

The Urbana & Champaign Sanitary District
The Minutes of the Regular Board Meeting of the Board of Trustees
January 4, 2022

The Board of Trustees of the Urbana & Champaign Sanitary District of Champaign County, Illinois met at 5:30 p.m. Tuesday, January 4, 2022 at Station W, Northeast Treatment Plant, in Urbana, Illinois.

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

Trustee Putman called the regular meeting to order at 5:30 p.m. It was announced that Trustee Winstanley was having difficulties connecting to the meeting, but he anticipated joining the meeting shortly.

Trustee Putman read the following statement:

NOTICE OF PUBLIC MEETING CONDUCTED BY AUDIO OR VIDEO CONFERENCE

President Jenny Putman of the Urbana & Champaign Sanitary District Board of Trustees has determined, in compliance with **Public Act 101-0650** signed into law by Governor Pritzker on June 12, 2020, the following:

- 1) The Governor has issued a disaster declaration related to public health concerns and all or part of the District's jurisdiction is covered by the disaster area; and
- 2) That an in-person meeting for this regular meeting of the District's Board of Trustees scheduled to take place on Tuesday, January 4, 2022 at 5:30 p.m. is not practical or prudent because of a disaster.

The District shall comply will all other Open Meetings Act provisions referenced in Public Act 101-0650 in the holding of its regular Board of Trustees meeting on January 4, 2022 at 5:30 p.m.

Therefore, in accordance with Public Act 101-0650, this Board meeting will be conducted electronically through Zoom.

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

Roll Call on the Motion:

Trustee Myrick - Aye
Trustee Putman - Aye

Aye - 2

Nay - 0

The motion as approved unanimously.

It was moved by Trustee Myrick, seconded by Trustee Putman to approve the minutes as presented.

+December, 2021 - Regular Board Meeting

Roll Call on the Motion:

Trustee Myrick - Aye
Trustee Putman - Aye

Aye - 2

Nay - 0

The motion was approved unanimously.

Trustee Putman reviewed the Accounts Payable check signing schedule.

Theresa Plotner reviewed the Administrative Services Report. The Aging Report that was developed to track the financial effects of the COVID-19 pandemic was compared to the previous month. Staff will be monitoring this closely each month and sharing the results with the Board.

Theresa Plotner reviewed information related to the COVID billing situation. She also provided an update on the small number of accounts that have executed a payment plan to date. She provided an update on the status of accounts eligible for LI-SAP and LIHWAP programs. She also reported on the collection letters that were being sent and their status in the collection process.

Matt Garard presented the November 2021 Treasurer's Report to the Board. Specific items summarized were the November 2021 cash balance and the November 2021 revenues and expenditures.

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	\$7,289,962	\$4,983,335	(\$1,445,440)	\$861,187	\$142,064
Construction	\$467,762	\$0	(\$691,256)	(\$223,494)	\$0
ICRF	\$508,624	\$604,101	\$0	(\$95,478)	\$0
Debt Service	\$0	\$1,137,129	\$2,136,696	\$999,567	\$0

SWP UV Project Fund	\$68,469	\$81,139	\$0	(\$12,669)	\$0
Total	\$8,334,817	\$6,805,704	\$0	\$1,529,113	\$142,064

The cash reserves for each fund are summarized below.

Fund	Cash Reserves
O & M	\$8,679,615
Construction	\$6,700,293
ICRF	(\$352,559)
Debt Service	\$4,170,218
SWTP Upgrades	(\$3,030,009)
Total	\$16,117,558

Randy Shook reviewed the non-budgeted Caterpillar Generator Head Replacement and explained why purchasing from the Original Equipment Manufacturer, Caterpillar, was necessary. It was moved by Trustee Putman, seconded by Trustee Myrick that Board agrees with staff's analysis that the rebuild of the combined heat and power unit #3 should be done as a sole source procurement.

Roll Call on the Motion:

Trustee Myrick - Aye
Trustee Winstanley - Aye
Trustee Putman - Aye

Aye - 3

Nay - 0

The motion was approved unanimously.

The discussion concerning FY23 rates for permits and services will be moved to the February Board Meeting.

It was moved by Trustee Winstanley, seconded by Trustee Myrick to approve the following authorizations to bid:

- Mowing Services
- Janitorial Services
- Waste Management Services
- Water Damage Repair Services
- JULIE Utility Locating Services
- Sodium Hypochlorite Supply Contract
- Bisulfite Supply Contract
- Uniform Contract

Roll Call on the Motion:

Trustee Myrick - Aye
Trustee Winstanley - Aye
Trustee Putman - Aye

Aye - 3

Nay - 0

The motion was approved unanimously.

Wade Lagle reported on the following for the Operations Report:

- Discharge Monitoring Report for November 2021

Brad Bennett reported on the following for the Engineering Department:

- 2021 Development Report

Rick Manner reported on the following:

- Electricity Bills Relative to Budget Update

There being no further items to discuss, at 7:11 p.m. it was moved by Trustee Winstanley, seconded by Trustee Myrick to adjourn.

Roll Call on the Motion:

Trustee Myrick
Trustee Winstanley
Trustee Putman

Aye - 3

Nay - 0

The motion was approved unanimously.

Approved:

President Jennifer Putman

Clerk Derek Winstanley