

Curran-Gardner Townships Public Water District
3384 Hazlett Road | Springfield, Illinois | 62707-2522 | 217.546.3981
March 12, 2019 – 7:00 p.m. – Regular Board Meeting

Audio Available: www.CurranGardner.com

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

Guests: Bill Burriss of Oros & Busch and Wayne Benanti

I. Call to Order at 7:00 p.m. and Pledge of Allegiance

II. It was the consensus of the Board to start with New Business (number 10 b.) out of respect for a guest.

Operations Manager Wayne Nelson led the bid opening. He unsealed three bids for a two-year contract for Lime Sludge Removal:

1. .0485/gallon for a two-year contract with Oros & Busch Bid Bid
2. .12/gallon for a two-year contract with Stuart Spreading Co.
3. .0505/gallon for a two-year contract with Metro Ag

A motion was made by Trustee Mayes to accept the lowest contract from Oros and Busch for .0485/gallon. Trustee Dorr second the motion. The motion passed.

III. Secretary (Ryg)

- A motion was made by Trustee Oschwald to accept the Tuesday, January 8, 2019, Regular Meeting Minutes with corrections. Trustee Valois second the motion. All voted yes except Trustee Mayes who voted present since he was excused.
- A motion was made by Trustee Oschwald to accept the Tuesday, February 12, 2019, Regular Meeting Minutes with corrections. Trustee Hammitt second the motion. All voted yes.
- The Thursday, February 14, 2019, Special Board Meeting Minutes were presented, discussed and corrected. They will be voted upon next month at the April 9, 2019, Regular Meeting

III. Treasurer (Elsner)

The budget report reflects 10.5 months or 88% of FY19 activity. Treasurer Elsner gave the following Income and Expenses for February 13, 2019 – March 12, 2019 which includes the Profit and Loss Budget Performance Report.

Income:

Monthly District Water Income: \$143,463

Fiscal YTD Water Income: \$1,437,324

Total Income for the month: \$144,029

Fiscal YTD for all income: \$1,601,427 = 87% of budget

Expenses:

Monthly District Operating Expenses: \$108,792

Fiscal YTD Expenses: \$1,044,094 = 91% of Operating Budget

Net Operating Income (Loss):

The YTD FY19 Unaudited Net Operating Income is \$557,333

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

Budgeted Capital Expenditures for this period was NONE.

After the transfer of funds, Net Income for this time period was loss of \$11,464

A motion was made by Trustee Dorr to accept the Profit and Loss Statement pending audit. Trustee Oschwald second the motion. The motion carried.

Bill – List of Vendors: \$104,981.26

A motion was made by Trustee Dorr to pay the bills. Trustee Valois second the motion. The motion passed.

Eck, Shafer and Punke submitted an engagement letter to perform the audit for FY 2019 at the rate of \$10,000 (this is \$800 less than last year) and \$1,000 for the Annual Financial Report (AFR) to be updated on the Illinois Comptroller Susan Mendoza's website.

A motion was made by Trustee Dorr to use Eck, Schafer and Punke for the annual audit. Vice Chair Folder second the motion. The motion carried.

A motion was made by Trustee Dorr to use Eck, Schafer and Punke for the USDA "single audit" in 2019 for \$4,000.00. Vice Chair Folder second the motion. The motion passed.

IV. Operation Manager's Report (Nelson)

Water Loss Report: No report.

The Kinney construction crew returned to work at the Village of Curran on February 2, 2019. There have been no incidents since their start-up.

There were customer complaints on the taste of the water on February 24th. Operator-on-call Austin Ruzic flushed and backwashed the filters.

Wagon Ford Road Water Main Extension: Aerial maps were provided to MECO with markups to finalize the water main extension plans. The permit application forms are ready for signature.

Lime Sludge Removal: Because the District required an extra cleaning, a mobilization fee of \$3,000.00 was assessed.

The 2011 Ford F150 pickup experienced total break failure. The cost to repair it was \$2,506.36, which included a complete replacement of the brake system except for the steel brake lines. The pickup has approximately 70,000 miles on it.

The Central Illinois Water Plant Operators Association will hold a four-hour training session on April 11, 2019 at CGTPWD. It will include on-site generation of chlorine, tank mixing, and water treatment plant chemical handling and safety. This important training which will serve as a continuing education credits for Illinois EPA operator's certification.

The Operating Permit for the new water plant expansion will be signed on Monday, March 11, 2019.

V. Business Manager (Graff)

The office staff would like to thank everyone for the folding machine. It's been a wonderful asset.

VI. District Engineer (Middendorf)

The spring weather has caused some delays for Plant completion.

Engineer Middendorf is working on a Water Treatment Plant improvement list including garage door, chlorine feed room, roof liner and high service pumps.

Construction progress is at 99.7% complete. The punch list is being addressed. The IEPA operating permit was received. The retainage has been reduced to 5% to reflect near completion of this project.

MECO submitted an IEPA permit application for Well #7. The United States Army Corps of Engineers permit was received. The Illinois Department of Natural Resources permit was received. The Sangamon County floodplain permit is pending.

A final count for the Wagon Ford Road Water Main Extension means we have twelve new customers. The District is preparing plans and the IEPA Construction Permit Application.

VII. Guests

n/a

VIII. 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

IX. Unfinished Business

- a. Village of Curran sewerage collection system billing – n/a
- b. Possible Finance Option for Well #7 Discussion (Oschwald) – Pending Permits.
 - a. Patricia Whalen, Area Specialist, Rural Developments, US Dept. of Agriculture, has been contacted about the possible borrowing of funds from CoBank to install a new Well and possibly a Raw Water Line to run under the river.
 - b. CGTPWD will need to submit a narrative explaining what the projects include for (a new well and a new raw water line) plus the exact need for the project (to make use of plant capacity) and specifics of how the loan will be paid (terms, how the District intends to pay without jeopardizing payments to Rural Development).
 - c. The current rate will be discussed along with current obligation, plus any funds to meet from additional obligations. If service to an additional municipality is possible, the information will be included with estimates when/how that will occur and along with how much additional income would be generated.
- c. Discussion and Approval of Water Treatment Plant Change Order Items (Middendorf).
- d. Discussion/Approval Regarding Construction Loan and Potential Use of Unspent Funds (Oschwald): Oschwald yielded to Max Middendorf.

As of March 2nd the balance remaining from the USDA/RD loan proceeds was \$45,850.03. At the February 12th board meeting the trustees agreed to accept Leander Change Order for:

a. RFP 10/Change Order #8: Relocate Backwash Valve Actuator:	\$4,298.48
b. RFP 11/Change Order #9: Relocate Bulsifite Feed:	\$6,092.36
c. RFP 12/Change Order #10: Liquid Alum Header:	\$13,382.43
d. RFP 18/Change Order #11: Roof Snow Guards:	\$2,630.27
e. Change Order #12: Anderson Electric code corrections	\$8,000.00

MECO had these Change Order request forms ready for the Chair to sign.

The balance remaining after this is \$11,446.49. Engineer Middendorf explained that there was \$18,284.34 sitting in Special Services, which will not be used. He indicated it was within the scope of the construction agreement that we could use those unspent funds to complete the additional projects. The addition of these funds would increase the availability to \$29,730.83.

At the February 12th meeting the trustees voted to accept and approve a Curran-Gardner Townships Public Water District – Owner Construct for:

Rhino Roofing Membrane:	\$18,660.24
Springfield Overhead Doors install:	\$5,000.00 (not to exceed)*
*W. Nelson received a bid for:	\$4,020,00

The balance remaining after these 2 items is \$7,050.59

The remaining items to be completed are:

Safety Bollards	\$1,000 estimated
Lighting	\$4,000 estimated
Plaque	\$2,000 estimated
Hose Bib	<u>\$ 600</u> estimated
Total	\$7,600

It was noted that there will be a pay request for next month that will need to go on the agenda (Vice Chair Folder will put on agenda).

(8:36 p.m.)

X. New Business

a. New Savings Account: USDA 2019 Loan – Principal and Interest (Elsner). At the present time, there will be three loans due to USDA and each month. Treasurer Elsner would like to set up a separate bank account to hold the principal and interest payments for the 2019 USDA loan payments. If the board is ok with this, the authorization papers can be signed by Chairman Mitchell. Since the District has already reserved \$144,000 to date, it was recommended that these funds be used to open the account. It was noted that the District pays loan interest-only for 2019 and 2020 on its newest loan. It was suggested by Trustee Oswald to put a cap of \$190,000 on this account since some months have leaner cash flow than others (shorter month, colder months, such as February).

A motion was made by Trustee Eric Oswald for Treasurer Elsner to set up a new savings account for the purpose of the 2019 USDA Loan Repayment. Trustee Valois second the motion. The motion carried.

b. Lime Sludge Lagoon – Bids were opened previously in the meeting.

Please Note - Agenda: Bid opening for Well #7 will be on Tuesday, April 30, 2019.

Budget Report: Trustee Oswald opened this segment with breaking the budget into four categories: income, ~~net~~ operating expenses, debt service and capital expenditures (wish list).

The budgeted revenue for 2019-2010 is projected at \$1,710,00.00. This is slightly lower than what is projected for year end 2018-19, due to no foreseen large sales of water to another municipality like we had for New Berlin.

Expense items were discussed with explanations for increase, decrease or no change to each line item

XI. Guests

n/a

XII. Executive Session

n/a

XIII. Open Session

XIV. Adjournment

Having no further business before the Board, they adjourned at 9:32 p.m.

Chairman Mitchell – Signature and Date

Secretary Ryg – Signature and Date