

**The Urbana & Champaign Sanitary District
The Minutes of the Regular Board Meeting of the Board of Trustees
February 4, 2016**

The Board of Trustees of the Urbana & Champaign Sanitary District of Champaign County, Illinois met at 10:00 a.m. Thursday, February 4, 2016 at Station R Boardroom, Northeast Treatment Plant, in Urbana, Illinois.

Present: Trustee Diana Lenik
Trustee Jerry Lyke
Trustee Jenny Putman

Also: Mike McCormick, Attorney
Rick Manner, Executive Director
Kim Lytle, Director of Administrative Services
Bruce Butler, Director of Maintenance
Mark Radi, Director of Engineering Services
Jackie Christensen, Director of Operations
Theresa Plotner, Administrative Supervisor
For some others in attendance, see attached sign in sheet
(Visitors who do not speak are not required to sign in)

Trustee Lenik called the regular meeting to order at 10:00 a.m.

It was moved by Trustee Lyke, seconded by Trustee Putman to move agenda item 8a. Reimbursement Request for Lake Falls II Interceptor under Agenda item 4. – Audience Participation.

Motion approved unanimously.

Jordan Venatta was present to accept his award as Safe Employee of the Year.

Kelly Ford and Steve Meid were present to discuss the reimbursement request for the Lake Falls I Interceptor. There was extended discussion on this topic. It was moved by Trustee Putman to reimburse \$7,200 for reimbursement for the Lake Falls I Interceptor.

The motion did not pass for lack of a second motion. Trustee Putman directed staff to review Ordinance 494 to ensure its clarity.

It was moved by Trustee Lyke, seconded by Trustee Putman to approve the Board minutes listed below.

+January 7, 2016 – Regular Board Meeting
+January 7, 2016 – Executive Session
+January 21, 2016 – Special Meeting
+January 25, 2016 – Special Meeting

The motion was approved unanimously.

Trustee Lenik reviewed the Accounts Payable check signing schedule.

Kim Lytle presented the December 2015 Treasurer's Report to the Board. Specific items summarized were the December cash balance and the December 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	\$8,490,774	\$5,235,583	(\$3,118,004)	\$137,187	\$115,460
Construction	\$1,087,636	\$0	(\$1,167,514)	(\$79,878)	\$0
Replacement	\$0	\$0	\$466,668	\$466,668	\$125,711
ICRF	\$469,208	\$376,039	\$0	\$93,169	\$0
Debt Service	\$0	\$4,285,068	\$3,818,849	(\$466,219)	\$0
Total	\$10,047,617	\$9,896,690	\$0	\$150,927	\$241,172

The cash reserves for each fund were: O&M \$1,129,720; Construction \$5,921,483; Replacement \$3,793,693; Interceptor Cost Recovery \$2,632,952; and Debt Service \$6,868,172. It was moved by Trustee Putman, seconded by Trustee Lyke to accept the December Treasurer's Report.

The motion was approved unanimously.

Theresa Plotner reviewed the Administrative Services Report.

Theresa Plotner updated the Board on the State of Illinois accounts.

It was moved by Trustee Putman, seconded by Trustee Lyke to approve the License Agreement with UIUC for 2nd Street Pump Station Phase 2a (work between Kirby and St. Mary's road under 4th Street).

The motion as approved unanimously.

It was moved by Trustee Putman, seconded by Trustee Lyke to approve the License Agreement with UIUC for 2nd Street Pump Station Phase 2b (work between St. Mary's Road and 1st Street Pump Station).

The motion was approved unanimously.

It was moved by Trustee Lyke, seconded by Trustee Putman to approve multi-year rate increases for User Charge, Sewer Benefit Fee, Connection Fees, and Interceptor Cost Recovery Fees. Each of these increases will continue through FY21. The increases will be as follows:

Connection Permit Fees	5.0% / year beginning May 1, 2016
User Charge & Sewer Benefit Fee	3.0% / year beginning May 1, 2017
Interceptor Cost Recovery Fees	3.0% / year beginning May 1, 2018

The most was approved unanimously.

It was moved by Trustee Putman, seconded by Trustee Lyke to authorize the Executive Director to execute an Emulsion Polymer supply contract with SNF Polydyne for a length of 24 months, from May 1, 2016 to April 20, 2018.

The motion was approved unanimously.

It was moved by Trustee Lyke, seconded by Trustee Putman to table the discussion regarding the purchase a Portable Generator for Amvets and Race Street Lift Stations.

The motion was approved unanimously.

It was moved by Trustee Putman, seconded by Trustee Lyke to authorize bids to be taken for Janitorial Services at the Northeast Plant.

The motion was approved unanimously.

It was moved by Trustee Lyke, seconded by Trustee Putman to authorize bids to be taken for the Solid Waste Collection and Landfill Disposal Services.

The motion as approved unanimously.

Rick Manner and Theresa Plotner reviewed the disconnection procedures.

Jackie Christensen reviewed the December 2015 Operational Reports for the Northeast and Southwest Plants.

Jackie Christensen reviewed the Noncompliance Advisory Letter to the IEPA dated January 13, 2016.

Jackie Christensen reviewed the 2015 Biosolids Report.

Kim Lytle informed the Board that staff is sending out RFP's for Banking Services.

Theresa Plotner informed the Board that staff is sending out RFP's for Digital Imaging System Services.

Bruce Butler reviewed the Maintenance update.

Rick Manner reviewed the Annexation Policy.

Rick Manner gave a general update on the following:

- Public Outreach – “Touch a Truck”
- Biosolids Nutrient Management Program for Agricultural Land
- Statements of Economic Interest

It was moved by Trustee Lyke, seconded by Trustee Putman to enter into Executive Session for discussion of personnel at 12:22 pm.

Roll call on the motion:

Trustee Putman – Aye
Trustee Lenik – Aye
Trustee Lyke – Aye

Aye – 3

Nay – 0

The motion is approved unanimously.

The Board came back into regular session at 1:15 pm and there being no further business before the Board, the meeting was adjourned.

Approved:

President *Kiana Lenik*

Clerk *Jennifer K. Putman*