

**The Urbana & Champaign Sanitary District**  
**The Minutes of the Regular Board Meeting of the Board of Trustees**  
**January 3, 2023**

The Board of Trustees of the Urbana & Champaign Sanitary District of Champaign County, Illinois met at 5:30 p.m. Tuesday, January 3, 2023 at Station R, Northeast Treatment Plant, in Urbana, Illinois.

Board Physically Present:	Trustee Putman Trustee Myrick Trustee Winstanley
Attorney Physically Present:	Mike McCormick, Attorney
Staff Physically Present:	Rick Manner, Executive Director Brad Bennett, Director of Engineering Matt Garard, Director of Finance Wade Lagle, Director of Operations Randy Shook, Director of M&E Theresa Plotner, Administrative Supervisor

Trustee Putman called the regular meeting to order at 5:30 p.m.

It was moved by Trustee Myrick, seconded by Trustee Winstanley to approve the agenda.

The motion was approved unanimously.

Terry Boyer, Project Lead with Donohue & Association, Ted Kratscher, Sr. Environmental Scientist with Northwater Consulting, Jeff Boeckler, Principal with Northwater Consulting, James Adamson, Principal with Northwater Consulting, John Michael Corn, President with AquAeTer Consultants presented a NARP Study Data Review for the Northeast Plant.

It was moved by Trustee Winstanley, seconded by Trustee Myrick to approve the following minutes;

- December 6, 2022 Regular Board Meeting

The motion was approved unanimously.

Theresa Plotner reviewed the Administrative Services Report. The Accounts Past Due graphs and the Aging Report were compared to the previous month. She also reported on the status of accounts that have received payment assistance and accounts that were shut off.

Matt Garard presented the November 2022 Treasurer's Report to the Board. Specific items summarized were the November 2022 investments and the November 2022 revenues.

The year-to-date revenues and expenditures for each District fund are summarized below.

FUND	REVENUE	EXPENSES	NET FUND TRANSFERS	NET EFFECT	CAPITAL EXPENSE
O & M	\$8,171,372	\$5,457,902	(\$1,373,168)	\$1,340,303	\$297,841
Construction	\$498,617	\$0	(\$666,239)	(\$167,622)	\$0
ICRF	\$650,340	\$601,996	\$0	\$48,344	\$0
Debt Service	\$0	\$1,036,204	\$2,039,406	\$1,003,203	\$0
SWP UV Project	\$0	\$370,386	\$0	(\$370,386)	\$0
Total	\$9,320,329	\$7,466,488	\$0	\$1,853,841	\$297,841

The cash reserves for each fund are summarized below.

Fund	Cash Reserves
O & M	\$4,225,827
Construction	\$6,149,466
ICRF	(\$19,189)
Debt Service	\$2,422,706
SWP UV Project	(\$369,489)
Total	\$12,406,321

Trustee Putman reviewed the Accounts Payable Checking Signing Schedule.

Matt Garard reviewed the changes to the *Bereavement Leave Policy*. It was moved by Trustee Putman, seconded by Trustee Myrick to approve the changes to the *Bereavement Leave Policy*.

The motion was approved unanimously.

Matt Garard reviewed the changes to the *Group Insurance and Flexible Spending Policy*. It was moved by Trustee Winstanley, seconded by Trustee Myrick to approve the changes to the *Group Insurance and Flexible Spending Policy*.

The motion was approved unanimously.

Wade Lagle reported on the following for the Operations Report:

- Discharge Monitoring Reports for November 2022

Rick Manner reported on the following for the Executive Director's Report.

- Solar Power Purchase Agreement at Southwest Plant
- Potential Purchase of 912 E. University Avenue, Urbana

At 7:42 p.m., it was moved by Trustee Winstanley, seconded by Trustee Myrick to Enter into Executive Session for the purpose of discussing Open Meetings Act 5 ILCS 120/2 (c)(5) and (6) – Potential Purchase of 912 E. University Avenue, Urbana.

Roll Call on the Motion:

Trustee Myrick – Aye  
Trustee Winstanley – Aye  
Trustee Putman – Aye

Aye – 3

Nay – 0

The motion was approved unanimously.

It was moved by Trustee Winstanley, seconded by Trustee Myrick to enter back into Open Session at 8:06 p.m. After discussion it was decided that the direction from the Board was not to pursue acquiring the real estate at 912 E. University Avenue, Urbana at this time.

There being no further items to discuss it was moved by Trustee Myrick, seconded by Trustee Winstanley to adjourn at 8:08 p.m.

The motion was approved unanimously.

Approved:

President Jennifer Putman  
Clerk Derek Winstanley