

Curran-Gardner Townships Public Water District
3384 Hazlett Road | Springfield, Illinois | 62707-2522 | 217.546.3981
Tuesday, October 8, 2019 – 6:00 p.m. – Meeting of the Whole

Members: Chairman Mitchell, Vice Chair Mayes, Trustee Davis, Trustee Oschwald, Trustee Valois, Operations Manager Nelson, Engineer Middendorf, Business Manager Graff, Treasurer Elsner and Secretary Ryg

Guests: Todd R. Folder, Wayne Benanti, Laura Dorr & Auditor Bill Castor of Eck, Schafer & Punke, LLP

Excused: Trustee Hammitt

I. Call to Order at 6:00 p.m. and the **Pledge of Allegiance** was said.

II. Chair

Chairman Mitchell swapped the fourth item on the agenda (Review FY 19 Audit and Findings) with the third item on the agenda (Finalize Policy and Procedures Regarding Filling Trustee Vacancies) so the auditor could present his annual findings.

III. Review FY 2019 Audit and Findings with Auditor Bill Castor of Eck, Schafer & Punke

Auditor Bill Castor of Eck, Schafer & Punke, LLP, 227 South Seventh Street, Springfield, Illinois, 62701, reviewed the 2019 annual audit. Auditor Castor explained that the responsibility of an auditor is to express an opinion on financial statements based on his findings. He conducted his audit in accordance with Auditing Standards Generally Accepted in the United States of America and the standards applicable to financial audits contained in the Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that the CGTPWD plan and perform the audits to obtain reasonable assurance about whether the financial statements are free from material misstatement.

Auditor Castor mentioned the changing dynamic of projection of the District's liability or expense to properly and safely retire an asset – Asset Retirement Obligation (ARO). Even though this was not outlined in this audit, he suggested that the District review its assets and determine the future cost to decommission an item when it has run its useful life or is scheduled to be replaced. Mr. Castor explained that at this time, there is no guideline for this ARO and any figure we commit to can be changed or amended.

His independent auditor's report included financial statements (statement of net positions, statements of revenues, expenses and changes in net positions, statements of cash flows and notes to financial statements). It also reflected required supplementary information (multiyear schedule of changes in net pension liability and rations). Other information encompassed a schedule of ordinance required information and a schedule of insurance coverage.

He would like to move the district from modified cash reporting to the full accrual basis such as payroll, prepaid assets, accounts payable, inventory and revenue accruals. There are three basic accrual adjustments that can be made to make it easier to budget.

He clarified that Deferred Outflows means assets. While Deferred Inflows means liability.

Chairman Mitchell asked about the bonds and how they affect the audit. There were no problems with either.

Chairman Mitchell thanks Treasurer Katherine Elsner, Business Manager Graff and Operations Manager Nelson for their assistance in getting the audit completed.

IV. Finalize Policy and Procedures Regarding Filling Open Trustee Positions

Trustee Diana Valois said she would like to include information on the water district elections on upcoming bills.

The Board is looking at making a template or playbook to fill open trustee positions in the future.

Business Manager Graff said the bills will be going out soon (printed on the 26th of each month), and the call for “letters of interest” could be printed on bills. It was clarified that all bills go into the mail at the same time and those customers receiving electronic bills could be notified on their bill.

Guest Laura Dorr said that her late husband, Trustee Dorr, ultimately wanted communication and respect for anyone who wants to sit on the Board.

It was clarified that the open term would end on May 31, 2023. It was noted that this position is open for voting in the spring of 2023 election. It is a four-year term.

It was the consensus of the Board to run the ad in the bills (and electronic billing) plus newspaper for 30-days. Let the record show that next month’s board meeting is Tuesday, November 12, 2019 and the following board meeting is on Tuesday, December 10, 2019.

The Board would like to see “letters of interest” come into the CGTPWD with the expectation that those candidate’s letters will be sent to all Board members prior to interviewing candidates or voting.

Chairman Mitchell will hand-deliver a call for “letters of interest” to local churches and other stakeholders within the water district.

All candidates interested in the open CGTPWD Trustee position must respond by November 27, 2019.

It was clarified that Thursday, November 28th is Thanksgiving and the office is closed. Also, the office is closed on Friday, November 29th.

In the future, the deadline for applicants will be 30-days from the date of the letter sent to customers who may be interested.

A press release will be written for the open position and distributed accordingly.

The Chairman adjourned the meeting of the whole at 7:16 p.m.