

**MEETING MINUTES
SANGAMON VALLEY PUBLIC WATER DISTRICT
REGULAR BOARD MEETING
OCTOBER 26TH, 2020
3:30PM**

Held at the Olen G. Parkhill Jr. Water Treatment Plant and via GoToMeeting

MEMBERS PRESENT: Bud Parkhill, Meghan Hennesy, Mike Larson, Michelle Grindley, Bob Buchanan, Kerry Gifford, & Lindsey Stroud-Rodts. A Quorum was present.

MEMBERS ABSENT: James Ingram & Mike Melton

GUESTS PRESENT: Terry Boyer

1. CALL TO ORDER/ATTENDANCE: Chairman Hennesy called the meeting to order at 3:34pm. Roll call attendance as follows:

Roll Call Attendance:

Hennesy: Present	Melton: Absent	Ingram: Absent	Grindley: Present
Buchanan: Present	Larson: Present	Parkhill: Present	

2. APPROVE AGENDA: Chairman Hennesy asked if anyone had any suggested changes to make to agenda. Hearing none she motioned to approve the agenda as presented.

Motion by Larson to approve the agenda as presented, 2nd by Buchanan. Roll call vote as follows:

Roll Call Vote:

Hennesy: Yes	Melton: Absent	Ingram: Absent	Grindley: Yes
Buchanan: Yes	Larson: Yes	Parkhill: Yes	

All present members voting yes, motion carries.

3. PUBLIC COMMENT: None.

4. OLD BUSINESS:

- A. **Public Comment for District Ordinance Updates** – Chairman Hennesy asked if the District received any public comment regarding the Ordinance updates, or if anyone has requested to join the meeting remotely to comment. Gifford and Stroud confirmed they have not received any comments. Chairman Hennesy noted that she and Parkhill met with the Village last Monday and had discussion with them. The Village did have some comments they would like to make on our Ordinances but requested a bit more time to put those together. Chairman Hennesy thought it

was in the best interest of our customers and the community at large to give the Village that extra time. As it stands now, Kelli Pfeifer is going to provide some written comments with respect to some of the ordinances, but were not really sure what those comments look like yet. Chairman Hennesy believes a lot of this discussion stems from CCG and service line ownership. She anticipates receiving comments around that. We indicated to the Village that we would be happy to slow our process down a little bit so they are able to provide those comments. They did indicate that if there are places on their end where ordinances needed to be updated that they would be open to making those changes as well. She anticipate that in November is when she expects to start receiving those comments and she, Parkhill, and Gifford are happy to spearhead those discussions and bring the whole board in as needed. Chairman Hennesy thinks this will be a good opportunity to align our processes and get ahead of some of the challenges we have had in the past with respect to new development, so that we are well informed and there is less confusion than we have had in the past. Parkhill added that while we wait for the Village, if there are any housekeeping items we could move forward with he would be in favor of that, as he has changes his mind in wanting to wait for the Village for too long. Gifford noted that we are moving forward in the process as planned by having the public comment time period and we are not slowing anything down. The next step would have been in December to approve the Ordinances, but he feels that maybe that step is the one we pushed back just until January. He recommended not moving it back too far. Gifford’s understanding is that they were pressing for time to get plats approved for the new Thornewood development until our Ordinances are changed or passed. Chairman Hennesy stated that she didn’t want to speculate too much since we don’t have those comments back from the Village yet. No further discussion was held.

B. Approval of Change Order #2 for \$1,755.00– S. Prairieview Rd/Warren Subdivision– Terry Boyer with Donohue noted that this was presented last meeting for discussion. This change order is just for a few extra fittings that were required to keep the project moving. He is requesting approval on this change order in the amount of \$1,755.00

Motion by Hennesy to approve the change order as presented, 2nd by Parkhill. Discussion: Larson asked if we have a dollar threshold below which Gifford can authorize. Gifford explained that he has the ability to approve expenses up to\$5,000 currently, but for a situation like a change order for an already approved project this is the best practice for protocol. Terry Boyer confirmed that this is typically how things are done, so any changes are brought publicly before and approved by the Board to unsure it is clear and transparent for everybody.

Roll call vote as follows:

Roll Call Vote:

Hennesy: Yes	Melton: Absent	Ingram: Absent	Grindley: Yes
Buchanan: Yes	Larson: Yes	Parkhill: Yes	

All present members voting yes, motion carries.

C. Donohue & Associates Task Order for Pur-IX Valve Evaluation - Gifford stated this is Task Order 28. He stated that so far Tonkas solution is to keep doing the same thing. Gifford is not happy with their solution and is requesting to have an Engineering firm involved as a third part to help evaluate the system to see if this system is even going to work, or if we just need to replace it. The total right

now is \$8,200.00 Gifford is asking for approval on this task order today. Terry explained that they would step in and take a look at the original intent of the Valve, as there is some concern that this was designed for continuous use, not the batch option that the District currently uses. He said they will also look at potential solutions or possibly removing the valve completely and then they will present this to the Board. Chairman Hennesy asked Terry if part of their assessment will include a suggestion on how we better manage what we currently have. Terry confirmed that will be included on his assessment.

Motion by Hennesy and 2nd by Larson to approve Task Order #28 for Pur-IX Valve Evaluation.

Roll call vote as follows:

Roll Call Vote:

Hennesy: Yes	Melton: Absent	Ingram: Absent	Grindley: Yes
Buchanan: Yes	Larson: Yes	Parkhill: Yes	

All present members voting yes, motion carries.

D. Covid-19 Updates – Chairman noted that we don’t have any specific updates, but in general the way the state is moving is cause for concern. We have talked at the committee level and that we may have to move back a level soon and may have employees moving from home and back home with their trucks. Gifford confirmed and feels this is going to happen pretty quickly.

E. Committee Updates

1. **IGA & Annexation Committee** – Gifford said we need to have a meeting on this for future District boundaries, which he would also like to present to the Capital Projects/Planning committee. He will be asking Chapin Rose to present a bill. Gifford stated that getting 1 or 2 annexations a year is about how it has been going. He would really like to hear from both committees on this expansion. Parkhill thinks this is very appropriate and long range thinking.
2. **Planning Committee** – Gifford stated he needs to schedule a meeting with Laron and Parkhill for the study going to the USDA for the loan process, but there are a couple mistakes he found and wants to have a meeting before hand. He also would like to present this to the residents but we can’t have them come to an open house because of Covid.
3. **Personnel Policy Committee** – Chairman Hennesy noted that Grindley will be joining this committee and replacing Ingram on this committee. She noted that in the minutes of the board packet it will show that we are surveying staff and getting an idea of what is important so we can get an idea of how to make updates to the handbook and come to the Board with full recommendations that sets us up for long term growth and retention for employees.

5. SECRETARY’S REPORT:

A. Approval of Open Minutes from Regular Meeting held September 28th, 2020 -

Motion by Buchanan and 2nd by Parkhill to approve meeting minutes from Regular Meeting held September 28th, 2020, as presented.

Roll Call Vote:

Hennesy: Yes	Melton: Absent	Ingram: Absent	Grindley: Yes
Buchanan: Yes	Larson: Yes	Parkhill: Yes	

All present members voting yes, motion carries.

B. Approval of Open Minutes from Personnel Policy Committee Meeting held September 30th, 2020 -

Motion by Hennesy and 2nd by Buchanan to approve meeting minutes from Personnel Policy committee held September 30th, 2020, with corrections.

Roll Call Vote:

Hennesy: Yes	Melton: Absent	Ingram: Absent	Grindley: Yes
Buchanan: Yes	Larson: Abstain	Parkhill: Abstain	

All present members voting yes, motion carries.

C. Approval of Open Minutes from Emergency Meeting held October 7th, 2020 -

Motion by Hennesy and 2nd by Parkhill to approve meeting minutes from Emergency Meeting held October 7th, 2020, with corrections.

Roll Call Vote:

Hennesy: Yes	Melton: Absent	Ingram: Absent	Grindley: Yes
Buchanan: Yes	Larson: Abstain	Parkhill: Yes	

All present members voting yes, motion carries.

D. Approval of Closed Minutes from Emergency Meeting held October 7th, 2020

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Motion by Hennesy and 2nd by Grindley to approve meeting minutes from the Closed Emergency Meeting held October 7th, 2020, with corrections.

Roll Call Vote:

Hennesy: Yes	Melton: Absent	Ingram: Absent	Grindley: Yes
Buchanan: Yes	Larson: Abstain	Parkhill: Yes	

All present members voting yes, motion carries.

6. TREASURER’S REPORT:

Approval of Accounts Payable listing for September, October & November 2020 – Gifford reviewed the Income and Expense Report and all A/P listings over \$1,000.

- Ameren Illinois - \$7,958.91
- Bodine Services - \$2,429.00

- CMS - \$5,505.00
- IPEG - \$3,252.00
- MTK - \$2,354.95
- Roto Rooter - \$1,270.00
- Seymour Water Dist. - \$3,531.93
- Sunbelt Rentals - \$1,050.94
- The Cincinnati Insurance co - \$2,168.00
- Twin City Electric - \$4,454.00
- Water Solutions Unlimited - \$1,951.82

Motion to approve Treasure’s Report as present for a total of \$41,895.61 by Hennesy and 2nd by Larson.

Roll Call Vote:

Hennesy: Yes	Melton: Absent	Ingram: Absent	Grindley: Yes
Buchanan: Yes	Larson: Yes	Parkhill: Yes	

All present members voting yes, motion carries.

7. GENERAL MANAGER’S REPORT: Gifford reviewed the GM Report below.

General Manager/Treasurer Report September 2020.

District Covid-19 Operation Level: The Water District current level of operation is at a level two which means the virus is considered to be at a dangerous level to the public health. I am concerned the district will be back at a level one (very dangerous level) soon.

Treasurer report:

Income: September water sales were typical for a dry summer at \$169,538.82. Total operating revenue for the month was \$175,064.75. The annual total operating revenue is \$74,215 above project amounts. **The water district continues not to collect \$3,000/month in penalty and reconnect fees.** Non-Operating revenue continues to be strong for the year at \$133,819.18. The District has issued 32 new housing permits through October 21.

Expenses: Operating expenses through September are \$58,735 below budget expectations. Total expenses for the year are \$1,180,576.55. The new truck will be purchased when the State of Illinois signs a contract for vehicle purchases.

Billing: Eight meters were estimated in September and 1,935 customer accounts were billed. The September average water usage per customer were as follows: Homeowners 8,683 gallons, Candlewood 3,203 gallons. Water usage remained high in September due to the second grass growing season.

Water Plant and Distribution System:

Water Distribution System: The unaccounted-for water loss through September is at 3.1%. The District typical unaccounted for water loss range is between 3% - 6%.

CCG: Continues to move methodically north through the water district subdivisions. I am pleased to report that CCG to date has damaged (only) three water service lines.

Water Treatment Plant: The Pur-IX system valve was returned on October 6 and installed the very next day. The district is now producing soft water. Tonka/Kurita will be providing a cleaning schedule and improved cleaning process for the valve. Also, a task

order has been proposed by Donohue and Associates to study the Pur-IX system for a possible permanent fix to the system hardness fluctuations and continuous valve plugging.

Wastewater Treatment Plant and Collection System:

Wastewater Plant: Effluent disinfection to the river for seasonal fecal coliform deactivation will end October 31. The effluent pump lift station guide rail system was replaced the old system was corroded. We are now filling the lagoons back up to normal operating levels.

Collection System: One sewer back-up at 1204 Briarcliff Drive due to flushable wipes/rags.

Subdivision Updates:

Ridge Creek 5th addition: The water district board voted to accept ownership of the mains at our August Board meeting.

8. NEW BUSINESS:

A. Ordinance No. 2020-10-26-1 – Robinson/Parkhill Annexation – Gifford stated that this is the one we have been working on this year, between Prairieview Rd and Lake of the Woods Rd.

Motion by Hennesy, and 2nd by Parkhill to approve Ordinance No. 2020-10-26-1 (Robinson/Parkhill Annexation) as presented. Roll call vote as follows.

Roll Call Vote:

Hennesy: Yes	Melton: Absent	Ingram: Absent	Grindley: Yes
Buchanan: Yes	Larson: Yes	Parkhill: Yes	

All present members voting yes, motion carries.

9. EXECUTIVE SESSION: Executive Session was not held.

10. ADJOURNMENT:

Motion by Grindley, and 2nd by Hennesy to adjourn at 4:28pm.

Roll Call Vote:

Hennesy: Yes	Melton: Absent	Ingram: Absent	Grindley: Yes
Buchanan: Yes	Larson: Yes	Parkhill: Yes	

All present members voting yes, motion carries.

Respectfully submitted,

Lindsey Stroud-Rodts
Secretary, Board of Trustees