Chairman Hennesy stated that as we were working through all of work during the Personnel Committee on how to attract and retain employees, the discussion of Board Members is also something that people tend to take a viewpoint on. She stated that one of the discussions that was a result of some of that work was an adjustment we need to make in the Board size. She said that all of the research that we did indicate that we have a pretty large board for our organization and our number of employees, and because we have a history of having a hard time filling vacant board seats, they thought it prudent to discuss reducing the size of the board. The primary reason for this reduction would be to lower the cost to the district, improving some efficiencies, dealing with some of the issues we have with attracting and retaining trustees. She stated that we’ve had some trustees that have been with us a really long time, and we appreciate all of their dedication to the District, but as we have had turnover it seems to be harder and harder to find people who are willing to come on and do some of this work, so having a board that is 7 people big, just means you have to fill more seats. For those reasons we are considering a resolution that would reduce the number of board members from 7 down to 5 board members moving forward. She stated that this is a resolution that we are having drafted up and we will be bringing to the board for vote, but she stated that they didn’t want anyone to be taken by surprise for that, they wanted to have an opportunity for the board to discuss, so there is no action to be taken today, but that resolution is something that they will be bringing to the board for discussion and vote. She asked if anybody had any questions and stated that this is all preliminary, so there isn’t anything drafted. Larson asked, if that resolution passes, does that just mean that the next board members whose terms are up won’t be renewed, or how does she envision this being enacted. Chairman Hennesy stated that that seemed to be the easiest way to do it, because you’d hate to fill a seat and then ask someone to leave it, so not filling the next two seats that would come up seemed to make the most sense. That would be one of the ways they could approach it. She said that we don’t have to have any discussion, but that there would be a resolution that will be drafted and brought to the board, so they can have more discussion at that time if you have additional questions or topics that they’d like to discuss before then, they can certainly reach out, or they could schedule a special meeting to do that as well. Melton stated that they could even go down to 3-5 board members. Gifford and Hennesy stated that they can chose to do that, and the Sanitary District in Urbana, he thinks, is 3, and the Decatur Sanitary District is 5. Gifford said he wasn’t sure if he would be comfortable

with 3, because then it could be too easy not to have meetings, he thinks 5 would be better. Chairman Hennesy said that certainly 3 could be an option. No further discussion was held.

## **5. OLD BUSINESS:**

**A. Approval of Personnel Policy Handbook Updates** – Chairman Hennesy noted that the handbook was included digitally, but they have all had the handbook since November, so hopefully everyone has had an opportunity to review the handbook.

**MOTION** by Hennesy to approve the Personnel Policy Handbook as presented, 2<sup>nd</sup> by Grindley.

Discussion: Chairman Hennesy asked the Board if they had anything specific, they would like to discuss, or call out, or have questions about. Melton noted that he thinks they have way too many days off. Gifford asked if Melton meant vacation or holiday days. Melton said holidays. Chairman Hennesy stated that the change was made due to being very low on holidays compared to other Districts, so this adjustment might seem like a big jump to us, but it actually just brings us inline with other Districts, and there are certainly other Districts that have more holidays than we are proposing. This doesn't bring us to the maximum number of holidays compared to what we saw in other Districts, but it brings us more inline with what we saw. Melton said that's okay, he still thinks we have too many. Melton stated that with vacation time, sick days, and covid days we are getting to be more days off than work days. Wallen noted on this particular handbook is that the Executive committee did meet in early December and voted to remove Covid sick pay for non-vaccinated employees, so that change is not represented in this handbook. Schultz asked for Wallen to repeat what she said. Wallen stated that the un-vaccinated employees no longer received covid-sick time. Larson asked if there was an actual basis for that, because he said right now the data suggests that vaccinate people can get covid just as much an un-vaccinate. He noted that he is not an anti-vaxer by any stretch but he said that seems to be a potentially discriminatory practice. He suggested asking legal counsel about that. Cherry stated that another part of that with all of these boosters is that the definition of fully vaccinated is different than vaccinated because he thinks the CDC has flipped on that a couple of times. Chairman Hennesy said that it is a tricky business and when they had this discussion in December things have even changed since that last decision was made. She thinks part of the concern and the reason to make that change is that it is pretty costly to the District to have someone go out on sick leave. They have had the discussion on the board about whether or not they mandate that (vaccination) and that his not something the board has felt comfortable with at this point and at the same time, this is a tough one and they are grappling with it, so if people want to have a different discussion, they can certainly do that. She stated that legal has said that they do have the right to mandate vaccination because they are an industry that works directly with wastewater and things like that so if the board wanted to take that step, they could mandate vaccinations. In the past they haven't wanted to do that. There are some employees that don't want to be vaccinated so they were trying to figure out how to incentive the vaccination without mandating it and to not cost the District on people being sick and being out. She said this is not an easy one and this is just what the executive committee discussed in December and they are certainly open for suggestions. Larson suggested to have the allow a certain number of days of covid leave and then you are capped at that. He said the number that the U of I uses is 10 days, but just to him it could be a very slippery slope. Schultz agreed that she thinks we should give everyone covid leave regardless of vaccination status. Cherry said that one of the things that should go into consideration that it is very apparent with this latest variant, it doesn't seem to care whether you're vaccinated or not, so there's many people getting it that are vaccinated, he stated that if he had been in a different situation and not gotten paid, but he got it just the same. Chairman Hennesy stated that this was part of a discussion and then Omicron kind of hit in full force and washed away a lot of that discussion and she thanked Wallen for bringing it up. The reason for the discussion is still that its pretty costly to the District, so she thinks that Larson's idea of setting a cap for the number of days is probably the right way to go. She said if we feel like 10 days is the right number, she would agree and it does follow the CDC guidelines if someone has two

bouts of covid, since the new guidelines are for 5 days of 10 for isolating. Gifford asked if that would be 10 days per year or 10 days forever or what. Larson suggested that this is not part of the handbook, that this is a one off, because this changes every week. He stated this is a policy, as of right now, you are given whatever the number of days is and until we decide something different, that is what you get. That is Larson's suggestion. Gifford said that satisfies his issue, his issue is that they haven't vaccinated the amount of time away is typically more than someone who is vaccinated knowing that you both can get it and it hurts when you lose  $\frac{3}{4}$  of your staff maintenance shop, it's difficult at times to deal with that, so he is okay, the 10 days addresses that. It puts a limited on it, he is okay with that. Buchanan asked if somebody can use their covid days off and still have their other sick days available, or should they use all of their sick days that they are awarded each year before they start the covid days. He said right now we get 7 or 8 days a year, right, and now we're going to add another 10 for covid. Gifford stated that we get 6 days a year sick time. Schultz stated that sometimes people have to quarantine when they are sick, that is not because of covid and it seems that we should allow people to use their covid days and separate that from sick days. Buchanan disagreed and said that we have sick days already and if getting covid is part of getting sick and they can't come to work then he thinks they should use all of those first and then if you want to allow some sick days, but he is like the other people where he doesn't think they should make a difference between those that have been vaccinated and those that have not, he stated that is very discriminatory as far as he is concerned. He agrees in vaccination but he doesn't think that he should get privileges over somebody that they personally don't want to have that. Schultz asked if sick days get rolled over. Wallen said yes, they do and you can accrue up to 30 sick days total. Schultz stated that one of the things the university does is that each year they give their employees 12 sick days and if you use those 12 sick days within one calendar year, they give you another 13 days, but those 13 days are not rollover-able and that's another way to address and issue like this where, it could actually be for covid or any other extended illness, to have a certain number of sick days that would be rolled over each year but if someone gets seriously ill from any disease, that we would have that other cushion for them, but those days could not roll over. She said it would essentially be giving this covid leave but if you had some other serious illness, you could take advantage of it too. Larson thanked Colleen for sharing that and said that he likes that idea instead of covid leave. Chairman Hennesy also agreed. Chairman Hennesy stated that the number 10 was kind of thrown out there, and asked if that's a good number for everyone. She said this is a policy that they can change if they have some reason to come back if circumstances change. She said she knows it is kind of precipitated by covid so 10 days right now feels like the right number of days to be adding on but then not being included in something that you can roll over. She said that would also probably help with record keeping and tracking, to just say that we have our standard number of sick days and then if you go through that you have 10 more that you are covered with but you wouldn't be able to roll those over. Larson also asked to considering look at why our sick days are capped at 30. He said that if you are a good employee who doesn't abuse sick days and you need them further in your career, you should have access to them. He proposed to look at that as well. Schultz and Chairman Hennesy agreed. Gifford agreed as well and stated that he asked for 45 sick days to extend it a little more because we don't have any short or term disability through the district. If an employee has that, they have to pay for it out of their own pocket. Chairman Hennesy said she would be happy to remove that cap. Cherry agreed that that is probably the best long-term, short-term argument to have people manage their sick leave properly. Chairman Hennesy said just to be clear she wants to sum up what she is hearing. She said that they'd like to add 10 sick days to our sick day policy on top of what we currently have, but those 10 days are within each calendar year and are not something that you can rollover to the next year. In addition to that, they are going to remove the limit of how many sick days you can accrue. Melton asked about death days. Gifford explained that we already have 3 bereavement days in place. Larson stated that would ask of Gifford when he is administrating sick leave, to just make sure people aren't abusing it, he said unfortunately at the university it is abused terribly and it annoys the heck out of him. Wallen asked for clarification in that this would completely remove the covid sick leave policy from existence. They confirmed it would. Chairman Hennesy stated that she thinks it gives people more flexibility, as Schultz mentioned, if you have some sort of other serious illness to not categorize it but make it our approach to supporting people who are ill.

Buchanan asked if this meant we would use the covid sick days first and still retain the other sick days. Schultz stated that there are going to be no more covid sick days. Chairman Hennesy asked Wallen to help explain the total numbers of days now. Wallen stated there would be 16 total sick days per year, 10 of those 16 would not carry over, and it would also remove the 30 day total cap on accrued sick time. Chairman Hennesy stated the incentive is that if you are not sick and you come to work there would be 6 days that you can roll over each calendar year if you are not using them, but if you become ill and need to not be at work because you are ill, there are 16 days available for you to use. Schultz said that the 6 come before the 10.

**MOTION** by Hennesy to amend the personnel policy Handbook to more appropriately reflect the sick leave that we've discuss, meaning there will be a grand total of 16 sick days available to an employee each calendar year, 6 of which can be rolled over if unused within that calendar year. In addition to that, we are removing the limit of number of sick days that can be accrued by an employee in their tenure with the District, 2<sup>nd</sup> by Schultz.

Discussion: Cherry stated that when we started down this path we were looking at covid, but under this new policy, somebody that gets covid automatically right out of the gate could test positive and you just used 5 of your 6 sick days that you can roll over. He said yes, were changing things and he thinks were improving them somewhat but in the interest of trying to get people not to use their sick leave they have nothing in the bank. He thinks maybe a better approach is to the order in which you use these days verses the other days. He said so if you get covid, could you automatically tap into my 10 days that aren't able to roll over instead of using my 6 days, but the only reason you could do that would be with a positive covid test. Chairman Hennesy likes that because it prevents people from coming in sick and we are in the middle of a pandemic and we are trying to stop the spread of that so she said if we wanted to suggest that that is the approach we take for 2022, and then we'll reassess she is fine with that. Schultz clarified and asked if that idea is that if you have covid, you could use 5 of your 10 days before your 6 days, but only if you have covid. Chairman Hennesy said that was correct. Schultz and Gifford asked what you are quarantining or waiting for a test or one of those covid related things. Chairman Hennesy stated that in her mind those are all covid related and she would be okay with that but that is just her opinion and she says that because she doesn't want people who think they might have covid to come to work and get other people sick. Cherry said that he can attest that he just had a super spreader at his work, where they only have 18 people and 6 people got sick in a week period. Gifford said we have had it here. Larson thinks it's a good suggestion to just revisit is 12 months from now. Wallen asked for clarification one more time.

**AMENDED MOTION** by Cherry to add that the 10 additional sick days can be used prior to the 6 original sick days if they are covid related, 2<sup>nd</sup> by Hennesy.

Discussion on Amended Motion: The update is that we are going to add an additional 10 sick days to our calendar year that cannot roll over. Also, unless its covid related, we need to use the 6 existing sick days that can roll over, first. In addition, we are removing the cap completely for limiting the amount of sick days that you can accrue. Chairman Hennesy said yes, and that we will revisit how you use your sick days for 2023, hopefully, when we can say we are past this. Buchanan asked if somebody doesn't use any of their sick days and they can roll them all over except for the sick days if they didn't have covid, and can go up to 35, 40, 50, 60 days, carryover until they retire and then they can get paid for all of those day, is that what we're saying. He said you can roll over all the sick days you want and just keep on accumulating, he said we had a lady here that never took a sick say and he said we could have had to have paid her for 60 or 90 days extra when she retired and he said he is against that. Schultz asked if sick days are compensable. Gifford said yes, they are paid out. If you leave in good standing it is paid out at 25%, or 50% if you retire. Buchanan said that that helps. Larson verified that if you resign, you get 25%. Gifford said yes, if you leave in good standing. Chairman Hennesy stated that we have a motion on the table and asked if there was any further discussion or tweaking that needs to happen prior to a vote. She also stated that we will revisit this at the end of the year.

Buchanan asked if this vote is to bring in the 4 additional holiday days. Chairman Hennesy said right now this is just the sick leave.

Roll call vote as follows for amended motion to the sick leave policy:

**Roll Call Vote:**

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

All present members voting yes, motion carries.

Roll call vote as follows for original motion to the sick leave policy:

**Roll Call Vote:**

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

All present members voting yes, motion carries.

Discussion on original Handbook motion continued: Melton ask what items were questionable. Chairman Hennesy noted that in the handbook he received all of the changes or additions to the handbook had been highlighted. She stated that a lot of it was procedural, a lot of it was updates to legal, there were some changes to the benefits packages so those were the major changes, such as holidays and sick leave. Melton asked if they were talking about salaries and health insurance and IMRF. Chairman Hennesy said no, the budget passed the salaries and IMRF was voted down. This is just the procedural handbook that we're talking about. Melton said okay. Larson said this is a bit nit picky here but in section 6.8 the meal reimbursement amount is \$100.00 per day, he asked if that was an IRS number, because that is quite a bit more than the university, but the university is lower than they should be. Wallen stated it was not an IRS number it was just a recommendation of the committee to cover breakfast, lunch and dinner, so a full day of meals. Chairman Hennesy stated that if you travel often its pretty hard to eat breakfast a conference for under \$25. She stated that when you say \$100 it sounds like a lot but its practically not that much and she doesn't know that we have that many instances of us doing that. Melton stated that most hotels include a complimentary breakfast built into the cost of the room. Chairman Hennesy said sometimes. Larson asked if expenses are required to be submitted and then they get reimbursed whatever they pay. Wallen said yes, unless they have a company issued credit card, but receipts must be turned in. Chairman Hennesy asked if there was anything else the board wanted to discuss with respect to the handbook. Schultz stated that added in there is a firearm policy and she verified that that also means an employee can't have a concealed carry firearm in their vehicle. Wallen and Gifford confirmed that was correct, even if an employee has a concealed carry license, it cannot be in their vehicle based on the Illinois Statute. Wallen also confirmed that this policy is already in place, it just isn't listed in the existing handbook from 2012. Schultz stated that she just wanted to be clear that we were including everyone in that rule. Wallen said yes. Chairman Hennesy asked for any additional questions or comments.

Roll call vote as follows to approve the Personnel Policy Handbook (with the sick leave updates):

**Roll Call Vote:**

Hennesy: Yes	Melton: Yes	Schultz: Yes	Grindley: Yes
Buchanan: No	Larson: Yes	Cherry: Yes	

With a vote of 6-1 for, motion carries.



Chairman Hennesy thanked the Board for their time on this and that they did a really good job of bringing up some issues and talking them out during this meeting, and she just wanted to thank them all for their comments and their work.

**B. Final Acceptance of Thornewood Six, Phase 1, Subdivision** – Gifford stated in the packet is the Letter of Credit for the construction portion of this subdivision. He stated we do now have an approved maintenance bond so in order for Gifford to release this to the developer, the Board has to accept the donation of the water and sewer mains, and that is what is asking for from the board tonight. He stated that all of the permitting is done, inspections and check-lists are done, and repair work has been done, so we are in the finalization stage. This is just a formal vote. Gifford requested that the board accept the donation of the water and sewer mains for Thornewood Six, Phase 1.

**MOTION** by Hennesy to accept the donation of water & sewer mains for Thornewood 6, phase 1, 2<sup>nd</sup> by Buchanan.

Discussion: Melton asked if this is going to cost the District anything. Gifford said no, we are taking ownership of the water and sewer mains, with a warranty period of 1 year.

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. Covid Updates** – Chairman Hennesy said that we really didn’t have anything, we just leave this on the agenda in case there are any updates and we already did some really good covid work in the handbook. No further discussion was held.

**6. SECRETARY’S REPORT:**

**A. Approval of Open Minutes from Regular Meeting held October 25<sup>th</sup>, 2021 -**  
Chairman Hennesy noted a few typos.

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

Discussion: Melton asked a questions on the Treasure’s report of this meeting minutes. He asked what Accident fund was. Wallen explained that is for worker’s compensation insurance. He also asked about DH Pace. Wallen stated that is for the automatic gate. He asked if the gate is used, or if it is always closed. Wallen stated that it is always closed, but we have an app on our phone and we can open it remotely at any time.

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 Open Minutes from Budget Meeting held November 8<sup>th</sup>, 2021 –**  
Chairman Hennesy noted a few typos.

**MOTION** by Hennesy to approve the minutes with corrections to typos, 2<sup>nd</sup> by Grindley.

Discussion: Melton asked if we were on Oct. 25<sup>th</sup>. Chairman Hennesy stated we were on November 8<sup>th</sup>. Melton asked if they have had a meeting, an executive session. Wallen stated that we haven't had an executive session since before the Oct. meeting. He asked about on the November 8<sup>th</sup> meeting. Wallen stated that they didn't have an executive session. Melton stated that the minutes show Larson suggested having an executive session without the general manager and secretary present. Chairman Hennesy stated that was voted down, they did not have an executive session. Melton asked if we have IMRF then. Chairman Hennesy said no, that was also voted down. He stated that was just a big packet.

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 December 2021 & January 2022 –** Gifford reviewed the Income and Expense Report and all A/P listings over \$1,000.

**AP Summary as of November 15<sup>th</sup>, 2021 - \$127,614.78 (Over \$1,000 below) (Approved on 11/15/21 to be paid by Chairman Hennesy)**

- CMS - \$6414.00
- Donohue - \$13,319.27
- Heartland Bank (Bond Payment) - \$99,077.50
- Illini FS - \$1,453.01
- Water Solutions - \$1,030.50
- 

**AP Summary as of December 13<sup>th</sup>, 2021 - \$53,443.87 (Over \$1,000 below) (Approved on 12/13/21 to be paid by Chairman Hennesy)**

- Ameren - \$6,952.43
- CMS - \$6,414.00
- Dimond Brothers - \$17,479
- Donohue - \$2,633.18
- Gunther Salt - \$4,339.75
- Life Technologies - \$1,271.95
- Text-Em-All - \$1,350.00

**AP Summary as of January 18<sup>th</sup>, 2022 - \$225,671.87 (Over \$1,000 below)**

- A&R - \$4,604.43
- Ameren - \$7,849.14
- CMS - \$6,414.00

- Donohue - \$7,346.09
- Gunther Salt - \$4,410.69
- Illinois EPA Loan - \$175,025.22
- Omni-Site - \$1,656.00
- Teklab - \$1,482.75
- Twin City Electric - \$4,746.25
- USA Blue Book - \$6,164.34

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

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 December 2021.**

**District Covid-19 Operation Level:** The Water District is at a level 1 operation (extreme danger). The district is closed to the public except for approval by the GM and mask are required in buildings at all times per the state mandate.

**Treasurer report:**

**Income:** December water sales were typical at \$133,209.04. Water sales for the year ended up right in line with budget at \$7,804 above forecast amounts. Total operating revenue for the year was \$1,723,881. The annual operating revenue finished \$20,381 above forecast amounts. Non-Operating revenue ended the year at \$138,452. Non-operating revenue finished the year \$15,232 above forecast amounts. The district issued 30 new housing permits in 2021. This is a growth rate of 1.6% for the year.

**Expenses:** Operating expenses ended the year 4.6% below budget at \$1,593,057.23. Total expenses did not change from the prior budget year. Major expenditure savings include: wages and benefits, chemicals, legal and engineering.

**Billing:** Total of 1,965 customer accounts were billed in December with 21 meters estimated. The average water usage per customer were as follows: homeowners 4,970 gallons, candlewood 2,828 gallons.

**Water Accountability:** The unaccounted-for water loss for the year is at 7.7%. 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 district cleaned the exterior of all its tanks this year. The elevated tank was done by a contractor in July and the above ground storage tanks were done by our staff. We do have an issue with exterior sealant coming off the above ground storage tanks. Aqua store (Cady Tanks) will be on site in the spring to reseal exterior of the above ground storage tanks.

**Wastewater Treatment Plant and Collection System:**

**Wastewater Plant:** Sludge profile of the primary lagoon was completed in December along with 503 sludge analysis, TSS and VSS. The report indicates the primary lagoon has about 4.5 feet of sludge with a

low VSS concentrate of 30%. The district will need to dredge the primary lagoon before any future plant upgrades.

**Subdivision Updates:**

**6<sup>th</sup> addition to Thornwood Phase 1:** The water district has approved the installation of the water and sewer mains. The required IEPA testing requirements are complete and a water main operating permit has been issued. The subdivision is now in the 1-year maintenance bond period.

**20 Year Capital Projects Plan:** I submitted my proposed 20 plan via e-mail to the board members in January. I expect future meetings to discuss in depth planning.

**9. ADJOURNMENT:**

**MOTION** by Cherry, and 2<sup>nd</sup> by Hennesy to adjourn at 5:22pm.

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