

The Urbana & Champaign Sanitary District
The Minutes of the Regular Board Meeting of the Board of Trustees
April 5, 2022

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

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

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

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

The motion was approved unanimously.

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

- Minutes of March 1, 2022 Board Meeting
- Accounts Payable Check Signing Schedule
- Authorization to Award FY23 Roofing Project at SWP Station A
- Authorization to Award Uniform Rental Services Contract
- Proposed “Dog Bark” Improvement at Southwest Plant
- Review of Executive Session Minutes
- Computer Services Support Agreements

The motion was approved unanimously.

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. She also reported on the status of accounts eligible for LI-SAP, LIHWAP and ARPA 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 February 2022 Treasurer’s Report to the Board. Specific items summarized were the February 2022 cash balance and the February 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	\$10,751,455	\$7,125,948	(\$2,890,880)	\$734,628	\$789,381
Construction	\$675,916	\$0	(\$1,382,512)	(\$706,597)	\$0
ICRF	\$727,618	\$918,694	\$0	(\$191,076)	\$0
Debt Service	\$0	\$3,418,667	\$4,273,392	\$854,725	\$0
SWP UV Project	\$226,574	\$229,932	\$0	(\$3,358)	\$0
Total	\$12,381,563	\$11,693,241	\$0	\$688,322	\$789,381

The cash reserves for each fund are summarized below.

Fund	Cash Reserves
O & M	\$7,600,026
Construction	\$6,217,190
ICRF	(\$436,986)
Debt Service	\$3,298,528
SWP UV Project	(\$3,070,696)
Total	\$13,608,062

Randy Shook provided information on a substantial purchase with the Board. Randy explained the need to purchase gearboxes and SCADA components. The gear box replacement on the HH2 clarifier at the NEP will cost \$5,000. The cost of the SCADA components will be approximately \$6,500.

Matt Garard reviewed Ordinance #727 – FY22 Budget Amendment. It was moved by Trustee Myrick, seconded by Trustee Putman to adopt **Ordinance #727 – An Amended Combined Annual Budget and Appropriation Ordinance for the Urbana & Champaign Sanitary District, Fiscal Year of May 1, 2021 to April 30, 2022, both inclusive.**

Roll Call on the Motion:

Trustee Myrick – Aye
Trustee Putman – Aye

Aye – 2

Nay – 0

The motion was approved unanimously.

Matt Garard reviewed Ordinance #728 – Revised User Charge Rates. It was moved by Trustee Myrick, seconded by Trustee Putman to approve **Ordinance #728 – An Ordinance Establishing Revised Rates for the User Charge System of the Urbana & Champaign Sanitary District.**

Roll Call on the Motion:

Trustee Myrick – Aye
Trustee Putman – Aye

Aye – 2

Nay – 0

The motion was approved unanimously.

Matt Garard reviewed the wage adjustment for the Executive Director. It was moved by Trustee Myrick, seconded by Trustee Putman to approve the final wage \$170,518.40 for the Executive Director for the fiscal year May 1, 2022 – April 30, 2023.

The motion was approved unanimously.

Theresa Plotner reviewed the list of items that that have been declared as no longer necessary or useful to the District. These items will be listed at an online auction for surplus property.

Brad Bennett reviewed the 2023 Southwest Plant (SWP) Improvements Project Engineering Services Agreement. It was moved by Trustee Myrick, seconded by Trustee Putman to authorize the Executive Director to execute an Engineering Services Agreement with Donohue and Associates for the not to exceed amount of \$789,400 for design, bid, and loan application assistance phase services for the 2023 SWP Improvements Project.

The motion was approved unanimously.

Brad Bennett reviewed the Crystal Lake Park (CLP) Interceptor Crossing Project. It was moved by Trustee Myrick, seconded by Trustee Putman to authorize bids to be taken for the CLP Interceptor Crossing Project.

The motion was approved unanimously.

Wade Lagle reported on the following for the Operations Report:

- Discharge Monitoring Reports for February 2022
- Flow Factor Report

Rick Manner reported on the following:

- Statements of Economic Interest

There being no further items to discuss, at 6:55 p.m. it was moved by Trustee Myrick, seconded by Trustee Putman to adjourn.

The motion was approved unanimously.

Approved:

President Jennifer Putman

Clerk Deborah Winters

