

Curran-Gardner Townships Public Water District**3384 Hazlett Road | Springfield, Illinois 62707-2522 | 217.546.3981****Regular Meeting – Tuesday, February 14, 2017 – 7:00 p.m.***All audio for this meeting can be found here: www.currangardner.com*

Present: Chairman Mitchell, Vice Chair Folder, Trustee Dorr, Trustee Hammitt, Trustee Mayes, Trustee Oswald, Trustee Valois, Treasurer Elsner, Operations Manager Wayne Nelson, Business Manager Cherril Graff, Secretary J. Ryg, Engineer Max Middendorf

Guests: Wayne Benanti and Robert Dalton

The meeting started with the **Pledge of Allegiance**.

II. Board Secretary: A motion was made by Vice Chair Todd Folder to accept the December 13, 2017 minutes. Trustee Mayes second the motion. The motion passed. A motion was made by Vice Chair Todd Folder to accept the minutes from January 10, 2017 with changes. Trustee Dorr second the motion. The motion passed

III. Treasurer: We are in the 9th month of the Fiscal Year 2017. Income for the period of January 11 to February 14 was \$125,261. For the fiscal YTD, the total water income was \$1,154,958.

Including other income, the monthly total income was \$164,807. The total fiscal year income as of January 14 was \$1,508,846 which equals 79% of the budget.

Expenses for the period of January 11 to February 14 totaled \$110,072. The year-to-date total expenses are \$1,361,125. This includes expenses related to the plant expansion and as well as the New Berlin Interconnect Project.

There were notable expenses of plant expansion fees that will be reimbursed from the USDA 2016 loan.

The year-to-date unaudited net income is a gain of \$153,299 as of Tuesday, February 14.

The vendor list of bills was presented for \$87, 893.70 for the timeframe of January 11, 2017, through February 14, 2017.

Trustee Oswald suggested that Treasurer Elsner could itemize the attorney fees for the plant expansion since they will be reimbursed by the USDA loan.

Treasurer Elsner suggested moving \$55,000 from the INB Trust Escrow account into an Illinois National Bank money market located at Pleasant Plains INB branch. This will potentially save CGTPWD \$500/year in trustee fees.

Trustee Mayes made a motion to accept the treasurer's report pending audit. Trustee Dorr second the motion. The motion carried. Trustee Mayes made the motion to pay the bills. Trustee Diane Valois second it. The motion carried.

Trustee Oswald made a motion to fully fund the 2009 USDA bond reserve account at approximately \$17,850 and move the balance into an unrestricted reserve account. The CGTPWD reserve balance must be \$147,240 due to the 2009 USDA bond reserve agreement. Trustee Diane Valois second the motion. A roll call vote was taken:

Vice Chair Folder: Yes
 Trustee Valois: Yes
 Trustee Hammitt: Yes
 Chairman Mitchell: Yes
 Trustee Dorr: Yes
 Trustee Jim Mayes: Yes
 Trustee Oswald: Yes
 The motion passed.

A motion was made by Trustee Oswald to initialize a Request for Proposal for the two bond reserve accounts at CGTPWD. This would be for CDs with the maturity not to exceed twenty-four months and give the CGTPWD Finance Committee the authority to award the RFP. Trustee Valois second the motion. The motion passed.

IV. Operation Manager's Report: A bill for \$14,978 was sent to the Village of New Berlin on January 17 for costs related to the emergency interconnect project.

Ongoing construction projects for the New Berlin Emergency Interconnect include the disinfection building, installing the underground vault and running conduit and wiring between the booster pump area and circuit boxes.

Water service to Berlin and the surrounding area was interrupted for four hours on February 7. Since the water main was shut down for the meter vault's installation, a boil order was issued immediately and lifted on February 9th after receiving satisfactory sample results.

Well #6 was rehabilitated and back to service on January 20 after receiving sample results.

A site inspection indicated there is a slow leak in the Covered Bridge Road water tower. The leak is on the highest part of the fill pipe and all the insulation will need to be replaced due to damage. There is a quote for \$8,667.00 from the Suez Group (Utility Service Group) to repair this leak.

The two SCADA projects are complete. All three water towers, plant and wells can now "talk" the same language and communicate all information.

There is no state statute requiring smoke detectors and CO2 detectors in public buildings. However, Chairman Mitchell is researching fire detection options.

The Illinois Rural Water Association Annual Technical Conference will be attended by Operations Manager Nelson.

There will be a joint utility planning meeting between CGTPWD and the City of Springfield on February 21 at 1:30 p.m. at Crawford, Murphy & Tilley's to discuss staging of Iles Avenue roadwork project.

Operations Manager turned in a report to consider for next fiscal year's budget planning meetings.

V. Business Manager's Report: There has been a positive response to the credit card machine. Business Manager Graff continues to research the process and build on it within a shopping cart component that will eventually allow customers to pay their account via website.

The District is looking for ways to maximize our public service announcements if there is a possible boil order. One of the ways may be email in the future.

Internal Controls continue to be built within the financial process. Treasurer Elsner is working closely with Business Manager Graff to identify strengths and weaknesses and thus modify when needed.

The proposal for a Telephone System arrived. Research has begun on a new, possible telephone system. One probable option could save the District \$150/per month.

Part-time employee, Tonna Kloeden, continues to help with the billing system, customer service, and automation of processes.

The high-speed printer for billing the past eight years is having unfixable issues. A new unit may be procured in the future. If so, the old printer will serve as backup.

Engineer's Report (Middendorf): The IEPA Construction Permit was issued on January 18, 2017. Upon USDA concurrence to bid, CGTPWD will be able to establish an official opening bid date now. Engineer Middendorf recommends a forty-five day bid window.

Engineer Middendorf explained the water treatment plant expansion project process in a step-by-step manner. USDA Rural Development asked CGTPWD to hold back 5% for each project, but in the past the District has held back 10% to ensure contractors finished each project.

The Emergency Interconnection with CWLP has alternative interconnection sites. There are no new developments.

Trustee Eric Oswald made a motion to allow Engineer Max Middendorf to prepare and release the grant-mandated Advertising for Bids (at least three publications plus state-wide bidding canvassing agencies for a larger bidding pool) for the RFP. It was clarified that once the USDA Rural Development concurs with the permit process, then the selected companies may proceed. Bidders will have a forty-five day window to respond to this RFP. Trustee Mayes second the motion. A roll call vote was taken:

Vice Chair Folder: Yes
 Trustee Valois: Yes
 Trustee Hammitt: Yes
 Chairman Mitchell: Yes
 Trustee Dorr: Yes
 Trustee Jim Mayes: Yes
 Trustee Oswald: Yes
 The motion passed.

Engineer Middendorf took time to explain the bidding process. He stated that all contractors must provide references and more when bidding. There is a long, punctuated process from the date of the opening bid to the actual date of a decision. Also, there is a rejection clause if companies are not properly bonded or insured, etc. Once the bids are received by the District, there will be an appropriate tabulation and companies will be closely researched. Ultimately there will be a loan closing with USDA Rural Development with due process.

A CyberSecurity workshop was conducted by LRS. Engineer Max Middendorf attended it and found it extremely helpful. Many internal protocols brought to light will be researched.

VII. Guests: none.

VIII. Chairman, Vice Chair and Committee Reports

Chairman Mitchell: He will continue to look into stronger fire protection. Currently our files are backed up each night off site.

Vice Chairman: n/a

Finance: n/a

Planning: n/a

Personnel: n/a

System Over-sight: n/a

Policy and Procedure Committee: n/a

Ordinance Committee: Chairman Mitchell would like to research all old ordinances to codify. Trustees will meet at 9 a.m. on Sunday, February 26, 2017.

IX. Unfinished Businesses: The Village of Curran made positive progress with their sewer system, so the District is expecting steps to be taken soon for the collection system billing.

X. New Business: Vice Chair Folder made a motion to allocate the Chairman and Secretary to sign the USDA Form 442-22 which is relative to the District's right-of-way. Trustee Hammitt second the motion. A roll call vote was taken:

Vice Chair Folder: Yes

Trustee Valois: Yes

Trustee Hammitt: Yes

Chairman Mitchell: Yes

Trustee Dorr: Yes

Trustee Jim Mayes: Yes

Trustee Oswald: Yes

The motion passed.

Fiscal Year 2018 Budget Preparation: Trustee Mayes, Trustee Oswald and Trustee Valois will be assisting on this large-scale project.

XI. Guests: Mr. Dalton asked specifics about the land leasing in the future.

XII. Executive Session – n/a

XIII. Adjournment: The Board adjourned at 8:40 p.m.