

**Curran-Gardner Townships Public Water District
3384 Hazlett Road | Springfield, Illinois | 62707-2522 | 217.546.3981
Tuesday, April 9, 2024 – 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 (excused), Trustee Jim Mayes, Operations Manager Aaron Smith, Engineer Max Middendorf, Business Manager Cherril Graff, Treasurer Stacy Stremsterfer, and Secretary Jessica Ryg

Guests: Todd Folder, Wayne Benanti, and Diana Valois

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

II. Pledge of Allegiance

III. Secretary (Jessica Ryg)

- a. Trustee Oschwald moved to approve the February 26, 2024, Special Board Meeting Minutes, with changes. Vice Chair Irwin second the motion. All CGTPWD voted yes on this motion, except Trustee Moss and Trustee Mayes who were excused that evening, so they voted present.
- b. Trustee Oschwald moved to approve the Tuesday, March 12, 2024, Regular Meeting Minutes, with changes. Trustee Mayes second the motion. The motion passed.

The Board discussed the additional cost brought upon the District’s customers when a disaster such as a home or business fire occurs.

IV. Oath of Office for Newly Appointed Trustee (Wayne Benanti)

Secretary Ryg gave the Sangamon County Clerk’s official oath to Wayne Benanti who was newly appointed as a CGTPWD Trustee to fill the vacancy of Diana Valois. The term expires May 31, 2027.

V. Seat Newly Appointed and Sworn-in Trustee (Wayne Benanti)

Trustee Wayne Benanti took his seat on the CGTPWD Board.

VI. Visitors - none

VII. Treasurer (Stremsterfer)

The CGTPWD Budget Report reflects 11 months or 92% of FY’24 activity. Treasurer Stremsterfer gave the following Income and Expenses Report for March of 2024:

Income

Month End District Water Income:

April Report (March 12, 2024 – April 8, 2024): \$163,567.00

March Report (February 13, 2024 – March 11, 2024): \$203,503.00

February Report (January 9, 2024 – 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:

April Report (March 12, 2024 – April 8, 2024): \$1,903,371.00
 March Report (February 13, 2024 – March 11, 2024): \$2,025,644.00
 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:

April Report (March 12, 2024 – April 8, 2024): \$216,035.00
 March Report (February 13, 2024 – March 11, 2024): \$208,536.00
 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:

April Report (March 12, 2024 – April 8, 2024): 2,302,378.00 = 118%
 March Report (February 13, 2024 – March 11, 2024): \$2,134,637.00 = 131%
 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:

April Report (March 12, 2024 – April 8, 2024): \$138,817.00
 March Report (February 13, 2024 – March 11, 2024): \$110,393.00
 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 (of operating budget):

April Report (March 12, 2024 – April 8, 2024): \$1,454,269.00 = 109%
 March Report (February 13, 2024 – March 11, 2024): \$1,301,910.00 = 107%
 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:

April Report (March 12, 2024 – April 8, 2024): \$848,109.00
 March Report (February 13, 2024 – March 11, 2024): \$1,012,726.00
 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 & Short Lived Assets (SLA): \$47,717 (transfers each month to Debt & Service accounts)

Capital Expenses for the Period:

April Report (March 12, 2024 – April 8, 2024): \$0 (correct amount)
March Report (February 13, 2024 – March 11, 2024): \$0 (correct amount)
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:

April Report (March 12, 2024 – April 8, 2024): \$29,501.00
March Report (February 13, 2024 – March 11, 2024): \$50,427.00
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

Trustee Moss made a motion to accept the treasurer’s report pending audit. Trustee Oschwald second the motion. The motion carried.

Bills List of Vendors – Total Payments to Vendors:

April Report (March 12, 2024 – April 8, 2024): \$162,732.50
March Report (February 13, 2024 – March 11, 2024): \$155,383.85
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 Oschwald made a motion to pay the bills. Trustee Moss second the motion. The motion carried.

VIII. Operations Manager’s Report (Aaron Smith)

Summary of amount of water treated during February 26, 2024 – March 25, 2024, and sent to the distribution system in comparison to other months:

Amount of Treated Water Treated and Sent to Distribution System:

April (Feb. 26, 2024 – March 25, 2024): 9,148,000 (28-day billing cycle)
March (Jan. 25, 2024 - Feb. 26, 2024): 12,615,000 (32-day billing cycle)
Feb. (Dec. 21, 2023 – Jan. 25, 2024): 11,853,000 gallons (35-day billing cycle)
Jan. (Nov. 22, 2023 – Dec. 21, 2023): 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):

April (Feb. 26, 2024 – March 25, 2024): 7,700,000 gallons
 March (Jan. 25, 2024 - Feb. 26, 2024): 9,863,000 gallons
 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:

April (Feb. 26, 2024 – March 25, 2024): 1,448,000 (15.8%)
 March (Jan. 25, 2024 - Feb. 26, 2024): 2,752,000 (21.8%)
 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:

April (Feb. 26, 2024 – March 25, 2024): 35.9 gallons/minute
 March (Jan. 25, 2024 - Feb. 26, 2024): 59.7 gallons/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 unaccounted-for water report for Feb. 26, 2024 - March 25, 2024, reporting period was 15.8%.

A one-inch service was installed on Stagecoach Road.

At the plant the clarifier was drained and cleaned.

The level transducer for the clear well was replaced.

The field staff continues to work with the office staff on the Bolton and Menk project.

Tom has completed and submitted the lead service line inventory required by the United States Environmental Protection Agency (USEPA) and Illinois Environmental Protection Agency (IEPA).

IX. Business Manager's Report (Cherril Graff)

Business Manager Graff thanked the office staff who has been assisting the field staff in entering requested data for the Bolten and Menk project.

A customer on Carriage Court requested credit because he didn't use the minimum amount on his water meter.

<i>Office Action Item:</i>	<i>Aug.</i>	<i>Sept.</i>	<i>Oct.</i>	<i>Nov.</i>	<i>Dec.</i>	<i>Jan.</i>	<i>Feb.</i>	<i>Mar.</i>	<i>Apr.</i>	<i>Date:</i>
Monthly Disconnect Letters Sent	154	139	137	153	129	160	149	177	159	4/9/2024
Disconnect Letters Sent Current Fiscal Year	507	646	783	906	1035	1195	1344	1521	1680	4/9/2024
Customers Currently Set for Disconnect	36	9	53	TBA	40	33	20	34	62	4/9/2024
Disconnects Still Shut-off from Last Month	2	1	4	1	1	1	3	1	1	4/9/2024
Disconnect Fees Applied for Current Billing Period	\$600 (12 x \$50)	\$550 (11x 550)	\$200 (4x \$50)	\$350 (7x \$50)	\$200 (4x \$50)	\$400 (8x \$50)	\$750 (15x \$50)	\$700 (10x \$50)	\$600 (12x \$50)	4/9/2024
Letters Sent to Update Contact Info.	0	0	0	1	0	0	0	0	0	4/9/2024
Contact Information Updated	0	0	0	1	0	0	0	0	0	4/9/2024
Current Liens	16	16	16	16	16	17	17	17	17	4/9/2024
Notice Letter(s) Sent to File Lien	1	0	2	2	1	0	0	0	0	4/9/2024
New Liens Filed This Mo.	1	2	0	3	0	1	0	0	0	4/9/2024

New Liens Filed Current Fiscal Year	x	x	x	x	x	8	8	8	8	4/9/2024
Leins Released this Month	x	x	x	x	x	0	1	0	0	4/9/2024
Liens Released Current Fiscal Year	2	4	4	7	6	6	6	6	6	4/9/2024
Total Cellular Meters Installed	1463	1489(+26)	1490(+1)	1519(+29)	1521(+1)	1,522(+1)	1524(+1)	1533(+9)	1533	4/9/2024
Manual Meters	241	241	241	230	230	230	230	229	229	4/9/2024
Radio Meters	887	868	869	858	850	850	848	839	839	4/9/2024
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	43/3/40	43/3/40	4/9/2024
New Tap-ons this Month	1	2	2	1	0	0	0	0	1	4/9/2024
New Tap-ons 5/1/2023 - 1/31/2024	2	5	7	8	6	7	7	7	8	4/9/2024
Total Active Customers	2555	2556	2557	2556	2558	2560	2559	4560	2559	4/9/2024
New Accounts Created	23	27	19	15	2	5	3	2	4	4/9/2024
New Accounts Created Fiscal Year '24	54	81	100	115	110	105	100	110	114	4/9/2024

X. District Engineer's Report (Middendorf)

2024 SRF Projects

SRF 22.01: IEPA provided protocol to proceed with funding allotment. Moving through that process. Funding nominations resubmitted for SRF 1.

SRF 22.02: Water Tank Rehabilitations – It is on the possible 2024 funding list. Funding nominations resubmitted for SRF 2.

SRF 22.03: Curran Pressure Zone Improvements – Project scope elements and design recommendations presented to CG staff for feedback. Preparing scope of work document and updated cost estimates.

GIS Mapping: Reviewing all responses and working on GIS Mapping updates.

Capital Planning: MECO met with CGTPWD staff to review needs assessments and prioritization of infrastructure repair and improvements.

(7:57 p.m.)

The roof was the subject of discussion regarding Short Lived Asset (SLA) account. It has been established that the roof is not new and may benefit from further investigation given that it has reached the end of life.

XI. Chairman, Vice Chairman and Committee Reports

- A. Chairman Mitchell: Chairman asked Engineer Middendorf about our high service pumps. Also, he will be reviewing committees and researching where Trustee Benanti can best serve.
- B. Vice Chair Irwin: no report.
- C. Finance Committee (Oschwald/DiMarzio) – A draft of the budget (2024 – 2025) was distributed. There are 2,575 projected customers for this upcoming fiscal year. The budget will run from May 1, 2024, through April 30, 2025.

The line items for legal fees and Short Lived Asset (SLA) account were discussed. Possible costs associated with a new pickup truck, new billing/invoicing system with a software update and high service pump were discussed.

Trustee Oswald asked if the District was finished purchasing cell read devices. Business Manager Graff said there could be a few additional items needed, but as of today there are 1,553 radios installed and 229 manual meters. There are approximately 839 radio reads which need to be converted.

Business Manager Graff clarified that they use their cell read inventory first when there are new services installed.

Regarding SRF Programs: Engineer Middendorf explained how the EPA underwrites the full value of the loan, but then they get to decide how much is forgiven based on a metric/rubric which involves the District's overall household income (the loan rate was 1.88% the last time it was checked). If the water district meets a part of the business and industry loan guarantee (this program helps qualified borrowers to improve access to clean, reliable water and waste disposal systems for households and business in rural areas), then there could be other debt forgiveness. Program details may change over time since new U.S. laws are enacted each year. The local rural development office has the latest information on this program and he's in touch with them often.

Trustee Oswald asked about the possible rehabilitation of the water tower.

- D. Planning Committee (Mitchell): no report.

- E. Personnel Committee (Mitchell/Moss): no report.
- F. System Oversight Committee (Irwin): no report
- G. Ordinance Committee (Mitchell/Oschwald) –They continue to work on coordinating ordinances delivered from the American Legal Publishing. This project is pending the attorney’s review.

XII. New Business

- a. Outstanding liens: no changes.
- b. New Billing Software: Business Manager Graff provided the board with a detailed billing software memo. She said above everything else; she recommends upgrading the CGTPWD’s server. By having a new server, it can accommodate an additional history of customers’ accounts plus an increase in the growing customer base. There is one bid at \$7,425.00.

She said that due to the current billing system becoming unsupported, she recommends purchasing Continental Utility Solutions (CUSI). The CUSI software program offers enhanced billing messages to customers, scheduled reports, security, tracking of liens, flexibility to select report criteria on parameter screen, audit methods, plus it will accommodate the growing customer base. CUSI offers two days of onsite training, but if unused it will save \$3,200 in the overall cost. The business side of the plant has a strong history of in-house learning when they converted to UB Max which they quickly grasped. The cost for the CUSI software is \$20,176.00. This includes installation, conversion, analyzing converted data to the new system and training. It is estimated that this project will take 144 hours (18 days). The total for the new server and CUSI package equals \$27,601.00.

Trustee Oswald asked about the proposed installation timeline plus shippable items timeframes. He also asked about how the contract would be paid. It was clarified that it was 1/3 down and then 1/3 due at the time of installation and 1/3 paid at the end of training.

(8:17 p.m.)

Trustee Oswald made a motion to replace the old computer server with a Power Edge T360 server for an amount not to exceed \$7,425.00 using the Short Lived Asset (SLA) account. Trustee Moss second the motion. The motion carried.

Trustee Oswald made a motion to approve the \$20,176.00 for Continental Utility Solutions (CUSI) billing software package using the Short Lived Asset (SLA) account.. Trustee Moss second the motion. The motion carried.

The Meadowbrook subdivision area was discussed.

XIII. Visitors – none.

XIV. Executive Session – none.

- a. Personnel Matters
- b. Litigation Matters

XV. Return to Open Meeting

XVI. Adjournment

Trustee Oswald moved to adjourn the meeting. Vice Chairman second the motion. Chairman adjourned the meeting at 8:29 p.m.