

**The Urbana & Champaign Sanitary District**  
**The Minutes of the Regular Board Meeting of the Board of Trustees**  
**February 1, 2022**

The Board of Trustees of the Urbana & Champaign Sanitary District of Champaign County, Illinois met at 5:30 p.m. Tuesday, February 1, 2022 at Station W, Northeast Treatment Plant, in Urbana, Illinois.

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

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

Trustee Myrick 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, February 1, 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 February 1, 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 Putman, seconded by Trustee Winstanley to approve the agenda.

Roll Call on the Motion:

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

Aye – 3

Nay - 0

The motion as approved unanimously.

Rick Manner reviewed the response from the suggestion by the League of Women Voter’s about how to assist past due customers since the pandemic.

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

+January 4, 2022 – Regular Board Meeting

Roll Call on the Motion:

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

Aye – 3

Nay - 0

The motion was approved unanimously.

Trustee Myrick 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 December 2021 Treasurer’s Report to the Board. Specific items summarized were the December 2021 cash balance and the December 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	\$8,447,824	\$5,762,599	(\$2,890,880)	(\$205,655)	\$229,965
Construction	\$579,200	\$0	(\$1,382,512)	(\$803,312)	\$0

ICRF	\$508,624	\$615,145	\$0	(\$106,522)	\$0
Debt Service	\$0	\$3,359,700	\$4,273,392	\$913,692	\$0
SWP UV Project	\$68,469	\$226,574	\$0	(\$158,105)	\$0
Total	\$9,604,117	\$9,964,019	\$0	(\$359,902)	\$229,965

The cash reserves for each fund are summarized below.

Fund	Cash Reserves
O & M	\$7,273,270
Construction	\$6,120,475
ICRF	(\$352,559)
Debt Service	\$3,781,536
SWP UV Project	(\$3,080,009)
Total	\$13,742,713

Randy Shook reviewed two substantial purchases with the Board. Randy explained the need for the vertical auger for the centrifuge at the Northeast Treatment Plant to be replaced. This repair will involve a completely new auger custom made by Patterson Engineering and Manufacturing at a cost of \$12,630. The second purchase is a mixer replacement for the Southwest Treatment Plant at a cost of \$19,637.98.

Trustee Winstanley discussed the information that was shared at the climate change meeting. He had some concerns about what information was shared and not shared during that meeting. Trustee Winstanley directed Staff to develop a brief summary of what UCSD is doing to reduce greenhouse gas emissions directly. He also directed Staff to identify what effect climate change has had on operations at UCSD. He added to also include in the summary, what has Staff learned about climate change and identify if there should be modifications to UCSD operations.

Brad Bennett reviewed the FY23 Roofing Project at SWP Station A. It was moved by Trustee Putman, seconded by Trustee Winstanley to authorize bids to be taken for the FY23 Roofing Project at SWP Station A.

Roll Call on the Motion:

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

Aye - 3

Nay - 0

The motion was approved unanimously.

Brad Bennett reviewed the SWP Station YY Tank Repair. After discussion, it was moved by Trustee Winstanley, seconded by Trustee Putman to table this topic until the March Board Meeting.

Roll Call on the Motion:

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

Aye – 3

Nay - 0

The motion was approved unanimously.

Brad Bennett reviewed the NARP Intergovernmental Agreement and the NARP Engineering Services Agreement. After discussion, it was moved by Trustee Putman, seconded by Trustee Winstanley to table both NARP Intergovernmental Agreement with Rantoul and NARP Engineering Services Agreement until the March Board Meeting.

Roll Call on the Motion:

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

Aye – 3

Nay - 0

The motion was approved unanimously.

Randy Shook reviewed the centrifuge repair project. It was moved by Trustee Putman, seconded by Trustee Winstanley to authorize bids for the centrifuge repair.

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 December 2021

Randy Shook reported on the following for the Maintenance Report:

- Safe Worker Award Summary

Rick Manner reported on the following:

- Discussion concerning FY23 Rates for Permits and Services

There being no further items to discuss, at 7:50 p.m. it was moved by Trustee Winstanley, seconded by Trustee Putman 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 Dech Winstanley

