

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

The Board of Trustees of the Urbana & Champaign Sanitary District of Champaign County, Illinois met at 5:30 p.m. Tuesday, March 1, 2022 at Station W, 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 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 Putman called the regular meeting to order at 5:30 p.m.

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

The motion was approved unanimously.

It was moved by Trustee Myrick, seconded by Trustee Winstanley to approve the items listed on the Consent Agenda. These items include:

- Minutes of February 1, Board Meeting
- Authorization to Award Mowing Services
- Authorization to Award Janitorial Services
- Authorization to Award Waste Management Services
- Authorization to Award Water Damage Repair Services Contract
- Authorization to Award JULIE Utility Locating Services
- Authorization to Award Sodium Hypochlorite Supply Contract

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 accounts that have executed a payment plan to date. She provided an update on the status of accounts eligible for LI-SAP and LIHWAP and other assistance programs. She also reported on the collection letters that were being sent and their status in the collection process.

Matt Garard presented the January 2022 Treasurer's Report to the Board. Specific items summarized were the January 2022 cash balance and the January 2022 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	\$9,609,570	\$6,472,716	(\$2,890,880)	\$245,974	\$603,658
Construction	\$658,702	\$0	(\$1,382,512)	(\$723,811)	\$0
ICRF	\$553,790	\$788,503	\$0	(\$234,713)	\$0
Debt Service	\$0	\$3,390,683	\$4,273,392	\$882,709	\$0
SWP UV Project	\$226,575	\$229,932	\$0	(\$3,357)	\$0
Total	\$11,048,637	\$10,881,834	\$0	\$166,803	\$603,658

The cash reserves for each fund are summarized below.

Fund	Cash Reserves
O & M	\$7,319,085
Construction	\$6,199,977
ICRF	(\$477,971)
Debt Service	\$3,540,033
SWP UV Project	(\$3,070,696)
Total	\$13,510,426

Brad Bennett provided information on a substantial purchase with the Board. Brad explained the need to replace the Station Q Digester Gas Blower. The total cost for this project will be about \$50,000. Brad also explained that while this was an unexpected breakdown in FY22, the lead time for delivery is 24 weeks, so it will be a planned project in the FY23 Budget.

Brad Bennett reviewed the NARP Engineering Services Agreement and after discussion, it was moved Trustee Myrick, seconded by Trustee Winstanley to authorize the Executive Director to execute an Engineering Services Agreement with Donohue and Associates for the not to exceed amount of \$157,690 for Phase 1 work associated with the preparation of a Nutrient Assessment Reduction Plans (NARPs) for Northeast and Southwest Plants contingent upon all requested modifications of the agreement.

The motion was approved unanimously.

Brad Bennett reviewed the NARP Intergovernmental Agreement with Rantoul. It was moved by Trustee Winstanley, seconded by Trustee Myrick to execute the Intergovernmental Agreement (IGA) with the Village of Rantoul to development Nutrient Assessment Reduction Plans (NARPs) for UCSD's and Rantoul's treatment facilities.

The motion was approved unanimously.

Brad Bennett reviewed the Green House Gas Emissions and Climate Resiliency Report.

Matt Garard reviewed the FY23 Preliminary Budget and Public Hearing request. Rick Manner reviewed the FY23 Preliminary Budget and the need to consider a user charge rate increase in order to avoid an exceedingly large annual deficit in FY23. It was moved by Trustee Myrick, seconded by Trustee Winstanley to approve the Public Hearing regarding Budget Ordinance No. 728 at 5:30 p.m. on April 26, 2022 and authorize staff to publish the notice of Public Hearing.

The motion was approved unanimously.

Matt Garard reviewed the wage adjustment for non-bargaining staff. It was moved by Trustee Winstanley, seconded by Trustee Myrick to approve the 6.38% non-bargaining wage adjustment effective May 1, 2022.

The motion was approved unanimously.

Wade Lagle reviewed the Sodium Bisulfite Supply Contract. It was moved by Trustee Myrick, seconded by Trustee Winstanley to authorize the Executive Director to execute a two-year supply contract with Univar for sodium bisulfite at \$2.75 per gallon in-season and \$3.96 off-season for bulk supply, as well as a contract with Brenntag for tote supply at \$3.24 per gallon, pending legal review and subject to the receipt of the necessary Certificates of Insurance.

The motion was approved unanimously.

Rick Manner reviewed the information regarding Senate Bill 3905 explaining that the bill's purpose is to make sure that IEPA's loan policies, and in particular their policies regarding principal forgiveness, are fair and appropriate. It was moved by Trustee Winstanley, seconded by Trustee Myrick to direct the Executive Director to produce a statement of support of Senate Bill 3905.

The motion was approved unanimously.

Rick Manner reviewed the ***Intergovernmental Agreement with Champaign County for Residential Wastewater Account Balance Assistance***. It was moved by Trustee Myrick, seconded by Trustee Winstanley to approve and sign the ***Intergovernmental Agreement with Champaign County for Residential Wastewater Account Balance Assistance***.

The motion was approved unanimously.

Wade Lagle reported on the following for the Operations Report:

- Discharge Monitoring Reports for January 2022
- 2021 Biosolids Report
- Annual Industrial Pretreatment Report

Brad Bennett reported on the following for the Engineering Department:

- Project Updates

Rick Manner reported on the following:

- COVID updates
- Inclement Weather Operations update

There being no further items to discuss, at 8:45 p.m. it was moved by Trustee Winstanley, seconded by Trustee Myrick to adjourn.

The motion was approved unanimously.

Approved:

President Jennifer Putman

Clerk Deech Winstanley