

Curran-Gardner Townships Public Water District
3384 Hazlett Road | Springfield, Illinois | 62707-2522 | 217.546.3981
Tuesday, March 10, 2020 – 7:00 p.m. – Regular Board Meeting

Audio Available: www.CurranGardner.com

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

Guests: Wayne Benanti and Todd Folder

I. Call to Order at 7:01 p.m. and the **Pledge of Allegiance** was said.

II. Board Secretary (Ryg)

A motion was made by Trustee Oschwald to approve the February 11, 2020, Regular Meeting minutes with corrections. Vice Chair Mayes second the motion. The motion carried.

III. Treasurer's Report (Elsner)

The CGTPWD Budget Report reflects 10.5 months or 88% of FY20 activity. Treasurer Elsner gave the following Income and Expenses Report for February 12, 2020, through March 10, 2020, which includes the Profit and Loss Budget Performance Report.

Income:

Month End District Water Income: \$144,558

Fiscal YTD Water Income: \$1,497,293

Month End District Income (including other income): \$147,252

Fiscal YTD for all income: \$1,747,607 = 93% of budget

Expenses:

Month End Operating Expenses: \$87,275

Fiscal YTD Expenses: \$963,542 = 87% of Operating Budget

Net Operating Income (Loss):

The YTD FY20 Unaudited Net Operating Income: \$784,065

Budgeted Debt Service for this period: \$41,375

Capital Expenses for the period: \$8,283

After transfer of funds to interest bearing accounts, Net Unaudited Income for period: - \$10,319

Bills – List of Vendors: \$97,555.61

A draft of the FY 20 - FY 21 Budget was distributed.

A motion was made by Trustee Oswald to accept the Treasurer's Profit and Loss Budget Report pending audit. Trustee Valois second the motion. The motion carried.

A motion was made by Trustee Oswald to pay the bills. Trustee Moss second the motion. The motion carried.

Trustee Oswald moved to approve the engagement letter with Eck, Shaefer and Punke for CGTPWD Fiscal Year 2020. Trustee Hammitt second the motion. The motion carried.

IV. Operation Manager's Report (Nelson)

Water Report for January 17, 2020 through February 21, 2020:

- Amount of Treated Water Sent to Distribution System: 9,287,000 gallons (Noted: This was a 33-day billing cycle.)
- Water Billed to Customers During January 18 – February 21, 2020: 9,121,027 gallons (includes bulk water sales during this reporting period)
- Water Produced at Water Treatment Plant and Sold to Customers: 9,121,027 gallons
- Water Loss: 11.25%
- Water Loss in Gallons: 1,115,973
- Water Loss in Gallons Per Minute in Gallons: 24.3

Noted: CGTPWD experienced some minor water service line breaks at the main during this reporting period which caused the percentage of water loss to grow by approximately .25% higher making it an overall loss of .57%.

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

Well #7 progress: Brotcke, Well & Pump has not been able to perform any additional work in the field due to flooding, weather and muddy conditions.

The District continues the litigation process against Kinney Contractors from the Village of Curran sewer project. There is a small claims court date of March 13, 2020, at 1:00 p.m. at the Sangamon County Courthouse.

The scope of the Lenhart and Bunker Hill Water Main Extension Project was reduced, so Operations Manager Nelson recalculated the latest project fee since the last board meeting. The project will consist of installing a tee and valves at the intersection of West Iles Avenue and Lenhart Road, then running approximately 1,500 ft. of 8" water main south to a point immediately adjacent to the property owned by the City of Springfield; also, a hydrant will be installed at that specific point. This line will serve all future growth on the acreage currently in cropland. The newest cost for this project will be approximately \$15,000. All engineering costs have been paid. Also, all easements have been obtained for the line.

Prairie Creek Road Project: The District received the construction permit for the project on February 24, 2020. The field crew installed the water main during the first week of March. Rather than starting at the end of the existing main, the crew installed the portion that involved going through cropland first due to the upcoming planting season. An additional fire hydrant will be installed at the property line of the Robinson & Gulick properties. The two property owners will pay for the cost of the additional material.

A copy of the Illinois Environmental Protection Agency's Public Water Supply construction permit for CGTPWD (Permit Number: 0680-FY2020) was given to each Trustee. The permit type is for a water main extension at Prairie Creek Road. It proposes installation of approximately 6,450 feet of 8-inch water main. This permit was issued on February 20, 2020 and signed by David C. Cook, P.E., Manager of the Permit Section, Division of Public Water Supplies at IEPA.

The District received approval to open Parkes Kinner Road for the purpose of crossing the road with the water main.

A new customer within the Prairie Creek Road area was approved for the tap fee and privilege fee.

Vice Chair Mayes and Trustee Oswald met with Operations Manager Nelson on March 4, 2020, to discuss the new information regarding the possible Pleasant Plains Interconnection. Vice Chairman Mayes, Trustee Oswald and Operations Manager Nelson will update the board in Executive Session.

V. Business Manager (Graff)

Business Manager Graff and the office team recovered approximately \$4,800 in liens owed to the District.

Per Illinois House Bill 3711, Illinois Public Act 101-0293 of the Equitable Restrooms Act, there is now a changing station located in the CGTPWD public restroom.

The Sangamon County Water Reclamation District increased rates are effective on May 1, 2020:

2019 Flat Rate: \$12.17

2020 Flat Rate: \$12.58 (*price difference of .41*)

2019 Per 1,000 Gallons: \$6.96

2020 Per 1,000 Gallons: \$7.39 (*price difference of .43*)

Notification of this rate change will begin with the March billing cycle.

Business Manager Graff gave each Trustee a project scope for an upgrade to the Advanced Metering Analytics system which uses Orion Meters. The cost for this project could be spread out over a three year time period for full conversion to take place. The request for proposal included system specifications such as description of current software and software needed, managed solution requirements, endpoint performance requirements, AMA software performance requirements, software/endpoint installation and training needs, field installation

project management/prime contractor responsibilities, metering product applications, and technical support.

A discussion ensued from the Board regarding the short term and long term needs of hand-held meters. Business Manager Graff gave each Trustee a copy of the priority zones and service count for the following zones: Zone MM, Zone TF, Zone TP, Zone AS, and Zone LT. (Note: zones are identified by employees whom are responsible for reading meters). It highlighted the Manual Reads, Radio Reads, Totalled Services between Manual Reads and Radio Reads. It also converted the dollar amount for Cellular Reads for each one of these zones. This will be on next month's agenda. It was also suggested to have Midwest Meter to do a presentation for the Board if time allowed in the future.

VI. District Manager's Report (Middendorf)

There are three valves that have top priority to upgrade/replace at the Plant. Two valves will need to be replaced for the common drain line. There is a likely spot for the isolation valve on the trunk line.

A performance test will be done on the three high service pumps. The performance tests run by MECO need a meter calibrated upgraded.

The punch list was addressed, and leak repairs were completed. The Merrick loss was covered by warranty.

MECO is working with Advanced Automation for better water quality by adjusting the target pH levels and other programming. The plan is to tweak the lime feed rate to achieve the target pH level so the Plant can effectively continue to remove metals which leads to better tasting water. The goal of the water is to achieve water having a pH of seven, which is neutral, rendering it non-corrosive and non-scale forming.

The test result from the last bore looks promising for Well #7.

Prairie Creek has a working IEPA permit (received on February 20, 2020), so the project is ready. A blanket easement was given by the Sangamon County for construction purposes. The IHPA clearance letter was issued on January 23, 2020.

The field crew continues to work on the Wagon Ford project.

VII. Guests – n/a

VIII. Chair, Vice Chair and Committee

- a) Chair: n/a
- b) Vice Chair: VC Mayes asked Mr. Percy Stevens of the Gardner Township about holding future board meetings there. The Board approves of this action. The next step will be for the Board to pick a date to hold a future meeting at the Gardner Township building. This change of location and date will be advertised on the bills sent to customers.

Also, an audio recording options during meetings will be explored. Business Manager Graff suggested that this type of system could be researched for the next budget year.

- c) Finance: Trustee Oswald will cover the Budget later in the meeting.
- d) Planning: n/a
- e) Personnel: n/a
- f) Systems Oversight: n/a
- g) Policy and Procedure Committee: n/a
- h) Ordinance Committee: n/a

IX. Ongoing Business

Discussion: Open Topic for Consideration

X. New Business

a. Union Contract Update, Contract Approval and Signature (Graff)

The Teamsters and CGTPWD Union Contract was discussed. The changes were conferred, and a tentative agreement was made.

Trustee Davis made a motion to approve the agreement between CGTPWD and General Teamsters/Professional and Technical Employees Local Union 916 and to sign the contract that is effective from January 1, 2020 through December 31, 2023. Vice Chair Mayes second the motion. The motion carried.

b. Purchase Meter Reading Hardware/Software Upgrade (Graff):

This topic will be further researched and on next month's agenda.

c. Preparation and Input for the Fiscal Year 2020 – 2021 Budget:

Trustee Oswald distributed and discussed the draft of the annual budget to the Board. It featured Budgeted and Estimated Operating Income, Budgeted and Estimated Operating Expenses, Debt Service Obligations/Reserve Requirements and Capital Expenditures.

Chairman Mitchell asked the Board to review the budget to discuss at next month's meeting.

d. Discussion: Open Topic for Consideration:

Trustee Oswald reminded the Board that the two-year anniversary of putting CWLP Agreement on notice of renegotiating the Intergovernmental Agreement. The 2 years notice was required by the Agreement.

XI. Executive Session

A motion was made by Trustee Oswald to go into Executive Session. Trustee Davis second the motion. A roll call vote was taken:

1. Trustee Davis: Yes
2. Trustee Valois: Yes
3. Trustee Hammitt: Yes
4. Chairman Mitchell: Yes
5. Trustee Moss: Yes
6. Vice Chair Mayes: Yes
7. Trustee Oswald: Yes

With seven yes votes, the motion carried.

(Board Exits at 8:36 p.m.)

(Board Returns at 9:04 p.m.)

A motion was made by Trustee Moss to return to the Regular Meeting from Executive Session. Vice Chair Mayes second the motion. A roll call vote was taken:

1. Trustee Davis: Yes
2. Trustee Valois: Yes
3. Trustee Hammitt: Yes
4. Chairman Mitchell: Yes
5. Trustee Moss: Yes
6. Vice Chair Mayes: Yes
7. Trustee Oswald: Yes

With six seven votes, the motion carried.

Chairman Mitchell said the Board met to discuss a possible contract for water sales to a new customer base.

XII. Adjournment

The CGTPWD Board adjourned at 9:06 p.m.

Chairman Signature and Date: _____

Secretary Signature and Date: _____