

**Curran-Gardner Townships Public Water District**  
**3384 Hazlett Road | Springfield, Illinois | 62707-2522 | 217.546.3981**  
**Tuesday, November 15, 2022 – 7:00 p.m. – Regular Board Meeting**

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

*Guests: Todd Folder and Wayne Benanti*

**I. Call to Order:** Chairman Mitchell called the meeting to order at **7:05 p.m.**

**II. Pledge of Allegiance**

**III. Secretary (Jessica Ryg)**

Trustee Mike Irwin made a motion to table the October 11, 2022, Regular Meeting Minutes. Trustee Valois second the motion. The motion carried.

**IV. Treasurer (Mary Ann Becker)**

The CGTPWD Budget Report reflects 6 months or 50% of FY'23 activity. Treasurer Becker gave the following Income and Expenses Report for October of 2022:

**Income**

Month End District Water Income: \$142,187

Fiscal YTD Water Income: \$947,696

Month End District Income (including other income): \$159,811

Fiscal YTD for all income: \$1,119,008 = 54% of the Budget

**Expenses**

Month End Operating Expenses: \$96,987

Fiscal YTD Expenses: \$564,674 = 44% of the Operating Budget

**Net Operating Income (Loss)**

The YTD FY23 Unaudited Net Operating Income: \$554,334

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

Capital Expenses for the Period: \$18,428

Net Income for the Period: \$-3,321

**Bills** – Total Payments to Vendors (October 12, 2022 – November 15, 2022):  
\$116,280.47

Treasurer Becker provided the Board with an audited Operating Balance Sheet ending October 31, 2022. She distributed the Reserves & Debt Funds Balance Sheet plus the Quarterly Profit and Loss Sheet ending October 31, 2022.

Trustee Oswald made a motion to accept the Treasurer's report pending audit. Vice Chair Davis second the motion. The motion carried.

Trustee Oswald made a motion to pay the District's bills at \$116,280.47. Trustee Valois second the motion. The motion carried.

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

Water loss report for September 19, 2022 – October 19, 2022):

Amount of Treated Water Sent to Distribution System: 11,301,000 gallons (Note: This was a 31-day billing cycle.)

Amount of Water Billed to Customers: 10,353,000 gallons. This includes bulk water sales during this reporting period.

Amount of Water Loss: 8.4%

Amount of Water Loss: 948,000 gallons

Amount of Water Loss by Gallons per Minutes: 21.23 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 operations staff attended Illinois Potable Water Supply Operators Association's training conference.

The Bradfordton bulk water station's fill hose was replaced due to a split.

A service line in the village of Berlin was hit by a fiber optic contractor. The damage was repaired.

A field tile was repaired on Old Covered Bridge Road.

A water main on Fraase Road was exposed due to soil erosion. It was back filled with dirt and an erosion control fabric was used as well as other material to prevent it from happening again.

Two battery backups were replaced at Curran and Farmingdale towers.

A service line leak was repaired in the Sloan Crossing neighborhood.

A dead tree on the CGTPWD property was cleared.

Well 7 piping continues. The transmission line from Well 2 to the plant was cut and a tee and valve was installed along with the pig retrieval station plus 360' main.

The shaft on the lime batch mixer tank bent. It was dismantled and taken to Claussen Machine Shop in (Oakford, IL) for repair. Claussen not only repaired the exiting shaft but built a replacement shaft. The shaft was installed, but the mixer will need new impellers and gearbox.

## **VI. Business Manager's Report (Graff)**

The business office recovered \$600.00 owed to the District from a lien.

There were 103 new cellular meters installed last month.

There have been 1,314 cellular meters installed as of tonight's meeting (November 15, 2022).

Health insurance costs for the District decreased by 1% this year, but employee's annual in-network's out-of-pocket expense increased \$250.00. It was the recommendation of the Business Manager to renew the Blue Cross/Blue Shield health insurance policy.

The Social Security Administration announced an 8.7% cost-of-living adjustment (COLA) for 2023. The COLA, combined with the-USDA Loan's mandate of a half percent, will adjust the CGTPWD rate to 9.2%.

### Statistics:

Office Action Item:	Quantity:	Date:
Initial Disconnect Letters Sent	146	10/26/2022
Customers Currently Set for Disconnect	4	11/15/2022
Disconnects Still Shut-off from Last Month	0	11/14/2022
Disconnect Fees Applied for Current Billing Period	\$200 (4 x \$50)	11/15/2022
Letters Sent to Request Contact Info. Updated	0	n/a
Current Liens	15	11/15/2022
Notice Letters Sent to File Lien	0	n/a
New Liens Filed	0	n/a
Liens Recently Released	1 (\$362.48)	10/25/2022
Total Cellular Meters Installed	1,314	11/15/2022
Manual Meters	335	11/15/2022
Radio Meters	1,012	11/15/2022
Deduct Meters/Cellular Meters/Radio Meters	42/2/38	11/14/2022
New Tap-ons (October)	0	11/15/2022

### *Video Conferencing Initiative:*

Vice Chair Davis made a motion to go forward with the video conferencing initiative. Trustee Irwin second the motion.

A discussion between the Board members included prices for each component, installation and possible maintenance fees. It was noted that a touch screen laptop would need to be purchased. The conference camera can be ordered directly from Logitech (manufacturer). The total cost is projected at \$7,671.00, which includes the keyboard and mouse. There would be some savings as the office staff can complete a majority of the installation.

The motion carried.

## **VII. District Engineer's Report (Middendorf)**

Osage Nation (in reference to SRF 22.01, SRF 22.02 and SRF 22.03): They submitted the data sets/schematic requests to the Army Corp of Engineers and Illinois Environmental Protection Agency (IEPA) which included a cross-section of the road so there is no concern about the flooding.

The IEPA has been giving us review/feedback/comments on SRF 22.01, SRF 22.02 and SRF 22.03.

Midwest Meter will be performing meter inspections.

Well 7: Piping and wiring activities will resume pending weather conditions.

SRF 22.01: Well Field Improvements: USACOE request no rise data for well field improvements. Larry Conrad's field work is complete (pending approval from IHAP, USACOE and Osage Nation).

SRF 22.02: Water Tank Rehabilitations: MECO awaits reports from tank inspections.

SRF 22.03: Curran Pressure Zone Improvements: the design scope is pending.

## **VIII. Guests – n/a**

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

- a.** Chairman: There are no updates from the City of Springfield regarding the Intergovernmental Agreement.
- b.** Vice Chair – n/a
- c.** Finance (Oshwald, DiMarzio) – Trustee Oshwald spoke to Auditor Bill Castor, CPA, of Eck, Punke and Shafer LLP (227 South 7<sup>th</sup> Street, Springfield, IL, 62701, email: castor@espcpa.com, and phone: 217-525-1111 ext. 117). According to Mr. Castor there no significant issues with the audit resulting in an 'unqualified opinion'.
- d.** Planning (Valois, Mitchell) – n/a
- e.** Personnel (Mitchell, Moss) – n/a
- f.** Systems Oversight (Davis, Irwin) – n/a
- g.** Policy and Procedures (Valois, Irwin) – n/a

- h.** Ordinance Committee (Mitchell, Oschwald) –This will be covered in new business.

Trustee Oschwald made a motion to approve the 2022 audit. Trustee Irwin second the motion. Chairman Mitchell took a roll call vote:

Trustee Irwin: Yes  
Trustee DiMarzio: excused  
Trustee Valois: Yes  
Chairman Mitchell: Yes  
Vice Chair Davis: Yes  
Trustee Bill Moss: excused  
Trustee Oschwald: Yes

With five yes votes, the motion carried.

## **X. New Business**

In the continued spirit of being transparent to its customers, CGTPWD took action on researching codification companies with a goal of publishing all the District ordinances. The District received a codification proposal from American Legal Publishing Corporation. When the project is complete (estimated time of 24-months) all ordinances will be published on the web. These files would be searchable and printable. The base rate for this service is \$6,500.00 (there are some variable costs should the District desire purchasing extra CDs of the ordinances). It was noted that the Village of Grandview uses this company and has been satisfied with the service.

Trustee Oschwald made a motion to start the codification process. Vice Chair Davis second the motion. The motion carried.

## **XI. Guests**

## **XII. Executive Session**

Trustee Irwin made a motion to go into Executive Session. Trustee Valois second the motion. Chairman Mitchell called for a roll call vote:

1. Trustee Irwin: Yes
2. Trustee DiMarzio: excused
3. Trustee Valois: Yes
4. Chairman Mitchell: Yes
5. Vice Chair Davis: Yes
6. Trustee Bill Moss: excused
7. Trustee Oschwald: Yes

With five yes votes, the motion carried.

**Board exited the room at 8:03 p.m.**

**Board returned to the room at 9:05 p.m.**

Trustee Irwin made a motion to go back into regular session. Trustee Valois second the motion. Chairman Mitchell called for a roll call vote:

1. Trustee Irwin: Yes
2. Trustee DiMarzio: excused
3. Trustee Valois: Yes
4. Chairman Mitchell: Yes
5. Vice Chair Davis: Yes
6. Trustee Bill Moss: excused
7. Trustee Oswald: Yes

With five yes votes, the motion carried.

Chairman Mitchell said during executive session the Board discussed water system analysis and personnel matters.

The meeting was adjourned at **9:09 p.m.**