

Curran-Gardner Townships Public Water District
3384 Hazlett Road | Springfield, Illinois 62707-2522 | 217.546.3981
Regular Meeting – July 10, 2018 – 7:00 p.m.

Audio for this meeting: <https://www.currangardner.com/Meetings/minutes-agendas/>

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

Excused: Vice Chair Folder

Guest(s): Wayne Benanti

The meeting was called to order at 7:00 p.m. by Chairman Mitchell.

I. The Pledge of Allegiance was said earlier.

II. Board Secretary (Ryg)

The June 12, 2018, Regular Board Meeting Minutes were tabled.

Trustee Oschwald moved to approve the Special Board Meeting Minutes from June 12, 2018. Trustee Dorr second the motion. The motion carried.

III. Treasurer (Elsner)

The budget report reflects 2.5 months or 20% of FY19 activity. Treasurer Elsner provided the following Income and Expenses for June 13 to July 10, 2018, which included the Profit and Loss Budget Performance Report.

Income:

Monthly District Water Income: \$136,309

Fiscal YTD Water Income: \$324,484

Including other income, monthly District income: \$140,244

Fiscal YTD for all income: \$370,075 = 20% of Budget

Expenses:

Monthly District Expenses: \$117,315

Fiscal YTD Expenses: \$321,192 = 15% of Budget

Noted: Acct. #5700 – transfer cash from Operating to Reserve (\$25,000); moved to MMkt #916 to earn interest

Net Income (Loss):

The YTD FY19 unaudited net income is \$48,884

Bill – List of Vendors: \$85,505.89

A motion was made by Trustee Dorr to accept the profit and loss report pending audit. Trustee Hammitt second the motion. The motion carried.

A motion was made by Trustee Dorr to pay the bills as presented. Trustee Valois second the motion. The motion carried.

Trustee Oswald updated the Board on the audit material deficiency cited by Eck, Schafer & Punke. It was the consensus of the Board to remove Treasurer Elsner from signature accounts and add Operations Manager Wayne Nelson as a signer for accounts along with the Chairman and Trustees. The checks will still require two signatures for authentication. The bank will be notified that Treasurer Elsner will be removed from all signature accounts.

Trustee Oswald moved to remove Treasurer Katherine Elsner from all bank and investment accounts immediately and add Operations Manager Wayne Nelson as a signer. The policy of dual signatures on all checks will still be in order. This motion clears up the single material discrepancy found by the annual audit. Trustee Dorr second the motion. A roll call vote was taken:

Trustee Valois: Yes
 Trustee Hammitt: Yes
 Chairman Mitchell: Yes
 Trustee Dorr: Yes
 Trustee Mayes: Yes
 Trustee Oswald: Yes

With six yes votes, the motion passed.

IV. Operations Manager Report (Nelson)

The water loss report for the period of May 17 to June 20, 2018 equals 5.28%.

Well #7 continues to progress with a meeting between the land owner and CGTPWD. The land owner plans on discussing the District's Well #7 proposal with her attorney soon.

The lighting strike at Farmingdale Tower effected the following pieces of equipment financially:

CalAmp Viper SC+Radio: \$1,310.00
 New PLC: On order.
 Pressure transducers: \$365.00 each (x2) = \$730
 Repair 3.5-inch digital readout for bleach scale
 Labor to install and configure new radio

A claim for the above parts and labor was submitted to our District's insurance carrier.

The overhead door on the west storage garage was replaced at a cost of \$2,669.00.

CGTPWD awaits the Illinois EPA Construction Permit for Cedarhurst Assisted Living Center and Lenhart & Bunker Hill.

The District will move meter pits to accommodate the Curran sewer collection system. New service lines will be installed across the proposed trench area. This will take place in the next 2-3 weeks. There will be a relocation price to cover labor, parts and equipment rental.

The Curran sewer collection system will affect a portion of the Lenhart project. The District will work closely with Martin Engineering to ensure a positive outcome.

The semi-annual sludge report was submitted to the Illinois EPA on July 9, 2018.

The new bulk water salesman was purchased. It will take both paper and coins.

V. Business Manager's Report (Graff)

Business Manager Graff continues to review various billing software. She provided a copy of the evaluation notes with her monthly report. She had concerns about customer account numbers changing for online banking customers. If the District upgraded its current software, Badger and Alliance, it would cost \$18,988.00. To change the billing software, it would cost the District only \$3,150.00. Business Manager would like to make sure that everything connects with the Beacon Software.

VI. District Manager's Report (Middendorf)

The building is erected. The roof installation is commencing. The decant structure (gravitationally draining system) is finished. The Housekeeping pads and support wall for the electric control room were poured.

The accounting retainage for Payment #8 is \$121,104.79.

Well #7: Test bores are complete. The Landowner and Operations Manager Nelson along with Engineer Middendorf sat down to discuss Well #7.

(One hour and three minutes ó 8:04 p.m.)

Lenhart WME/Loop to Bunker Hill: The District received hydraulic test data. It will incorporate that data into the model to confirm calibration and projected flow rates.

VII. Guests – n/a

VIII. Chairman, Vice Chairman and Committee Reports

- a. Chairman: n/a
- b. Vice Chairman: n/a
- c. Finance (Valois): n/a
- d. Planning (Dorr, Hammitt): n/a
- e. Personnel (Mitchell, Valois): n/a
- f. Systems Oversight (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 (Oswald): n/a

X. New Business

- a. **Review and approve Pay Request #9 (Water Treatment Plant Construction)**

Trustee Oswald made a motion approve CGTPWD Pay Request #9 which include:

Approve Contractor Leander Pay Application #8: \$121,104.79

Approve Engineer MECO Basic Services: \$3,131.80

Approve Engineer MECO Resident Inspection: \$13,282.71

A total request for #9 for RD Form 440-11 in the amount of \$137,519.50. Trustee Dorr second the motion.

A roll call vote was taken:

Trustee Valois: Yes

Trustee Hammitt: Yes

Chairman Mitchell: Yes

Trustee Dorr: Yes

Trustee Mayes: Yes

Trustee Oswald: Yes

With six yes votes, the motion passed.

- b. Leak Adjustment Policy: Business Manager Graff distributed the CGTPWD Leak Adjustment Policy. The Board agrees with the current language. It will go on next month's agenda.

(One hour and a half - 8:30 p.m.)

A motion was made by Trustee Dorr to go into Executive Session to review Executive Minutes. Trustee Valois second it. A roll call vote was taken:

Trustee Valois: Yes

Trustee Hammitt: Yes

Chairman Mitchell: Yes

Trustee Dorr: Yes

Trustee Mayes: Yes

Trustee Oswald: Yes

With six yes votes, the motion passed.

(Board Exits Room at 8:20 p.m.)

(Board Entered the Room at 8:33 p.m.)

Trustee Dorr made a motion to come back into Regular Session. Trustee Hammitt second the motion. A roll call vote was taken:

Trustee Valois: Yes

Trustee Hammitt: Yes

Chairman Mitchell: Yes

Trustee Dorr: Yes

Trustee Mayes: Yes

Trustee Oswald: Yes

With six yes votes, the motion passed.

Trustee Dorr made a motion to hold the Executive Minutes from January 9, 2018. Trustee Hammitt second the motion. A roll call vote was taken:

Trustee Valois: Yes
Trustee Hammitt: Yes
Chairman Mitchell: Yes
Trustee Dorr: Yes
Trustee Mayes: Yes
Trustee Oswald: Yes

With six yes votes, the motion passed.

Having no further business, the Board adjourned at 8:35 p.m.

Chairman ó Signed and Dated

Secretary ó Signed and Dated