

**Curran-Gardner Townships Public Water District
3384 Hazlett Road | Springfield, Illinois | 62707-2522 | 217.546.3981
Tuesday, February 13, 2024 – 7:00 p.m. – Regular Board Meeting**

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

Guests: Todd Folder and Khaled Hussein

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

II. Pledge of Allegiance

Vice Chairman Irwin led the Board with the pledge of allegiance.

III. Guests

Engineer and customer Khaled Hussein addressed the Board about a billing issue pertaining to property on Charlane Lane.

IV. Secretary (Jessica Ryg)

Due to the Secretary's unforeseen illness, Trustee Oschwald moved to table the following minutes: December 12, 2023; January 2, 2024; and January 9, 2024. Trustee Moss second the motion. The motion passed.

V. Treasurer (Stacy Stremsterfer)

The CGTPWD Budget Report reflects 9 months or 75% of FY'24 activity. Business Manager Cherril Graff gave the following Income and Expenses Report for January of 2023:

Income

Month End District Water Income:

February Report (January 9, 2023 – February 12, 2024): \$204,246.00
January Report (December 11, 2023 – January 8, 2024): \$191,390.00
December Report (November 11, 2023 – December 9, 2023): \$216,632.00

Fiscal YTD Water Income:

February Report (January 9, 2023 – February 12, 2024): \$1,822,256.00
January Report (December 11, 2023 – January 8, 2024): \$1,618,011.00
December Report (November 11, 2023 – December 9, 2023): \$1,426,621.00

Month End District Income - Including Other Income:

February Report (January 9, 2023 – February 12, 2024): \$214,951.00
January Report (December 11, 2023 – January 8, 2024): \$193,995.00
December Report (November 11, 2023 – December 9, 2023): \$342,449.00

Fiscal YTD for all income:

February Report (January 9, 2023 – February 12, 2024): \$2,106,216.00 = 132%
January Report (December 11, 2023 – January 8, 2024): \$1,891,265.00 = 134%
December Report (November 11, 2023 – Dec. 9, 2023): \$1,697,355.00 = 137%

Expenses:

Month End Operating Expenses:

February Report (January 9, 2023 – February 12, 2024): \$215,927.00
January Report (December 11, 2023 – January 8, 2024): \$100,855.00
December Report (November 11, 2023 – December 9, 2023): \$100,408.00

Fiscal YTD Expenses:

February Report (January 9, 2023 – February 12, 2024): \$1,224,912.00 = 112%
January Report (December 11, 2023 – January 8, 2024): \$1,007.94 = 104%
December Report (November 11, 2023 – Dec. 9, 2023): \$907,671.00 = 107%

Net Operating Income (Loss)

The YTD FY24 Unaudited Net Operating Income:

February Report (January 9, 2023 – February 12, 2024): \$881,304.00
January Report (December 11, 2023 – January 8, 2024): \$883,331.00
December Report (November 11, 2023 – December 9, 2023): \$789,684.00

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

Capital Expenses for the Period:

February Report (January 9, 2023 – February 12, 2024): \$14,015.00
January Report (December 11, 2023 – January 8, 2024): \$726.00
December Report (November 11, 2023 – December 9, 2023): \$41,678.00

Net Income for the Period:

February Report (January 9, 2023 – February 12, 2024): \$62,708.00
January Report (December 11, 2023 – January 8, 2024): \$44,898
December Report (November 11, 2023 – December 9, 2023): \$152,647.00

Bills List of Vendors – Total Payments to Vendors:

February Report (January 9, 2023 – February 12, 2024): \$193,667.33
January Report (January 9, 2023 – February 12, 2024): \$78,231.10
December Report (November 11, 2023 – December 9, 2023): \$162,404.68

Trustee Oswald made a motion to accept the treasurer's report pending audit. Trustee Valois second the motion. The motion carried.

Trustee Moss made a motion to pay the bills. Trustee Valois second the motion. The motion carried.

VI. Operations Manager's Report (Aaron Smith)

Summary of amount of water treated during December 21, 2023 – January 25, 2024, and sent to the distribution system during the above period in comparison to other months:

Amount of Treated Water Treated and Sent to Distribution System:

Feb. (Dec. 21, 2023 – Jan. 25, 2024): 11,853,000 gallons (35-day billing cycle)
 Jan. (Nov. 22, 2023 – Dec. 21, 2024): 9,447,00 gallons (29-day billing cycle)
 Dec. (Oct. 20, 2023 – Nov. 22, 2023): 11,077,150 gallons (34-day billing cycle)
 Nov. (Sept. 19, 2023 – Oct. 19, 2023): 11,301,000 gallons (31-day billing cycle)
 Oct. (Aug. 19, 2023 – Sept. 19, 2023): 11,009,000 gallons (31-day billing cycle)

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

Feb. (Dec. 21, 2023 – Jan. 25, 2024): 8,519,000 gallons
 Jan. (Nov. 22, 2023 – Dec. 21, 2024): 8,661,00 gallons
 Dec. (Oct. 20, 2023 – Nov. 22, 2023): 9,534,000 gallons
 Nov. (Sept. 19, 2023 – Oct. 19, 2023): 10,353,000 gallons
 Oct. (Aug. 19, 2023 – Sept. 19, 2023): 9,547,001 gallons

Amount of Water Loss:

Feb. (Dec. 21, 2023 – Jan. 25, 2024): 3,334,000 (28.1%)
 Jan. (Nov. 22, 2023 – Dec. 21, 2024): 786,000 (8.32%)
 Dec. (Oct. 20, 2023 – Nov. 22, 2023): 1,543,150 gallons (13.93%)
 Nov. (Sept. 19, 2023 – Oct. 19, 2023): 948,000 (8.4%)
 Oct. (Aug. 19, 2023 – Sept. 19, 2023): 1,461,999gallons (13.28%)

Amount of Water Loss in Gallons per Minute:

Feb. (Dec. 21, 2023 – Jan. 25, 2024): 66.15 gallons/minute
 Jan. (Nov. 22, 2023 – Dec. 21, 2024): 18.82 gallons/minute
 Dec. (Oct. 20, 2023 – Nov. 21, 2023): 31.51 gallons/minute
 Nov. (Sept. 19, 2023 – Oct. 19, 2023): 21.23 gallons/minute
 Oct. (Aug. 19, 2023 – Sept. 19, 2023): 32.75 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 Manager and team continue to research and gather information for Bolton-Menk.

The annual Tier 2 report was completed and submitted to Illinois Emergency Management Agency (IEMA).

The biannual sludge report was completed and submitted to Illinois Environmental Protection Agency (IEPA).

The annual Illinois water survey was completed and submitted. The Illinois Environmental Protection Agency collects this data to analyze, archive and disseminate high-quality, objective data and technical information regarding water quality, ground water needs protection, etc. Here's a link for more information: <https://epa.illinois.gov/topics/water-quality/groundwater/surveys-assessments.html>.

Todd Folder, Mike McCarthy, and Tom attended an Illinois Rural Water Association training session in Jacksonville, IL. This educational opportunity permitted them to continue to learn about water infrastructure, sludge removal, emergency plans/cybersecurity, new environmental federal and state laws, resources, governing boards, plus continuing education credits (CEUs).

Tower updates: Two pressure transducers were replaced. There was one at the Farmingdale tower and one at the Covered Bridge tower. Also, Dan with SCADAWARE replaced a surge protector at the Curran tower.

Two water services were installed in the Sloan Crossing subdivision.

A 2" water service was installed on Mansion Road.

VII. Business Manager's Report (Cherril Graff)

The District was notified by American Legal Publishing that our proposed draft of codification of ordinances will be received by next board meeting.

The Business Manager has a meeting scheduled to discuss past due bills and fees with a customer.

Stone Creek Subdivision: A resident representing the Stone Creek neighborhood proposed pausing the irrigation systems' *minimum usage fee* during the months since the general irrigation system is not in use during the winter months. He may be addressing the board in the future.

Comparison of Utility Billing Software: UBMax will no longer be the utility billing software for CGTPWD. There were six companies researched and rated based on initial cost, software cost, conversion cost, training, annual cost, effectiveness, cloud/server storage, cybersecure, functionality, and ability to generate a variety of reports. Business Manager Graff investigated which other water districts used these six companies plus their feedback. The companies included:

- Ampstun Utility Management: <https://www.ampstun.com/>
- Cambridge Technologies Utility Billing: Cambridge Technologies
- CUSI Utility Billing Solutions: <https://www.cusi.com/>
- gWorks Software Solutions: <https://www.gworks.com/>
- Locis Software Solutions for Local Government: <https://www.locis.com/>
- United Systems and Software: <https://united-systems.com/>

<i>Office Action Item:</i>	<i>August:</i>	<i>September:</i>	<i>October:</i>	<i>November:</i>	<i>December</i>	<i>January</i>	<i>February</i>	<i>Today's Date:</i>
Monthly Disconnect Letters Sent	154	139	137	153	129	160	149	1/9/2024
Disconnect Letters Sent Current Fiscal Year	507	646	783	906	1035	1195	1344	1/9/2024
Customers Currently Set for Disconnect	36	9	53	TBA	40	33	20	1/9/2024
Disconnects Still Shut-off from Last Month	2	1	4	1	1	1	3	1/9/2024
Disconnect Fees Applied for Current Billing Period	\$600 (12x\$50)	\$550 (11x\$50)	\$200 (4x\$50)	\$350 (7x \$50)	\$200 (4x\$50)	\$400 (8 x\$50)	\$750 (15 x \$50)	1/9/2024
Letters Sent to Update Contact Info.	0	0	0	1	0	0	0	1/9/2024
Contact Information Updated	0	0	0	1	0	0	0	1/9/2024
Current Liens	16	16	16	16	16	17	17	1/9/2024
Notice Letter(s) Sent to File Lien	1	0	2	2	1	0	0	1/9/2024
New Liens Filed This Mo.	1	2	0	3	0	1	0	1/9/2024
New Liens Filed Current Fiscal Year	x	x	x	x	x	8	8	1/9/2024
Liens Released this Month	x	x	x	x	x	0	1	
Liens Released Current Fiscal Year	2	4	4	7	6	6	6	1/9/2024
Total Cellular Meters Installed	1463	1489 (+26)	1490 (+1)	1519 (+29)	1521 (+1)	1,522 (+1)	1524 (+1)	1/9/2024
Manual Meters	241	241	241	230	230	230	230	1/9/2024
Radio Meters	887	868	869	858	850	850	848	1/9/2024

Deduct Meters/Cellular Meters/Radio Meters	43/3/40	43/3/40	43/3/40	43/3/40	43/3/40	43/3/40	43/3/40	1/9/2024
New Tap-ons this Month	1	2	2	1	0	0	0	1/9/2024
New Tap-ons 5/1/2023 - 1/31/2024	2	5	7	8	6	7	7	1/9/2024
Total Active Customers	2555	2556	2557	2556	2558	2560	2559	1/9/2024
New Accounts Created	23	27	19	15	2	5	3	1/9/2024
New Accounts Created Fiscal Year '24	54	81	100	115	110	105	100	1/9/2024

VIII. District Engineer's Report (Middendorf)

The 42nd annual technical conference for the Illinois Rural Water Convention February 19 through February 26, 2024 in Effingham, IL.

There will be a Special Board Meeting on Monday, February 26 at 5:30 p.m.

2023 SRF Projects

SRF 22.01: Pending updates from Osage Nation's Contract Archaeologist Luke Morris luke.morris@osagenation-nsn.gov for more information/formats.

SRF 22.02: Water Tank Rehabilitations – Project on April 2024 funding list. It will need to be renewed for review, so it will be resubmitted on March 31, 2024.

SRF 22.03: Curran Pressure Zone Improvements – Recommendations presented to CGTPWD staff for possible feedback. They are preparing the scope of work document and updating the cost estimates.

GIS Mapping: Boundary; Hydraulics Analysis: Reviewing discovery and interrogatory responses.

VIX. Guests – none.

X. Chairman, Vice Chairman and Committee Reports

- a. Chairman: excused.

- b. Vice Chair Irwin: On February 20, 2024, the Springfield City Council approved 64% water rate increase for City Water, Light, and Power (CWLP). The increase will be phased in over two years, with the first part (32%) of the increase starting on March 1, 2024. The second half of the increase (another 32%) happening on March 1, 2025. According to CWLP, the increase is necessary to pay for EPA-mandated improvements to piping throughout the city.
- c. There is a tentative agreement for the union contract. There was going to be a special meeting regarding this in February of 2024. Three things will be discussed: planning, union contract and audit.
- d. Finance Committee: The audit is finished. A bound copy was distributed to Trustees.
Trustee Oswald asked about the approximately \$37,000 increase for utility expenses.
- e. Planning Committee: no report.
- f. Personnel Committee: Personnel will be discussed in executive session.
- g. Systems Oversight Committee: no report.
- h. Policy and Procedures Committee: no report.
- i. Ordinance Committee (Mitchell/Oswald): no report.

XI. New Business

Continuing Leins for Homeowner: Discussed

Teamsters Contract: Will be discussed in Executive Session.

XI. Guests – none

Executive Session: Trustee Oswald made a motion to go into executive session. Trustee Valois second the motion. Vice Chair Irwin called for a roll call vote:

- Trustee Valois: Yes
- Vice Chair Irwin: Yes
- Trustee Moss: Yes
- Trustee Oswald: Yes

With four yes votes, the motion carried.

(Board exits at **7:53 p.m.**)

(Board returned at **8:46 p.m.**)

Trustee Valois made a motion to return to regular session. Trustee Moss second the motion. Vice Chair called for a roll call vote:

Trustee Valois: Yes

Vice Chair Irwin: Yes

Trustee Moss: Yes

Trustee Oswald: Yes

With four yes votes, the motion carried.

Vice Chair Irwin said personnel matters were discussed in Executive Session along with the union contract negotiations.

Trustee Oswald made a motion to adjourn the meeting. Vice Chair Irwin second the motion. The motion carried and the Board adjourned at 8:48 p.m.