

Curran-Gardner Townships Public Water District
3384 Hazlett Road | Springfield, Illinois | 62707-2522 | 217.546.3981
Tuesday, December 14, 2021 – 7:00 p.m. – Regular Board Meeting

Members: Chairman Mitchell, Vice Chair Davis, Trustee Oschwald, Trustee Moss, Trustee Valois, Trustee DiMarzio (excused), Trustee Irwin, Operations Manager Smith, Engineer Middendorf, Treasurer Elsner, Business Manager Graff (excused) and Secretary Ryg

Guests: Todd Folder, Wayne Benanti and Mary Ann Becker

I. Chairman Mitchell called the meeting to order at 7:00 p.m. and led the CGTPWD Board with the **Pledge of Allegiance**.

II. Secretary (Jessica Ryg)

Trustee Irwin made a motion to accept the October 12, 2021, Regular Meeting Minutes with no corrections. Trustee Valois second the motion. The motion carried.

Trustee Oschwald made a motion to accept the November 9, 2021, Regular Meeting Minutes as corrected. Trustee Valois second the motion. A roll call vote was taken:

Chairman Mitchell: Present

Trustee DiMarzio: Excused

Trustee Irwin: Yes

Trustee Oschwald: Yes

Vice Chair Davis: Yes

Trustee Moss: Present

Trustee Valois: Yes

With four yes votes and two present votes, the motion passed.

III. Treasurer (Katherine Elsner)

The CGTPWD Budget Report reflects 7.5 months or 63% of FY'22 activities. Treasurer Elsner gave the following Income and Expenses Report for November 10, 2021 – December 14, 2021, which is listed on this Profit and Loss Budget Performance Report.

Income:

Month End District Water Income: \$193,295

Fiscal YTD Water Income: \$1,200,210

Month End District Income (including other income): \$201,419

Fiscal YTD for all income: \$1,352,041 = 67% of Budget

Expenses:

Month End Operating Expenses: \$84,188

Fiscal YTD Expenses: \$681,022 = 53% of Operating Budget

Net Operating Income (Loss):

The YTD FY22 Unaudited Net Operating Income: \$671,019

Budgeted Debt Service: \$46,421 (transfers each month to Debt & Service accounts)

Capital Expenses for the Period: \$8,052

Net Income for the Period: \$62,758

Bills – Total Payments to Vendors (November 10, 2021 – December 14, 2021):
\$101,049.84

Treasurer Elsner provided board members with an unaudited Operating Balance Sheet ending November 30, 2021; also, the Reserves and Debt Funds Balance Sheet and the Quarterly Profit and Loss Report ending November 30, 2021.

Trustee Oschwald moved to accept the treasurer's report pending audit. Vice Chair Davis second the motion. The motion carried.

Trustee Oschwald moved to pay the bills. Trustee Irwin second the motion. The motion carried.

(21 minutes)

The Board praised Treasurer Elsner for her 6 ½ years of service and wished her the best with her new endeavor. Treasurer Elsner thanked the Board and conveyed that she was willing to continue training the new treasurer.

The Board welcomed their new CGTPWD Treasurer: Mary Ann Becker. She provided her mobile phone number to the Board and she can be emailed at MABecker@currangardner.com.

IV. Operations Manager's Report (Aaron Smith)

Water loss report for October 15, 2021 – November 18, 2021:

Amount of Treated Water Sent to Distribution System: 10,872,000 gallons (Note: This was a 33-day billing cycle.)

Amount of Water Billed to Customers: 10,064,000 gallons (includes bulk water sales)

Amount of Water Loss in Percent: 7.43%

Amount of Water Loss in Gallons: 808,000 gallons

Amount of Water Loss by Gallons per Minutes: 17.00 gallons/minute

Disclaimer: No water from CWLP, South Sangamon Water Commission or customer billings served by them had any bearing on the determinations made in this report.

A fire hydrant was installed on the 10" main f of Bradforton Road for Sloan Crossing.

The lime slurry transfer pump was taken apart by the CGTPWD staff to fix an issue.

Two 1” water service were installed on Spaulding Orchard Road.

The sludge blow off valve parts were delivered and installed. This installation on the new clarifier will raise it up out of the drain pit to relocate it out of its wet environment.

A 1” service was installed on Wesley Chapel Road.

The polymer pump that was ordered back in February of 2021 arrived and installation has begun.

Some of the fittings for Well #7 have been bolted together in the shop.

Oros Environmental began the lime lagoon cleanout process.

The well field electric utility easement was sent to Menard Electric. The plan is to set poles this month (pending weather).

There is no update from the local property managers regarding state highway utility easements. Operations Manager Smith will follow-up after the holidays.

V. Business Manager’s Report (Graff)

Newsletter: Business Manager Graff and her office team have been busy constructing and publishing the CGTPWD newsletter which will go into the December billing. It will highlight rates, meter upgrades to cellular meters, late notice information, fire hydrant visibility and other topics.

Business Manager Graff found an irregularity in Wesley Chapel’s original agreement. She notified the parties involved and it was resolved.

Special Project: Engineer Max Middendorf and Jane Rushford of MECO met with Business Manager Graff, Plant Manager Smith, and the CGTPWD field crew regarding internally incorporating master meter numbers into customer records and thus attaching them to “purchased” water vendors. This will help with sorting customers by master meter and improving customer notification response time.

Cellular Meters Development: There are 840 meters installed with no update on receipt of the new meters ordered.

The District’s QuickBooks software is up-to-date.

Employee Health Coverage: The existing coverage policy renewed for 2022. The total premium decreased by \$207.28 per month.

VI. District Engineer’s Report (Middendorf)

Inclement weather has stopped progress on Well #7. MECO suggested roadway improvements. Brotcke Well and Pump indicated that they may have to wait out the bad weather before the well may be completed. Some CGTPWD field staff surmise a solid frost will help mobilize the equipment to reach Well #7.

(7:37 p.m.)

The availability of water main pipe and related materials continues to fluctuate for proposed District projects. It was noted that the resupply of materials is intermittent and partial orders happen. PVC pipe supply is not expected to stabilize until after late 2022.

Well #7 testing is complete and the results are recorded. The results will be used as a benchmark for the well. All future data will be recorded and compared to the well's start-up readings. It was clarified to the new Trustees that there's a sample site already established at Well #7.

VII. Guests – n/a

VIII. Chairman, Vice Chair and Committee Reports

- a. Chairman Mitchell – No update on the proposed Springfield Clinic Facility site.

The Chairman thanked the Board for their kindness when he unexpectedly lost his son last month.

- b. Vice Chairman – Vice Chair Davis asked if the District had an Emergency Plan in place in case the District faced disastrous weather or other catastrophes. Operations Manager Smith replied that the former Operations Manager formulated an emergency plan as mandated by the Federal Government and the Illinois Environmental Protection Agency (IEPA). Both require public water suppliers to updated their Emergency Response Plan yearly.
- c. Finance Committee – Engineer Middendorf suggested the Board to have a “committee as a whole” meeting to tier proposed project financing. He surmises the water tower painting project may be challenging to acquire grant funding since some agencies view that endeavor as “deferred maintenance”. It was noted that some water districts devise a “*water tower painting line item*” which sets aside monthly income for the project. If the District decides to use that system, it's best to calculate the amount of time & payment needed over the life cycle of the tank until it needs to be painted again. Trustee Oswald asked the Board to examine the account ending in 2916 which encompasses unrestricted dollars. It may help to put names on those dollars. (It was noted that grant proposal time is near.)

Engineer Middendorf stated most proposed project funding needs to meet a test of the ability to generate matching funds or a down payment toward it. It was clarified that the Board voted to finance the *under river* line crossing with water district funds and not a loan/financed funds. (It was clarified that second *under river line crossing* was installed

in in 1984. The original *under river line* was abandoned since it became exposed when it was drag line dredged back then.)

It was noted that District used proactive planning on the concrete surface for the original water tower location since it could possible cost approximately \$3.2 million dollars in today's market to build both towers due to the increased cost of materials.

- d. Planning Committee – n/a
- e. Personnel Committee – n/a
- f. Systems Oversight Committee – n/a
- g. Policy and Procedures Committee: Trustee Irwin continues to research a viable Sprinkler Meter Policy.
- h. Ordinance Committee – n/a

IX. New Business – n/a

X. Ongoing Business – n/a

XI. Guests – n/a

XII. Executive Session - none

XIII. Return to Open Session

XIV. Adjournment - The Board adjourned at 8:05 p.m.