

Curran-Gardner Townships Public Water District
3384 Hazlett Road | Springfield, Illinois | 62707-2522 | 217.546.3981
Tuesday, November 14, 2023 – 7:00 p.m. – Regular Board Meeting

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

Guests: Todd Folder and Wayne Benanti

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

II. Pledge of Allegiance

III. Secretary (Jessica Ryg)

Trustee Irwin made a motion to approve the September 12, 2023, Regular Meeting Minutes. Trustee Oschwald second the motion. The motion carried.

Trustee Irwin made a motion to approve the September 19, 2023, Special Board Meeting Minutes. Trustee Oschwald second the motion. Chairman Mitchell voted present. The motion carried.

Trustee Irwin a motion to approve the October 10, 2023, Regular Board Meeting Minutes. Trustee Oschwald second the motion. Chairman Mitchell voted present. The motion carried.

IV. Treasurer (Stacy Stremsterfer)

The CGTPWD Budget Report reflects 6 months or 52% of FY'23 activity. Business Manager Cherril Graff gave the following Income and Expenses Report for March of 2023.

Vice Chair Irwin made a motion to table the November budget report. Trustee Oschwald second the motion. The motion carried.

Vice Chair made a motion to table July's budget numbers for August's budget report. Trustee Oschwald second the motion. The motion carried.

Bills – Total Payments to Vendors (October 10, 2023 – November 10, 2023): \$267,609.34

Trustee Oschwald moved to pay the bills. Trustee DiMarzio second the motion. The motion carried.

The Board was provided with a list of vendor transactions, plus profit/loss reports.

V. Operations Manager's Report (Aaron Smith)

Amount of Treated Water Sent to Distribution System: 9,590,000 gallons (Note: This was a 25-day billing cycle.) Last month was a 36-day billing cycle at 14,421,001 gallons.

Amount of Water Billed to Customers: 8,789,610 gallons. This includes bulk water sales during this reporting period. Last month it was 16,629 gallons with bulk water sales.

Amount of Water Loss: 8.35%. Last month it was 13.28%.

Amount of Water Loss: 800,390 gallons. Last month it was 207,998 gallons.

Amount of Water Loss by Gallons per Minutes: 22.23 gallons/minute. Last month it was 42.5 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.

Well #7 operating permit was submitted to the IEPA. It was approved. Operations started the well on Monday, November 6th and they are pleased with the quality of water its producing.

Well #5 is back in service. Samples were taken and they passed.

Lincoln Trail's fire hydrant was repaired.

Operations Manager Smith contacted the land manager for the parcel on Hazlett Road regarding the utility easement. He asked if they could either reach out to the landowners or provide him with their contact information. He will send another copy for signature.

An additional water service was installed in Sloan Crossing.

The system's hydrant flushing was completed.

A short section of road ditch on Spring Creek Rd. was reshaped and seeded from previous extension.

All of Roberts Road hydrants passed inspection and continue to work properly.

VI. Business Manager's Report (Cherril Graff)

The District's employee health insurance rates went up to 8% for 2024. Business Manager Graff must let BCBS/Troxell know the District's decision by December 1, 2023. The dental and vision plan is a 2-year renewal and it's up for renewal in 2024. A year-at-a-glance spreadsheet was distributed to Trustees re: health insurance plans.

There is a customer with three properties liens which requires further Board discussion.

The next customer bill will reflect the annual USDA mandated COLA (3.2%) increase plus .5% as noted in the ordinance. It will be reflected on the website, plus December bill and 2024 newsletter. The minimum usage will be increased by \$1.22 to \$44.29/month. The rate per gallon will increase to .24/gallon to \$7.88/gallon. A color-coded rate sheet was distributed to Trustees.

It was suggested that the District publicize the option for customers to email the water district a voided checking account check in order to initiate automatic debit. This will help save time and money so customers won't need to drive a canceled check to the District.

The onsite audit has been completed. The auditors indicated that they will be finishing the audit from their office and present it later.

It was noted that there is an open CGTPWD Trustee spot. That term expires in April of 2025.

<i>Office Action Item:</i>	<i>August:</i>	<i>September:</i>	<i>October:</i>	<i>December:</i>	<i>Today's Date:</i>
Monthly Disconnect Letters Sent	154	139	137	153	11/10/2023
Disconnect Letters Sent Current Fiscal Year	507	646	783	906	11/10/2023
Customers Currently Set for Disconnect	36	9	53	TBA	11/10/2023
Disconnects Still Shut-off from Last Month	2	1	4	\$350 (7x \$50)	11/10/2023
Disconnect Fees Applied for Current Billing Period	\$600 (12x\$50)	\$550 (11x\$50)	\$200 (4x\$50)	1	11/10/2023
Letters Sent to Update Contact Info.	0	0	0	1	11/10/2023
Contact Information Updated	0	0	0	1	11/10/2023
Current Liens	16	16	16	16	11/10/2023
Notice Letter(s) Sent to File Lien	1	0	2	2	11/10/2023
Liens Filed in August	1	2	0	3	11/10/2023
Liens Released Current Fiscal Year	2	4	4	7	11/10/2023
Total Cellular Meters Installed	1463	1489 (+26)	1490 (+1)	1519 (+29)	11/10/2023
Manual Meters	241	241	241	230	11/10/2023
Radio Meters	887	868	869	858	11/10/2023

Deduct Meters/Cellular Meters/Radio Meters	43/3/40	43/3/40	43/3/40	43/3/40	11/10/2023
New Tap-ons (May)	1	2	2	1	11/10/2023
New Tap-ons 5/1/22 – 8/31/23	2	5	7	8	11/10/2023
Total Active Customers	2555	2556	2557	2556	11/10/2023
New Accounts Created (August)	23	27	19	15	11/10/2023
New Accounts Created Fiscal Year '24	54	81	100	115	11/10/2023

VII. District Engineer's Report (Middendorf - Excused)

Engineer Middendorf said Well #7 will be off of next month's report because it's finished. He wanted to congratulate everyone who helped make this monumental project happen.

SRF 22.01: Finalizing bid documents. There was a conference call with EPA staff and SRF staff. Osage Nation has proposed archeologist list.

SRF 22.03 There's a new directive with Osage Nation. Funding is on the April of 2024 list.

SRF 22.03: Curran Pressure Zone Improvements – Project scope elements and design recommendations being finalized to present to CGTPWD staff for feedback.

GIS mapping updates completed and presented tonight for Board review. The data was requested for the growth management plan.

VIII. Guests

The next election cycle was discussed. It was noted that Trustees DiMarzio, Trustee Irwin, and Trustee Mitchell will have their terms conclude in April of 2025. The vacant CGTPWD Trustee spot's term runs from when the person is appointed until April of 2025.

Wayne Benanti expressed interest in the open trustee position. The Board said he would need a resume and/or a letter of intent.

The Board to continue to include the open position in future correspondence with customers. If anyone is interested in filling the position, please submit a resume and/or a letter of intent to Chairman Mitchell.

IX. Chairman, Vice Chairman and Committee Reports

- a. Chairman: no report.
- b. Vice Chair: Trustee Moss and Vice Chair Irwin will be working on the union contract with upcoming negotiations.
- c. Finance: Awaiting the annual audit.
- d. Planning: no report.
- e. Personnel: Will be discussed in executive session.
- f. Systems Oversight: no report.
- g. Policy and Procedures: no report.
- h. Ordinance Committee (Mitchell/Oschwald)

X. New Business

a. *Amendment to 2023 – 2024 Operating Budget*

The Board discussed adding a Budget Line Item for Bolton and Menk, Inc. model project

Trustee Oschwald made a motion to amend the FY 24 budget to include Bold and Menk's data project and GIS mapping at cost of \$49,000. Trustee DiMarzio second the motion. A roll call vote was taken:

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

With six yes votes, the motion carried.

b. *Adjust MECO Estimate on Water District Review*

- i. Scope of work changed with increased data production request, modifying the initial data production request.
- ii. MECO's work for scope element C in their agreement, Hydraulic Analysis and Studies, will be redirected and conducted by Bolton and Menk. Bolton and Menk's scope of work will have to accommodate the larger volume of data encompassed by assessing history, not just a specific starting point.
- iii. FOIA requests will be replaced with a demand letter distributed by Special Counsel. The attorney expects faster turnaround time for the data requested than was experienced filing the individual FOIA requests.

c. *South Sangamon Rate Decrease:*

Trustee Oschwald suggested saving money for our South Sangamon customers who are also CGTPWD customers. The wholesale rate will decrease by .60/1,000 gallons.

Trustee Oswald made a motion to decrease the South Sangamon rate for our CGTPWD customers. Trustee Moss second the motion. The motion carried. Chairman Mitchell called for a roll call vote:

Trustee DiMarzio: Yes
Trustee Valois: Yes
Chairman Mitchell: Yes
Vice Chair Irwin: Yes
Trustee Moss: Yes
Trustee Oswald: Yes

With six yes votes, the motion carried, and South Sangamon Customers will have a rate decrease.

It was suggested that we obtain a formal agreement with the elevator co-op.

XI. Executive Session

Chairman Mitchell said there was business to discuss in executive session. Vice Chair Irwin made a motion to go into executive session. Trustee Valois second the motion. The motion carried.

Board exited at 9:15 p.m.

Board returned at 9:28 p.m.

Vice Chair Irwin made a motion to go back into regular session. Trustee DiMarzio second the motion. Chairman took a roll call vote:

Trustee DiMarzio: Yes
Trustee Valois: Yes
Chairman Mitchell: Yes
Vice Chair Irwin: Yes
Trustee Moss: Yes
Trustee Oswald: Yes

With six yes votes, the motion carried.

Chairman Mitchell said personnel matters were discussed in executive session along with the framework needed to continue 1926b.

With no further business before the board, they adjourned at 9:30 p.m.