

The Urbana & Champaign Sanitary District
The Minutes of the Regular Board Meeting of the Board of Trustees
September 1, 2016

The Board of Trustees of the Urbana & Champaign Sanitary District of Champaign County, Illinois met at 10:00 a.m. Thursday, September 1, 2016 at Station R Boardroom, Northeast Treatment Plant, in Urbana, Illinois.

Present: Trustee Lenik
Trustee Lyke
Trustee 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
Theresa Plotner, Administrative Supervisor

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

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

The motion approved unanimously.

There was no audience participation.

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

- +Regular August Board Meeting Minutes – August 4, 2016
- +Executive Session Minutes – August 4, 2016

The motion was approved unanimously.

There was no Attorney's Report.

Trustee Lenik reviewed the Accounts Payable check signing schedule.

Theresa Plotner reviewed the Administrative Services Report.

Kim Lytle presented the July 2016 Treasurer's Report to the Board. Specific items summarized were the July cash balance and the July 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	\$3,269,840	\$1,932,959	(\$1,325,668)	\$11,213	\$99,936
Construction	\$195,690	\$0	(\$583,757)	(\$388,067)	\$0
Replacement	\$0	\$0	\$0	\$0	\$0
ICRF	\$353,111	\$105,696	\$0	\$247,415	\$0
Debt Service	\$0	\$2,083,830	\$1,909,425	(\$174,405)	\$0
Total	\$3,818,640	\$4,122,485	\$0	(\$303,844)	\$99,936

The cash reserves for each fund were: O&M \$5,313,951; Construction \$6,003,310; Replacement \$0; Interceptor Cost Recovery \$5,224,028; and Debt Service \$6,493,172. It was moved by Trustee Lyke, seconded by Trustee Putman to accept the July Treasurer's Report.

The motion was approved unanimously.

Kim Lytle discussed the FY16 Audit & Management Letter.

Kim Lytle reviewed the FY16 Year End Financial Statement.

It was moved by Trustee Lyke, seconded by Trustee Putman to approve the FY15 Annual Treasurer's Report.

The motion was approved unanimously.

It was moved by Trustee Putman, seconded by Trustee Lyke to approve the Use of Credit Cards Policy.

The motion was approved unanimously.

It was moved by Trustee Lyke, seconded by Trustee Putman to approve the modifications to the Bereavement Leave Policy.

The motion was approved unanimously.

It was moved by Trustee Putman, seconded by Trustee Lyke to award a contract to Top Quality Roofing Company in the amount of \$178,280 for the Station M Roof & HVAC Replacement Project and authorize the Executive Director to execute the contract documents, contingent upon receipt of acceptable bonds, proof of insurance, and properly executed contract documents.

The motion was approved unanimously.

It was moved by Trustee Putman, seconded by Trustee Lyke to authorize bids to be taken for the Staley Road Interceptor Extension across Curtis.

The motion was approved unanimously.

It was moved by Trustee Putman, seconded by Trustee Lyke to approve a leak adjustment for approximately \$12,858 an account located on Tremont Street in Champaign.

The motion was approved unanimously.

It was moved by Trustee Putman, seconded by Trustee Lyke to approve the initiation of new Flow Factor accounts for Silgan Closures and Wendy's on South Neil.

The motion was approved unanimously.

Bruce Butler reported on the following:

- Discharge Monitoring Report Summary – July
- Notification letter to IEPA Regarding Chemical Feed Interruption on July 27, 2016

Kim Lytle reviewed the following:

- Annual Report on Employee Travel
- Identity Theft Prevention Program Update

Bruce Butler reviewed the Director of Maintenance Update.

Mark Radi reviewed the Engineering Report. The topics included were:

- 2nd Street Pump Station
- Excess Flow Improvements Project
- Damage to District Interceptor at Bradley Ave.

Rick Manner reviewed the rate survey of water and sewer charges prepared by Berns, Clancy and Associates.

There being no further business before the Board, the meeting was adjourned at 11:30 a.m.

Approved:

President



Clerk



