

**Curran-Gardner Townships Public Water District**  
**3384 Hazlett Road | Springfield, Illinois | 62707-2522 | 217.546.3981**  
**Tuesday, December 10, 2024 | 7:00 p.m. | Regular Board Meeting**

Members: Chairman James Mitchell, Vice Chairman Mike Irwin, Trustee Eric Oschwald, Trustee Bill Moss (excused), Trustee Mark DiMarzio, Trustee Jim Mayes, Trustee Wayne Benanti, Operations Manager Aaron Smith, Engineer Max Middendorf, Business Manager Cherril Graff, Treasurer Stacy Stremsterfer (excused), and Secretary Jessica Ryg

*Guests:* Todd Folder and Diana Valois

**I. Call to Order:** Chairman called the meeting to order at 7:00 p.m.

**II. Pledge of Allegiance**

**III. Secretary (Jessica Ryg)**

Trustee Oschwald moved to approve the Tuesday, November 12, 2024, Regular Meeting Minutes with two changes. Trustee Mayes second the motion. The motion carried.

**IV. Guests/Visitors:** none

**V. Treasurer (Stremsterfer)**

The CGTPWD Budget Report reflects 7 months or 58% of FY'25 activity. Trustee Oschwald gave Treasurer Stremsterfer's Income and Expenses Report for *November*:

**Income:**

Month End District Water Income

December Report (November 13, 2024 – December 10, 2024): \$155,263.00  
November Report (October 9, 2024 – November 12, 2024): \$187,310.00  
October Report (September 11, 2024 – October 8, 2024): \$176,492.00  
September Report (August 14, 2024 – September 10, 2024): \$187,900.00  
August Report (July 10, 2024 – August 13, 2024): \$188,789  
July Report (June 12, 2024 – July 9, 2024): \$159,855.00

Fiscal YTD Water Income

December Report (November 13, 2024 – December 10, 2024): \$1,212,922.00  
November Report (October 9, 2024 – November 12, 2024): \$1,057,401.00  
October Report (September 11, 2024 – October 8, 2024): \$870,092.00  
September Report (August 14, 2024 – September 10, 2024): \$693,843.00  
August Report (July 10, 2024 – August 13, 2024): \$537,500.00  
July Report (June 12, 2024 – July 9, 2024): \$317,154.00

Month End District Income - Including Other Income

December Report (November 13, 2024 – December 10, 2024): \$193,394.00  
November Report (October 9, 2024 – November 12, 2024): \$280,645.00  
October Report (September 11, 2024 – October 8, 2024): \$216,524.00

September Report (August 14, 2024 – September 10, 2024): \$221,955.00  
 August Report (July 10, 2024 – August 13, 2024): \$214,055  
 July Report (June 12, 2024 – July 9, 2024): \$186,022.00

**Fiscal YTD for All Income**

December Report (Nov.13, 2024 – December 10, 2024): \$1,505,127.00 = 112%  
 November Report (October 9, 2024 – Nov. 12, 2024): \$1,311,733.00 = 109%  
 October Report (September 11, 2024 – October 8, 2024): \$1,031,088.00 = 115%  
 September Report (August 14, 2024 – September 10, 2024): \$814,808.00 = 101%  
 August Report (July 10, 2024 – August 13, 2024): \$603,625 = 98%  
 July Report (June 12, 2024 – July 9, 2024): \$378,79.00 = 94%

**Expenses:**

**Month End Operating Expenses**

December Report (November 13, 2024 – December 10, 2024): \$110,216.00  
 November Report (October 9, 2024 – November 12, 2024): \$163,926.00  
 October Report (September 11, 2024 – October 8, 2024): \$159,215.00  
 September Report (August 14, 2024 – September 10, 2024): \$184,505.00  
 August Report (July 10, 2024 – August 13, 2024): \$169,728.00  
 July Report (June 12, 2024 – July 9, 2024): \$130,851.00

**Fiscal YTD Expenses of Operating Budget**

December Report (Nov. 13, 2024 – December 10, 2024): \$1,075,357 = 112%  
 November Report (October 9, 2024 – November 12, 2024): \$963,473.00 = 117%  
 October Report (September 11, 2024 – October 8, 2024): \$789,255.00 = 115%  
 September Report (August 14, 2024 – September 10, 2024): \$630,140.00 = 114%  
 August Report (July 10, 2024 – August 13, 2024): \$412,940.00 = 108%  
 July Report (June 12, 2024 – July 9, 2024): \$273,318.00 = 99%

**Net Operating Income (Loss)**

**The YTD FY25 Unaudited Net Operating Income**

December Report (November 13, 2024 – December 10, 2024): \$429,771.00  
 November Report (October 9, 2024 – November 12, 2024): \$348,260.00  
 October Report (September 11, 2024 – October 8, 2024): \$241,733.00  
 September Report (August 14, 2024 – September 10, 2024): \$184,667.00  
 August Report (July 10, 2024 – August 13, 2024): \$190,685.00  
 July Report (June 12, 2024 – July 9, 2024): \$105,475.00

Budgeted Debt Service & Short-Lived Assets (SLA): \$46,788.00 which transfers each month to Debt & Service accounts

**Capital Expenses for the Period:**

December Report (November 13, 2024 – December 10, 2024): \$24,000.00  
 November Report (October 9, 2024 – November 12, 2024): \$72,967.00

October Report (September 11, 2024 – October 8, 2024): \$2,400.00  
 September Report (August 14, 2024 – September 10, 2024): \$10,065.00  
 August Report (July 10, 2024 – August 13, 2024): \$760  
 July Report (June 12, 2024 – July 9, 2024): \$0 (correct amount)

Net Income for the Period:

December Report (November 13, 2024 – December 10, 2024): \$12,390.00  
 November Report (October 9, 2024 – November 12, 2024): (\$3,035.00)  
 October Report (September 11, 2024 – October 8, 2024): \$8,121.00  
 September Report (August 14, 2024 – September 10, 2024): (\$19,403)  
 August Report (July 10, 2024 – August 13, 2024): (\$3,222.00)  
 July Report (June 12, 2024 – July 9, 2024): \$8,383.00

Trustee Mayes made a motion to approve the profit and loss report with corrections pending audit. Trustee Benanti second the motion. The motion carried.

**(7:07pm)**

**Bills List of Vendors – Total Payments to Vendors:**

December Report (November 13, 2024 – December 10, 2024): \$208,082.98  
 November Report (October 9, 2024 – November 12, 2024): \$245,935.68  
 October Report (September 11, 2024 – October 8, 2024): \$165,679.69  
 September Report (August 14, 2024 – September 10, 2024): \$246,966.47  
 August Report (July 10, 2024 – August 13, 2024): \$148,783.74  
 July Report (June 12, 2024 – July 9, 2024): \$137,808.26

Trustee Oschwald proposed all invoices presented should be approved, with the exception of Midwest Meter's account invoice, which totaled \$6,762.00, providing total bill payment for the period of \$201,320.98. Trustee Mayes second the motion. The motion carried.

**VI. Operations Manager's Report (Aaron Smith)**

This is a summary of the water loss report this month:

Amount of Treated Water Treated and Sent to Distribution System (and Billing Cycle):

December Report (October 23, 2024 – Nov. 26, 2024): 9,696,003 (27-day cycle)  
 November Report (Sept. 24, 2024 – Oct. 23, 2024): 9,573,000 (29-day cycle)  
 October Report (Aug. 23, 2024 – September 23, 2024): 11,600,000 (32-day cycle)  
 September Report (July 23, 2024 – Aug. 23, 2024): 11,601,000 (31-day cycle)  
 August Report (June 20, 2024 – July 23, 2024): 13,630,000 (33-day cycle)  
 July Report (May 21, 2024 – June 20, 2024): 13,842,000 (30-day cycle)

Amount of Water Billed to Customers (this includes bulk water sales during this reporting period):

December Report (October 23, 2024 – November 26, 2024): 11,239,000

November Report (September 24, 2024 – October 23, 2024): 9,332,004  
October Report (Aug. 23, 2024 – September 23, 2024): 11,673,000  
September Report (July 23, 2024 – August 23, 2024): 10,767,000  
August Report (June 20, 2024 – July 23, 2024): 12,875,000  
July Report (May 21, 2024 – June 20, 2024): 12,583,000

Amount of Water Loss in Gallons and Percent:

December Report (October 23, 2024 – November 26, 2024): 1,542,997 (13.7%)  
November Report (September 24, 2024 – October 23, 2024): 240,996 (2.5%)  
October Report (Aug. 23, 2024 – September 23, 2024): 27,000 (.23%)  
September Report (July 23, 2024 – August 23, 2024): 10,767,000 (7.19%)  
August Report (June 20, 2024 – July 23, 2024): 755,000 (5.54%)  
July Report (May 21, 2024 – June 20, 2024): 1,259,000 (9.1%)

Amount of Water Loss in Gallons per Minute:

December Report (October 23, 2024 – November 26, 2024): 39.7 gallons/minute  
November Report (September 24, 2024 – October 23, 2024): 5.77 gallons/minute  
October Report (Aug. 23, 2024 – September 23, 2024): .58 gallons/minute  
September Report (July 23, 2024 – August 23, 2024): 18.68 gallons/minute  
August Report (June 20, 2024 – July 23, 2024): 17.47 gallons/minute  
July Report (May 21, 2024 – June 20, 2024): 29.14 gallons/minute

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

The water treatment plant finished water meter's motherboard was replaced. It's been calibrated and put into service.

A 2" water service was installed on Smith Road and a 1" water service was installed on PEC Road.

Todd Folder, Mike McCarthy, and Tom Perry participated in a four-hour disaster preparedness training session conducted by the Illinois Rural Water Association (IRWA) in Havana.

An easement request letter was mailed to the two remaining landowners for the proposed Hazlett/Winch Road water main loop extension.

The 2" meter that supplies the Sangamo Town Country Estates and the 2" meter on Old Covered Bridge were replaced.

The District received a bid for \$39,789.00 from Hydro-Kinetics for the replacement of high service pumps. Operations Manager Smith also reached out to Flo-Systems as well as Vandervanter for bids.

Trustee Oswald asked if the pump could be rebuilt, and Operational Manager Smith said they were saving the motor as a backup.

The District received a bid from Flynn's Shop to fix the Ford F-350 truck. It totaled \$12,500. A second bid was obtained from Landmark Ford for \$12,793.

Lewis Wallbaum, the new employee, was established for the on-call rotation and commenced his first week of on-call service this week.

Lewis Wallbaum, Matt Hermes and Operations Manager Smith continue to study for the IEPA certification exam. It will be given along with a refresher course at the IRWA Effingham conference in February of 2025.

## **VII. Business Managers Report (Graff)**

The ongoing customer liens for three parcels are pending. CGTPWD has not received a payment to-date.

The office personnel will be in training for the duration of the week acquiring the skills needed to implement the new invoicing software. Although there is a final step mandated for the data conversion from UBMax of approximately \$6,125.00, the objective will be to operate both systems in parallel next week. Beacon, the previous billing software, will be fully phased out on January 1, 2025. Business Manager Graff continues to work with Midwest Meter and Badger Meter for the data transfer wrap-up.

**(7:17 p.m.)**

Customers paying online can go online and register their account to make an online payment using their debit card, ACH, or credit card. This billing module is hosted by a separate software company than CGTPWD, which means that our system is not susceptible. LRS was consulted to ensure that our customers' security is maintained at the highest level.

Trustee Oswald asked about the expansion possibilities for customer accounts and if this new billing system could process additional customer accounts. Business Manager Graff confirmed, yes, that this is the software can accommodate district growth.

The District awaits the proposed codification from American Legal Publishing.

Business Manager Graff is working with Attorney Yow on updating and defining a new customer service agreement.

Item	July	August	September	October	November	December
Monthly Disconnect Letters Sent	125	147	133	167	135	125
Disconnect Letters Sent Current FY	463	610	743	910	1,045	1,170
Currently Set for Disconnect	78	45	27	75	48	58
Disconnected - Still Off Since Last Month	2	1	1	1	2	3
Disconnect Fees Applied for Current	\$150 (3 x \$50)	\$250 (5 x \$50)	\$100 (2 x \$50)	\$100 (2 x \$50)	\$350 (7 x \$50)	\$350 (7x\$50)
Letters Sent to Update Contact Info	0	0	0	0	0	0
Contact Information Updated	0	0	0	0	3	5
Current Liens	15	14	13	13	13	13
Notice Letter to File Lien	1	0	0	0	0	0
New Liens Filed	0	0	0	0	0	0
Liens Filed Current Fiscal Year	0	0	0	0	0	0
Liens Released by FY	2	2	2	2	2	2
Total Cellular Meters	1,598	1,627	1,636	1,676	1,687	1,655
Manual Meters	192	183	183	182	181	180
Radio Meters	811	798	795	792	784	785
Deduct Meters Cellular Radio	44 Total 4 Cell/ 40 Radio	44 Total 4 Cell/40 Radio	44 Total 4 Cell/40 Radio	44 Total 4 Cell/ 40 Radio	44 Total 4 Cell/ 40 Radio	44 Total 4 Cell/ 40 Radio
New Tap-ons	0	2	1	6	1	1
New Tap-ons YTD	2	4	5	11	12	12
Total Active Customers	2,546	2,569	2,569	2,573	2,575	2,576
New Accounts Created	12	10	10	9	8	3
New Accounts Created FY	27	37	47	56	64	67

(7:28 p.m.)

### VIII. District Engineer's Report (Middendorf)

SRF 1 | Project #620-081

The IEPA construction permit received and loan documents are proceeding. The planning documentation should be complete by the end of the year, which is in line with FY 2025 funding ranking.

SRF 2 | Project #620-082

The Water Tank Rehabilitations project is on the funding list. The IEPA construction permit renewed for SRF 2 tank rehabs. Funding nominations resubmitted for SRF 1 and SRF 2.

SRF 3 | Project #620-083

The Curran Pressure Zone Improvements: preliminary plans are progressing.

Project 620-084.001 | Project 620-084.002

GIS Mapping Boundary; Hydraulic Analysis: MECO is reviewing discovery and interrogatory responses. They continue to work with Harris' team.

Project 620-086; -001; 002

Project: Curran Watermain Loop. The preliminary layout is complete, but pending receipt of requested ROW documentation from RailPros. Will schedule topography survey once ROW data is acquired.

Project 620-087; -001; 002

Project: Winch Lane Watermain Loop. The preliminary layout is complete. MECO will work with CGTPWD staff for field topographical data.

**7:26 p.m.**

**IX. Chair, Vice Chair and Committee Reports**

- a.) Chair (Mitchell): Chairman discussed with the Board the need for holding a special board meeting before January 1, 2025, to discuss legal matters. The Board decided to meet on Wednesday, December 18, 2024 at 4:00 p.m.
- b.) Vice Chair (Irwin): Vice Chair provided an explanation for the reason for conducting an Executive Session this evening. Additionally, the Executive Session minutes from the previous six months will be reviewed at the routinely scheduled monthly meeting on Tuesday, January 14, 2025.
- c.) Finance (Oschwald/DiMarzio): The audit will be discussed later this evening.
- d.) Planning (Mitchell/Moss): no report.
- e.) Personnel (Mitchell/Moss): no report.
- f.) Systems Oversight (Irwin/Benanti): no report.
- g.) Policy and Procedures (Irwin/Benanti): no report.
- h.) Ordinance Committee (Mayes/Oschwald): They continue to wait for American Legal re: codification.

## **X. New Business**

### **a. Budget Amendment #3**

A budget amendment was needed to ensure that expenditures made during this fiscal year are supported by the budget. This will help with next year's working budget cycle and appropriately prioritize costs for projected project price adjustments.

Trustee Oschwald made a motion to amend the budget to include a bill from Badger Meter Reading Software of \$6,762.00. Trustee DiMarzio second the motion. The motion carried.

## **XI. Guests - none**

## **XII. Executive Session**

Chairman Mitchell a motion to go into Executive Session. Trustee Mayes second the motion. Chairman Mitchell conducted a roll call vote:

Chairman Mitchell: Yes

Vice Chair Irwin: Yes

Trustee Oschwald: Yes

Trustee Mayes: Yes

Trustee Benanti: Yes

Trustee DiMarzio: Yes

With six yes votes, the motion carried.

**(Board Exits Room at 8:03 p.m.)**

**(Board Returns to Room at 9:17 p.m.)**

Trustee Oschwald made a motion to return to Regular Session. Trustee Mayes second the motion. Chairman Mitchell conducted a roll call vote:

Chairman Mitchell: Yes

Vice Chair Irwin: Yes

Trustee Oschwald: Yes

Trustee Mayes: Yes

Trustee Benanti: Yes

Trustee DiMarzio: Yes

With six yes votes, the motion carried.

Chairman Mitchell said personnel matters and litigation were discussed during Executive Session.

## **XIV. Adjournment**

Vice Chair Irwin made a motion to adjourn at 9:19 p.m. Trustee Mayes second the motion. The motion carried.