

**Curran-Gardner Townships Public Water District**  
**3384 Hazlett Road | Springfield, Illinois | 62707-2522 | 217.546.3981**  
**May 14, 2019 – 7:00 p.m. – Regular Board Meeting**

Audio Available: [www.CurranGardner.com](http://www.CurranGardner.com)

Members: Chairman Mitchell, Vice Chair Folder/Trustee Folder, Trustee Dorr, Trustee Valois, Trustee Mayes/Vice Chair Mayes, Trustee Hammitt (excused), Trustee Oschwald, Operations Manager Nelson, Engineer Middendorf, Business Manager Graff, Treasurer Elsner and Secretary Ryg

Guests: Don Davis and Wayne Benanti

**I. Call to Order** at 7:00 p.m. and the Pledge of Allegiance was said.

**II. Board Secretary (Jessica Ryg)**

- The minutes from April 9<sup>th</sup> were tabled

**III. Treasurer (Elsner)**

The budget report reflects 12 months or 100% of FY19 activity. Treasurer Elsner gave the following Income and Expenses Report for April 10, 2019 – April 30, 2019 (year end), which includes the Profit and Loss Budget Performance Report.

**Income:**

Month End District Water Income: \$54,440

Fiscal YTD Water Income: \$1,598,141

Including other income, month-end District Income: \$59,039

Fiscal YTD for all income: \$1,777,456 = 97% of Budget

**Expenses:**

Month End Operating Expenses: \$52,641

Fiscal YTD Expenses: \$1,183,710 = 104% of Operating Budget

**Net Operating Income (Loss):**

The YTD FY19 Unaudited Net Operating Income is \$593,746

Budgeted Debt Service for this period was \$30,701

Budgeted Capital Expenditures for this period was NONE.

Transfer Operating Cash to Reserve: \$50,000 to earn interest.

After the transfer of funds to interest bearing accounts, Net Unaudited Income for the period: Loss of \$74,303

**Bill – List of Vendors: \$78,937.10**

Trustee Eric Oschwald moved to accept the treasurer's report ending April 30, 2019, pending audit. Trustee Valois second it. The motion carried.

Trustee Eric Oschwald moved to accept the report for May 1 to May 14, pending audit. Trustee Valois second it. The motion carried.

Trustee Dorr made a motion to pay the bills. Trustee Valois second it. The motion carried.

C. FY 2020 Budget Approval: Trustee Mayes made a motion to accept the FY 2020 Budget. Trustee Oschwald second the motion. There was a roll call vote. The motion carried.

(7:19 p.m.)

#### **IV. Old Business (Mitchell) – n/a**

#### **V. Chairman, Vice Chairman and Committee Reports**

- a. Chairman – n/a
- b. Vice Chairman – n/a
- c. Finance Committee – (Valois) – n/a
- d. Planning Committee – (Dorr, Hammitt) – n/a
- e. Personnel Committee – (Mitchell, Valois) – n/a
- f. Systems Oversight Committee – (Mayes, Folder) – n/a
- g. Policy and Procedure Committee – (Valois, Dorr) – n/a
- h. Ordinance Committee – (Mayes, Folder) – n/a

#### **VI. Motion to Adjourn Sine Die (Mitchell)**

A motion was made by Vice Chair Folder to adjourn the FY 2019 year. Trustee Mayes second the motion. The motion carried.

END of FY 2019

#### **VII. Meeting of FY2020 Called to Order (Ryg)**

#### **VIII. Oath of Office for Newly Elected Trustees (Ryg)**

Congratulations to the four newly elected CGTPWD Trustees who won/retained their elected seats on April 2, 2019, during the Consolidated Sangamon County Election. The following four Trustees upheld the oath of the State of Illinois and county of Sangamon on Tuesday, May 14, 2019: Diane Valois, Dennis Dorr, Eric Oschwald and Todd Folder. They were properly sworn in by solemnly swearing/affirming to support the Constitution of the United States and the Constitution of the State of Illinois. Under oath, they swore to faithfully discharge the duties of the office of CGTPWD Trustee to the best of their ability.

- a. Trustee Folder nominated Trustee Mitchell to be CGTPWD Board Chairman. The Board agreed that all other nominations were closed. A roll call was taken:
  - a. Trustee Mitchell: Yes
  - b. Trustee Folder: Yes

- c. Trustee Valois: Yes
- d. Trustee Hammitt: Excused
- e. Trustee Dorr: Yes
- f. Trustee Mayes: Yes
- g. Trustee Oswald: Yes

Chairman Mitchell was reappointed to the CGTPWD Board as Chairman.

- b. Trustee Folder nominated Trustee Mayes for CGTPWD Board Vice Chairman. Chairman Mitchell moved to close the nomination. Trustee Dorr second this. A roll call vote was taken:

- a. Chairman Mitchell: Yes
- b. Trustee Folder: Yes
- c. Trustee Valois: Yes
- d. Trustee Hammitt: Excused
- e. Trustee Dorr: Yes
- f. Trustee Mayes: Present
- g. Trustee Oswald: Yes

Vice Chairman Mayes was appointed to the CGTPWD Board as Vice Chair.

- c. Trustee Oswald nominated Jessica Ryg for CGTPWD Board District Secretary. Chairman Mitchell moved to close the nomination. Vice Chair Mayes second the motion. A roll call vote was taken:

- a. Chairman Mitchell: Yes
- b. Trustee Folder: Yes
- c. Trustee Valois: Yes
- d. Trustee Hammitt: Excused
- e. Trustee Dorr: Yes
- f. Vice Chairman Mayes: Yes
- g. Trustee Oswald: Yes

Secretary Ryg was reappointed as the CGTPWD Board Secretary.

- d. Trustee Oswald nominated Katherine Elsner for CGTPWD Treasurer. Vice Chair Mayes second the motion. A roll call vote was taken:

- a. Chairman Mitchell: Yes
- b. Trustee Folder: Yes
- c. Trustee Valois: Yes
- d. Trustee Hammitt: Excused
- e. Trustee Dorr: Yes
- f. Vice Chairman Mayes: Mayes
- g. Trustee Oswald: Yes

Treasurer Elsner was reappointed as the CGTPWD Board Treasurer

- It was noted that the name plaques will need to be changed.

## **IX. Set Regular Board Meeting Dates, Location and Times**

The Board agreed that the second Tuesday of each month, a CGTPWD Board Meeting would take place at the CGTPWD meeting room, 3384 Hazlett Road, Springfield, Illinois, 62707. They also agreed to retain the 7:00 p.m. start time.

### The CGTPWD Regular Meeting schedule:

Tuesday, June 11, 2019 at 7:00 p.m.

Tuesday, July 9, 2019 at 7:00 p.m.

Tuesday, August 13, 2019 at 7:00 p.m.

Tuesday, September 10, 2019 at 7:00 p.m.

Tuesday, October 8, 2019 at 7:00 p.m.

Tuesday, November 12, 2019 at 7:00 p.m.

Tuesday, December 10, 2019 at 7:00 p.m.

Tuesday, January 14, 2020 at 7:00 p.m.

Tuesday, February 11, 2020 at 7:00 p.m.

Tuesday, March 10, 2020 at 7:00 p.m.

Tuesday, April 14, 2020 at 7:00 p.m.

Tuesday, May 12, 2020 at 7:00 p.m.

Tuesday, June 9, 2020 at 7:00 p.m.

## **X: Appoint Possible Committees (Chairman)**

Chairman Mitchell asked Trustee Dorr and Vice Chair Mayes to contact Pleasant Plains who may have an interest the potential need for a better and more reliable source of water.

## **XI: Operation Manager's Report (Nelson)**

Water Report for March 15 to April 18, 2019:

Amount of treated water sent through distribution system:	9, 670,000 gallons
Amount of water billed for same period:	8,600,759 gallons
Amount of water loss for same period:	1,069,241 gallons (11.06%)

Water loss is higher for this period due to the flushing of hydrants.

Operations Manager Nelson informed the Board that after looking at resumes, he hired Todd Folder to fill the opening left by an employee who resigned. His starting date is May 20, 2019

Well #7 Progress: Bid openings were held at our business office at 11:00 a.m. on Tuesday, April 30, 2019. Engineer Middendorf will go over details in his report.

Kinney Contractors, who are serving the Village of Curran, continue to install new sewer trunk lines.

Our crews are working on an internal punch list which includes water line and hose bib for washing down the clarifier and filter media. Staff is also cleaning up the exterior of the property.

Leander representative Tim Lipp is in contact with the CGTPWD regarding turnover of files and records of the plant expansion project. The District has all paperwork related to the expansion project in hard copies as well as flash drives which are stored in a safe. It was noted that the warranty on the Water Plant Expansion began on January 1<sup>st</sup> 2019 and will expire after one-year.

There is CGTPWD surplus property (possible examples: trailer, forklift, hitch, spreading box and drag box – see description posted at CGTPWD office or online) has a deadline of July 1, 2019, for bid acceptance. A copy of the notice will be posted on the CGTPWD website as well as the Illinois Rural Water Association website.

There are five residents ready to sign up for water from the Prairie Creed Road Project and four more residents are showing interest. Operations Manager Nelson will attend a meeting with the interested parties on May 22, 2019 and provide an overview of the process.

There was a strip of possible “sensitive land” at the Wagon Ford Road Project, but after professional surveying of the area and found nothing that will prevent us from moving forward.

Rhino Roofing was contacted for the roof repair.

## **XII. Business Manager’s Report (Graff)**

The annual audit will start the first week of June.

Our attorney, Dwight (Cap) O’Keefe, was contacted regarding the PTAX-300 for the 2018 Non-homestead Property Tax exemption for construction improvements for the water plant. Attorney O’Keefe prepared the proper form and submitted it for Chairman Mitchell to sign.

## **XIII. District Engineer’s Report (Middendorf)**

Water Treatment Plant: The Chlorine Feed Room will have repairs along with a new roof membrane over the old water plant.

USDA Loan Application: Construction is complete. Final warranty work will include installation of raw water meter and control valve to plant once new plant has been online and consistent in water quality. Punch list items are being addressed including clarifier staining cleaning. The IEPA operating permit was received.

Well #7: IEPA Permit was issued on April 5, 2019/ The Sangamon County Flood Plain permit was received. The project bid opening was on April 30, 2019.

Wagon Ford Road: IEPA Construction Permit application was submitted for review. SHPO clearance letter was received May 13, 2019.

Well #7 Status: There was one bid submitted. The bid was from Brotcke Well & Pump for \$181,312. This item will be placed on the agenda for discussion on June 11, 2019.

**XIV. Guests – n/a****XV. Ongoing Business**

- a. Village of Curran Sewerage Collection System Billing: Customers have called the office to ask follow-up questions.
- b. Possible Finance Option for Well #7 (Oschwald): Trustee Oschwald informed the board that he has been in contact with CoBank regarding financing. CoBank declined our request due to the loan amount being too low. Their loan policy is for loan \$750,000 or greater. Trustee Oschwald contacted National Rural Water Association. Their maximum loan amount is \$100,000. More research will need to be done.
- c. Discussion/Approval Regarding Construction Loan and Potential Use of Unspent Funds. Ongoing.

**XVI. New Business**

- a. Pay Application #17, Final Payment Application (Water Treatment Plant Construction)
  - a. A motion was made by Trustee Oschwald to approve \$175,443.93 in this pay application which reflects the balance of retainage owed to Leander. Trustee Dorr second it. The motion carried.
  - b. A motion was made by Trustee Oschwald for Change Order #12, Final Change Order (Water Treatment – Plant Construction) for \$8,000.00 for possible electrical work to be done by Anderson Electric. Trustee Dorr second it. The motion carried.
    - o It was noted that the total cost of just the construction was \$3,356,878
    - o Pay Request #18 includes reimbursement to CGTPWD for \$4,344.01
- b. Trustee Dorr researched options with the Illinois Attorney General’s office regarding two or more trustees meeting at the same time. The Open Meetings Act (OMA) has a quorum of the committee. The OMA as a committee advises to designate employees, trustees or appointed board members to receive free, online training for OMA here: [http://foia.ilattorneygeneral.net/electronic\\_foia\\_training.aspx](http://foia.ilattorneygeneral.net/electronic_foia_training.aspx).  
  
FOIA Training was discussed briefly at the meeting. Secretary Ryg said she would include the information for anyone seeking free, online FOIA training through the Illinois Attorney General’s office, may find it here: <http://foia.ilattorneygeneral.net/>
- c. It was mentioned by Trustee Folder at the end of the meeting that he is *most likely* resigning his CGTPWD Trustee position at midnight on May 19, 2019, to be an employee with CGTPWD at 12:01 am on May 20, 2019, so there would be no disruption in his over 35 years of continuous service to CGTPWD, but he would let everyone know.

**XVII. Guests – n/a****XVIII. Executive Session – n/a**

**XIX. Open Session** – n/a

**XX. Adjournment:** Having no further business before the Board, the Chairman adjourned at 8:20 p.m.

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Chairman Signature and Date

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Secretary Signature and Date