

Curran-Gardner Townships Public Water District
3384 Hazlett Road | Springfield, Illinois | 62707-2522 | 217.546.3981
October 9, 2018 – 7:00 p.m. – Regular Board Meeting

Audio: www.CurranGardner.com

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

Guests: Wayne Benanti

I. Call to Order at 7:03 p.m. followed by the Pledge of Allegiance

II. Board Secretary (Ryg)

A motion was made by Trustee Valois to accept the August 14, 2018, Systems Oversight Committee Meeting minutes with changes. Trustee Hammitt second the motion. Trustee Oschwald voted present since he was excused from this meeting. The motion carried.

The September 11, 2018, Systems Oversight Committee Meeting Minutes were tabled until the regular meeting on Tuesday, November 13, 2018.

The September 11, 2018, Regular Meeting Minutes were presented. Trustee Oschwald made a motion to accept them. Trustee Valois second the motion. The motion carried.

III. Treasurer (Elsner)

The budget report reflects 5.5 months or 46% of FY19 activity. Treasurer Elsner gave the following Income and Expenses for September 12 to October 9, 2018 which included the Profit and Loss Budget Performance Report.

Income:

Monthly District Water Income: \$141,119

Fiscal YTD Water Income: \$744,210

Including other income, monthly District income: \$145,110

Fiscal YTD for all income: \$835,750 = 45% of Budget

Expenses:

Monthly District Expenses: \$123,733

Fiscal YTD Expenses: \$688,108 = 31% of Budget

Net Income (Loss):

The YTD FY19 unaudited net income is \$147,642

Bill – List of Vendors: \$97,839.96

A motion was made by Trustee Valois to accept the profit and loss report pending audit and pay the bills as presented. Trustee Mayes second the motion. The motion carried.

Treasurer Elsner reported that Eck, Schafer & Punke, LLP (ESP) completed the audit for April 30, 2018. They reported an unqualified opinion, which is good. Their scope of work included additional procedures that were required by the USDA due to our impending USDA / RD bond financing.

ESP commented to the District Management that the District has greatly improved its control measures as suggested from the last audit. There was a lot of effort put in by the District to improve the daily balancing and reconciliation as well as distinguishing and separating their reserve accounts, short lives assets account, loan repayments accounts and other fund balances.

A motion was made by Trustee Folder to accept the audit report for FY18. Trustee Valois second the motion. The motion carried.

IV. Operations Manager (Nelson)

The water loss report for August 14 ó September 18, 2018 was 7.08%.

Well #7 pending approval from land owner.

Cedarhurst Project: water main location and depths were seated out and the inclement weather pushed back the installation of the main.

Wagon Ford Road Water main Extension: Informational packets were sent to residents about possible water main construction project. There are 11 ó 16 potential customers in this area. Once a firm number is received, contracts can be sent, checks collected, and an EPA construction permit would be applied for by CGTPWD.

Water Well Solutions will perform their yearly maintenance on the wells, pending weather and ground conditions.

Lime Sludge Removal is pending rain and a slot for Oros & Busch to remove it.

The new dump truck is ready for delivery.

V. Business Manager's Report (Graff)

The comprehensive Annual Financial Report (AFR) was uploaded to the State of Illinois Comptroller website: <https://illinoiscomptroller.gov/financial-data/find-a-report/> There are copies at the Water District Office if any customer would like to read it.

The Treasurer and Business Manager met with ESP to close the audit for FY2018 on Thursday, October 4, 2018. The district was commended on the daily reconciliation on Alliance, QuickBooks and the bank reconciliation.

The new billing system has been tested and will begin converting data on Friday, October 12. This new system saves money and has safety messaging features for customer built in to it. It will include billing sent via email and an account option to check history.

The District continues to work on the CGTPWD Abandon Meter Policy.

VI. District Engineer's Report (Middendorf)

- a. Water Treatment Plant and USDA Loan Application - The Leander construction project is at 90% finished. The new motor control center has power. The next step is to move the old systems over to the new motor control center. This transition is a slow process due to antiquated electrical equipment which may need interim jumpers to keep the systems live and operational. The new electrical system will have numbered wires to simplify locations. The conduits will be itemized/coded at the terminal block. In addition to the work on the electrical system, it will work also control the Lime feed system.
- b. Well #7 Status ó Exhibits were put together for land owner. The next step is submitting a permit to IEPA and eventually there will be bid dates if the landowner agrees to terms.
- c. Maps were passed out to show CGTPWD streets, boundaries and possible hydrant options (populated dots on map).
- d. Bunker Hill/Lenhart Water Main Extension ó The construction permit was sent to Illinois Department of Natural Resources. The request for an EPA construction permit was sent a month ago. This appears to be a winter job that may or may not get started depending on the weather and the Curran sewer project needing the District's attention.
- e. The total request for CGTPWD's RD Form 440-11 is \$363,455.49. This includes Leander Contractors Pay Application #11 in the amount of \$349,488.42; Engineers Basic Services in the amount of \$1,640.22; Engineer Resident Inspection in the amount of \$8,326.85; and Audit \$4,000.00

VII. Guests ó n/a

VIII. Chairman, Vice Chairman and Committee Reports

- a. Chairman
- b. Vice Chairman
- c. Finance (Valois)
- d. Planning (Dorr, Hammitt)
- e. Personnel (Mitchell, Valois)
- f. Systems Oversight (Mayes, Folder)
- g. Policy and Procedure Committee (Valois, Dorr)
- h. Ordinance Committee (Mayes, Folder) ó The Committee will meet regarding the Abandoned Meter policy on Thursday, October 18 at 2:00 p.m. at CGTPWD.

IX. Unfinished Business

- a. Village of Curran sewerage collection system billing ó n/a
- b. Possible Finance Option for Well #7 Discussion (Oswald) ó This is pending a negotiations with the landowner.

X. New Business

- a. Review and approve pay request #12 (Water Treatment Plant Construction) (Middendorf):

Vice Chair Folder made a motion to pay out \$363,455.49 which includes Leander Contractors Pay Application #11 in the amount of \$349,488.42; Engineers Basic Services in the amount of \$1,640.22; Engineer Resident Inspection in the amount of \$8,326.85; and Audit \$4,000.00. Trustee 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 Oswald: Yes
 With six yes votes, the motion passed.

b. Change Order #6 ó Water Treatment Plant Expansion Fence (Middendorf): Vice Chair Folder made a motion to pay \$5,654.88 for the fence/change order request. Trustee Mayes second the motion. A roll call vote was taken:

c. Vice Chair Folder: Yes
 d. Trustee Valois: Yes
 e. Trustee Hammitt: Yes
 f. Chairman Mitchell: Yes
 g. Trustee Dorr: Yes
 h. Trustee Oswald: Yes

With six yes votes, the motion passed.

c. Intergovernmental Agreement ó Sangamon County Community Resources (Graff) ó n/a

d. USDA Loan Resolution – A motion was made by Trustee Oswald to execute the USDA Loan Resolution. Trustee Hammitt second the motion. The motion carried.

e. Employee Healthcare Coverage ó Business Manager Graff and Chairman Mitchell met with Troxell. The current health care plan will increase by 28.4%. The renewal offers a lower deductible as a PPO, but it increases the policy holder's share of healthcare. There is another BCBS plan that may be a better option with only 11.5% increase. There was a discussion of pros/cons on this topic and it will be discussed further next month.

XI. Guests – n/a

XII. Executive Session

XIII. Open Session

XIV. Adjourn at 8:45 p.m.

Chairman Mitchell Signature and Date – December 11, 2018

Secretary Ryg Signature and Date – December 11, 2018