

**Curran-Gardner Townships Public Water District**  
**3384 Hazlett Road | Springfield, Illinois | 62707-2522 | 217.546.3981**  
**Tuesday, April 11, 2023 – 7:00 p.m. – Regular Board Meeting**

Members: Chairman James Mitchell, Vice Chair Don Davis, Trustee Eric Oschwald, Trustee Bill Moss, Trustee Diana Valois, Trustee Mark DiMarzio (excused), Trustee Mike Irwin, Operations Manager Aaron Smith, Engineer Max Middendorf, Business Manager Cherril Graff and Secretary Jessica Ryg

*Guests: Todd Folder and Jeannette M. Pinkston*

**I. Call to Order:** Chairman Mitchell called the meeting to order.

**II. Pledge of Allegiance** – Chairman Mitchell thanked everyone who attended the Committee as a Whole Meeting on Finance at 6:00 p.m. (annual budget) prior to this meeting. He stated that the pledge was said at that meeting.

**III. Secretary (Jessica Ryg)**

Trustee Oschwald made a motion to approve the Regular Meeting Minutes from March 14, 2023, with three changes. Trustee Irwin second the motion. The motion carried.

**Guests:** Chairman Mitchell paused the meeting to address Jeanette Pinkston who is a new CGTPWD customer. She expressed her concern about the way her bill was set-up compared to the way her former water district billed customers. She will be meeting with Business Manager Graff to investigate it further. Business Manager will update Chairman Mitchell.

**IV. Treasurer (open position)**

Chairman Mitchell wished Treasurer Mary Ann Becker the best of luck with her new job and thanked her for her service.

The CGTPWD Budget Report reflects 11 months or 91% of FY'23 activity. Business Manager Cherril Graff gave the following Income and Expenses Report for March of 2023:

**Income**

Month End District Water Income: \$212,617

Fiscal YTD Water Income: \$1,747,789

Month End District Income (including other income): \$234,674

Fiscal YTD for all income: \$2,032,317 = 107% of the Budget

**Expenses**

Month End Operating Expenses: \$79,794

Fiscal YTD Expenses: \$1,077,982 = 92% of the Operating Budget

**Net Operating Income (Loss)**

The YTD FY23 Unaudited Net Operating Income: \$954,336

Budgeted Debt Service: \$47,717 (transfers each month to Debt & Service accounts)

Capital Expenses for the Period: \$685

Net Income for the Period: \$106,478

**Bills** – Total Payments to Vendors (March 15, 2023 – April 11, 2023): \$137,113.99

The Board was provided with an audited Operating Balance Sheet, Reserves & Debt Funds Balance Sheet plus the Quarterly Profit and Loss Sheet.

Trustee Oswald made a motion to accept the report pending audit. Trustee Moss second the motion. The motion carried.

Trustee Oswald made a motion to pay the District's bills. Trustee Moss second the motion. The motion carried.

### **V. Operations Manager's Report (Aaron Smith)**

Water loss report for February 24, 2023 – March 21, 2023:

Amount of Treated Water Sent to Distribution System: 9,990,000 gallons (Note: This was a 26-day billing cycle.)

Amount of Water Billed to Customers: 7,290,000 gallons. This includes bulk water sales during this reporting period (Note: The 8-day average for Pleasant Plains was 890,760 gallons. Payment is pending.)

Amount of Water Loss: 18.11%

Amount of Water Loss: 1,809,240 gallons

Amount of Water Loss by Gallons per Minutes: 48.32 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.*

The Village of Pleasant Plains interconnect was closed. They used 3,229,000 gallons of water and a bill was sent for payment.

The CGTPWD Consumer Confidence Report (CCR) was prepared. CGTPWD received CCRs from the City of Springfield and South Sangamon Water Commission.

The water treatment plant generator fuel tank was replaced. The fuel tank holds 470 gallons. Photos were provided to each Trustee at tonight's meeting.

The Moore Road easement paperwork was signed and returned to the District.

The Farmingdale bulk water station was disassembled. The stand pipe was taken to Precision Tank LLC to be modified and rethreaded. The operations crew is working on converting it back to the original swivel style.

Well 7: Conduit is complete. The mag meter was installed, and the valve boxes were placed and backfilled. This will make it less maintenance in the long run.

Electrician Joe Lee repaired the security lights in the shop.

Due to last week's storms, there were power surges at the Plant which led to the discovery of a ineffective battery backup for the SCADA computer. The backup was replaced.

Cell meters continue to be installed.

## **VI. Business Managers Report (Cherril Graff)**

The newsletter was drafted. The topics include annual sewer rate increases for Sangamon County Water Reclamation District and the Village of Curran. Information for the District's Consumer Confidence Report (CCR) is also included. The newsletter will be included in April's billing.

As of April 11, 2023, there were 1,173 customer surveys received.

The District collected \$3,980.00 in liens.

| Office Action Item:                                | Quantity:        | Date:     |
|--|------------------|-----------|
| Monthly Disconnect Letters Sent (March)            | 131              | 3/28/2023 |
| Disconnect Letters Sent 5/1/22 – 2/2/23            | 1,536            | 3/28/2023 |
| Customers Currently Set for Disconnect             | 22               | 3/28/2023 |
| Disconnects Still Shut-off from Last Month         | 3                | 3/28/2023 |
| Disconnect Fees Applied for Current Billing Period | \$200 (4 x \$50) | 3/28/2023 |
| Letters Sent to Update Contact Info.               | 1                | 3/28/2023 |
| Contact Information Updated                        | 1                | 3/28/2023 |
| Current Liens                                      | 16               | 3/28/2023 |
| Notice Letters Sent to File Lien                   | 0                | 3/28/2023 |
| Liens Filed (March)                                | 0                | 3/28/2023 |
| Liens Released 5/1/2022 – 3/31/2023                | 2                | 3/28/2023 |
| Total Cellular Meters Installed                    | 1419             | 3/28/2023 |
| Manual Meters                                      | 254              | 3/28/2023 |
| Radio Meters                                       | 919              | 3/28/2023 |
| Deduct Meters/Cellular Meters/Radio Meters         | 42/2/40          | 3/28/2023 |
| New Tap-ons (March)                                | 0                | 3/28/2023 |
| New Tap-ons 5/1/22 – 2/28/23                       | 16               | 3/28/2023 |
| Total Active Customers                             | 2550             | 3/28/2023 |

|                                       |     |           |
|---------------------------------------|-----|-----------|
| New Accounts Created (March)          | 15  | 3/28/2023 |
| New Accounts Created 5/1/22 – 1/31/23 | 126 | 3/28/2023 |

## VII. Engineer (Max Middendorf)

The District is poised for ranking with the Illinois Environmental Protection Agency (IEPA) and hopefully will qualify for a June State Revolving Fund (SRF) project decision. More information can be found here: [www.epa.illinois.gov/topics/grants-loans/state-revolving-fund.html](http://www.epa.illinois.gov/topics/grants-loans/state-revolving-fund.html). The yearly cycle is based on the state of Illinois fiscal year which starts July 1<sup>st</sup> and ends June 30<sup>th</sup>. Because funding is limited, projects (with approved planning) are scored and ranked to prioritize which ones will receive loan program resources first. The Intended Funding List (IFL) period occurs when a project was submitted, but bypassed, yet there's still funding left (since it was not used by the end of the fiscal year). When this occurs, it opens funding to other projects that were in queue, but not first funded by other loans.

The District's Archeologist used on the SRF projects continues to assist CGTPWD with surveying. The Board discussed GPS coordinates in regard to Osage Nation and the SRF loan contingencies. The District is in full compliance and correspondence with IEPA's Heidi Allen (bid reviewer) to ensure accuracy with the loan's submission requirements, even though Osage Nation has a preferred and not preferred list of archeologists.

### 2022 SRF Projects:

- *SRF 22.01*: Well Field Improvements: Pending SRF financial review.
- *SRF 22.02*: Water Tank Rehabilitations: Project plan and funding reservation was submitted to IEPA SRF. Design documents are proceeding for construction permit application. This should make March 31, 2023, cut-off date.
- *SRF 22.03*: Curran Pressure Zone Improvements: The design scope is pending. Operations Manager Aaron Smith continues to check-off objectives for this project.

(7:37 p.m.)

It was noted that the SRF Loan Interest Rates for July 1, 2022 – June 30, 2023 are 1.24% for waste water loans and 1.24% for drinking water loans. There is speculated talk that these rates will possibly increase to approximately 1.71% for July 1, 2023 – June 30, 2024 since other rates have increased. The Feds have allowed stabilization of (water district projects) interest rates in the past, so the District (and American Waterworks Association - AWA) surmises that this will continue (in an effort not to compete with Rural Water).

Well 7's raw water transmission main is complete and the wiring will be completed pending weather conditions.

GIS Mapping/Hydraulics Analysis: GIS mapping has been plotted. MECO continues to work with CGTPWD staff to identify main segment ages/types.

## VIII. Guest Public Comments: none

(7:53 p.m.)

#### IV. Chairman, Vice Chair and Committee Reports

- a. Chairman (Mitchell): none
- b. Vice Chair (Davis): none
- c. Finance (Oshwald and DiMarzio [excused]): There was a FY23-34 Budget Meeting. The next meeting is Tuesday, May 9, 2023 at 6:00 pm
- d. Planning (Valois/Mitchell): none.
- e. Personnel (Mitchell/Moss): Union Contract. The union contract will go into negotiation soon. This past contract ran from January 2020 to December 31, 2023.
- f. Systems Oversight (Daivs and Irwin) - none
- g. Policy and Procedure (Valois and Irwin) – Operations Manager Aaron Smith is in receipt of a letter from Illinois Department of Transportation (IDOT) regarding the Illinois Route 97 proposed expansion. IDOT’s Route 97 expansion video (with drone footage) can be found here: [www.youtube.com/watch?v=zyzDtzkWnkl](http://www.youtube.com/watch?v=zyzDtzkWnkl). The current road is a 2-lane rural highway west of Koke Mill Road and continues into a 4-lane road as it approaches Veterans Parkway. This portion of the highway serves commuters that work in the Springfield area. The District discussed the project back in January 12, 2023. The Regular Meeting are listed here: [www.currangardner.com/Resources/041665ef-e76d-46e5-90dd-533fd7fcb06d/011221Meeting%20Minutes.pdf](http://www.currangardner.com/Resources/041665ef-e76d-46e5-90dd-533fd7fcb06d/011221Meeting%20Minutes.pdf). The proposed upgrade is of approximately 5.5 miles with two bridge replacements and drainage upgrades. The District will most likely be expected to pre-pay for water main movement, but be reimbursed later by IDOT. The District seeks more information from IDOT on the specifics of the projected project with their start date being approximately in 2027/2028. One of the delays could be any possible pre-civil war settlements that could be in the way of the expansion.
- h. Ordinance Committee (Mitchell and Oschwald): none.

#### X. New Business

Bookkeeping: The District seeks a new treasurer. The open position has been advertised in the local newspapers and our CGTPWD website. Trustees Mark DiMarzio (excused) and Eric Oschwald discussed the pros/cons of hiring a bookkeeper vs. hiring an agency. Trustee Oschwald and Trustee DiMarzio will gather some names and credentials of agencies and share their findings at the next board meeting.

(8:12 p.m.)

**XI. Guests Public Comments:** Todd Folder asked the Board to check on the state statute regarding the possible rules for hiring an agency or company vs. a board appointed individual as the District Treasurer. He thought that the treasurer position mandated a board appointed position. The state statute which governs public water districts is 70 ILCS 3705: Special District Public Water District Act. It can be accessed at [www.ilga.gov](http://www.ilga.gov).

**XII. Executive Session (Personnel Matters) - none**

**XIII. Return to Open Meeting**

**XIV. Adjournment (Mitchell):** The chairman called for a motion to adjourn the meeting. The meeting was adjourned at 8:40 p.m.