

**MEETING MINUTES**  
**SANGAMON VALLEY PUBLIC WATER DISTRICT**  
**SPECIAL BOARD MEETING**  
**MARCH 10<sup>TH</sup>, 2020**  
**11:00AM**

Held in the Olen G. Parkhill, Jr. Water Treatment Plant Conference Room

**MEMBERS PRESENT:** Bob Buchanan, Bud Parkhill, Frank Howard, James Ingram, Kerry Gifford, Lindsey Stroud-Rodts. A Quorum was present.

**MEMBERS ABSENT:** Mike Melton & Mike Larson

**GUESTS PRESENT:** None

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**1. CALL TO ORDER:** Chairman Hennesy called the meeting to order at 11:01am.

**2. APPROVE AGENDA:** Chairman Hennesy asked if everyone had a chance to review the agenda and if there were any recommended changes to the agenda as presented. There were no changes recommended.

**Motion** by Parkhill to approve the agenda as presented, 2<sup>nd</sup> by Ingram. All voting yes, motion carried.

**3. PUBLIC COMMENT:** None

**4. NEW BUSINESS:**

**A. COVID-19 (CORONA VIRUS) DISCUSSION FOR EMERGENCY**

**PLANNING** – Chairman Hennesy noted that she called this special meeting together in order for the Board to have discussion around the COVID-19 situation. She wanted to talk through concerns of the Board, and staff, discussion a decision tree, and also come out of the meeting with a message to the community so they know our plan to keep things up and running. Gifford asked to start with the list of questions proposed by Chairman Hennesy prior to the meeting which are as follows:

**1. How many customers do we have without water service due to non-payment?** – Stroud noted that we currently only have one.

**2. How many people do we typically shut off in a month?** – Stroud noted that the past 6 months is between 10-20 on average that we actually shut off

**3. How much money are we typically owed in a month for shut offs?** - Stroud noted that all Homeowners are typically \$600.00/all CWE are typically \$1,400

**4. Written protocols we have for the office/plant work that is done daily** – Stroud provided a list of daily and non-daily processes and procedures and also noted that some programs do require us to be in the office right now, such as the billing system and accounting system. Gifford noted that daily plant work has daily sheets and the

maintenance workers all know the daily expectations for their duties. Gifford noted that we also have an Emergency Response Plan (which includes contractors for emergencies plus all Government contacts), there is also an Emergency Repair and Service Call Out List exclusively for Contractors, and it does need updated with contacts, but overall it outlines our response plan in the event of an emergency, from electrical to sewer.

**5. Lists of concerns you might already have from the staff:** Nothing further other than what has been discussed.

Chairman Hennesy stated that the reason she asked for the shut-off information is because the CDC is stressing the importance of frequent hand-washing practices. She noted that China and Italy are going to some extreme measures and make sure that we have a plan in place should we end up having to quarantine. She suggested to the Board a discussion about suspending shut-offs for an amount of time due to the CDC's recommendations. She also wanted to talk through staffing and messaging to the staff about self-reporting, self-quarantining, sick-time/pay, protective measures for accepting payments, limiting access to the public, etc. Gifford stated that on the water side of things there is a significant amount of back-ups in place already and redundancy, and it can all be accessed remotely from home if necessary, as could Marc and Kurt. Further discussion was held among the Board regarding the following:

- Temporarily suspending shut-offs on a case by case basis
- Restricting Access to the Admin Building & sending out communication to the community regarding this to minimize face-to-face contact
- Setting up Angie and Lindsey to work from home should the need arise
- Self-quarantine procedures regarding employees who have a fever and/or are not feeling well for 14 days, and sick-time for this period of isolation
- Purchasing a new laptop, webcam, projector, and thermometer for staff
- Establishing an Emergency Response Committee consisting of Hennesy, Buchanan, Parkhill, and Howard – Agreed upon by the Chairman and Vice Chairman
- March and April Regular Board Meetings on as planned for now

Following this discussion the following motions were made:

**Motion** to approved paid leave for any employee who must self-quarantine due to symptoms of COVID-19 by Parkhill, and 2<sup>nd</sup> by Buchanan. All voting yes, motion passed.

**Motion** to temporarily suspend shut-offs until the end of April on a case-by-case basis, and to revisit this at the end of April by Hennesy, and 2<sup>nd</sup> by Ingram. All voting yes, motion passed.

**Motion** to limit access to building by the public except under special circumstances through April 27<sup>th</sup> in order to protect staff by Hennesy, and 2<sup>nd</sup> by Ingram. All voting yes, motion passed.

**Motion** to purchase another laptop for staff to have the ability to work from home should the need arise by Parkhill and 2<sup>nd</sup> by Ingram. All voting yes, motion passed.

**5. ADJOURNMENT:**

**Motion** by Ingram, and 2<sup>nd</sup> by Howard to adjourn at 12:40pm. All voting yes, motion carried.

Respectfully submitted,

Lindsey Stroud-Rodts  
Secretary, Board of Trustees