

**The Urbana & Champaign Sanitary District**  
**The Minutes of the Regular Board Meeting of the Board of Trustees**  
**February 2, 2021**

The Board of Trustees of the Urbana & Champaign Sanitary District of Champaign County, Illinois met at 5:30 p.m. Tuesday, February 2, 2021 at Station R Boardroom, Northeast Treatment Plant, in Urbana, Illinois.

Board Present Via Zoom Meeting:	Trustee Lyke Trustee Putman Trustee Myrick
Attorney Present via Zoom Meeting:	Mike McCormick, Attorney
Staff Present:	Rick Manner, Executive Director Theresa Plotner, Administrative Supervisor
Staff Present via Zoom (throughout):	Kim Lytle, Director of Administrative Services Jackie Christensen, Director of Operations Brad Bennett, Director of Engineering Randy Shook, Director of Maintenance Matt Garard, Director of Finance Wade Lagle, Operations Supervisor

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

Trustee Lyke read the following statement:

**NOTICE OF PUBLIC MEETING CONDUCTED BY AUDIO OR VIDEO CONFERENCE**

President Jerry Lyke of the Urbana & Champaign Sanitary District Board of Trustees has determined, in compliance with Senate Bill 2135 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 2, 2021 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 Senate Bill 2135 in the holding of its regular Board of Trustees meeting on February 2, 2021 at 5:30 p.m.

Therefore, in accordance with Senate Bill 2135, this Board meeting will be conducted electronically through Zoom.

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

Roll Call on the Motion:

Trustee Putman  
Trustee Myrick  
Trustee Lyke

Aye – 3

Nay – 0

The motion as approved unanimously.

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

+January 5, 2021 – Regular Board Meeting

Roll Call on the Motion:

Trustee Putman  
Trustee Myrick  
Trustee Lyke

Aye – 3

Nay – 0

The motion was approved unanimously.

Attorney Mike McCormick had no report at this time.

Trustee Lyke 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. She also shared the informational LI-SAP flier that is being inserted into collection letters.

Matt Garard presented the December 2020 Treasurer's Report to the Board. Specific items summarized were the December 2020 cash balance and the December 2020 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	\$8,376,420	\$5,908,018	(\$2,776,336)	(\$307,934)	\$371,691
Construction	\$1,033,798	\$0	(\$1,292,514)	(\$258,716)	\$0
ICRF	\$523,593	\$630,450	\$0	(\$106,857)	\$31,387
Debt Service	\$0	\$6,895,847	\$4,068,850	(\$2,826,997)	\$0
SWP UV Project Fund	\$386,033	\$488,133	\$0	(\$102,100)	\$0
Total	\$10,319,845	\$13,922,447	\$0	(\$3,602,602)	\$403,078

The cash reserves for each fund are summarized below.

Fund	Cash Reserves
O & M	\$7,739,779
Construction	\$6,697,151
ICRF	\$3,652,516
Debt Service	\$1,393,171
SWTP Upgrades	(\$368,766)
Total	\$19,113,853

Brad Bennett reviewed the Crystal Lake Park (CLP) Interceptor Crossing Replacement Engineering Services Agreement. It was moved by Trustee Putman, seconded by Trustee Myrick to authorize the Executive Director to execute the Engineering Services Agreement with Engineering Resource Associates (ERA) for the not to exceed amount of \$52,000 for the CLP Interceptor Crossing Replacement Engineering Services Agreement.

Roll Call on the Motion:

Trustee Putman  
Trustee Myrick  
Trustee Lyke

Aye – 3

Nay – 0

The motion is approved unanimously.

Brad Bennett reviewed the revisions to the Annexation Policy. There was much discussion about this policy since the last revision was over 30 years ago. It was moved by Trustee Myrick, seconded by Trustee Putman to approve the revisions to the Annexation Policy.

Roll Call on the Motion:

Trustee Putman  
Trustee Myrick  
Trustee Lyke

Aye – 3

Nay – 0

The motion is approved unanimously.

Kim Lytle reviewed the Computer Services Support Agreement. It was moved by Trustee Putman, seconded by Trustee Myrick to authorize the Executive Director to execute two agreements with Concentric Integration. Agreement #1 is for Support Services in the amount of \$67,200. Agreement #2 is for Third Party Support Renewals in the amount of \$22,356.

Roll Call on the Motion:

Trustee Putman  
Trustee Myrick  
Trustee Lyke

Aye – 3

Nay – 0

The motion is approved unanimously.

Jackie Christensen reviewed the permit for the Discharge of Hauled Waste. It was moved by Trustee Myrick, seconded by Trustee Putman to approve the Hauled Waste Discharge Permit and authorize the Executive Director to sign the permit.

Roll Call on the Motion:

Trustee Putman  
Trustee Myrick  
Trustee Lyke

Aye – 3

Nay – 0

The motion is approved unanimously.

Jackie Christensen reported on the following for the Operations Report:

- Discharge Monitoring Report Summary – December 2020

Brad Bennett reported on the following for the Engineering Report:

- Notification to IEPA about Sanitary Sewer Overflows on January 6<sup>th</sup> and 13<sup>th</sup>, 2021

Randy Shook reported on the following for the Maintenance Report:

- Annual Report of Safe Worker Recognition

Rick Manner reported on the following:

- Succession Planning Update

There being no further business before the Board it was moved by Trustee Putman, seconded by Trustee Myrick to adjourn the meeting at 7:00 p.m.

Roll Call on the Motion:

Trustee Putman  
Trustee Myrick  
Trustee Lyke

Aye – 3

Nay – 0

The motion was approved unanimously.

Approved:

President *Jerry Lyke*  
Clerk *Scott Myrick*

