

**Curran-Gardner Townships Public Water District**  
**3384 Hazlett Road | Springfield, Illinois | 62707-2522 | 217.546.3981**  
**Tuesday, January 14, 2020 – 7:00 p.m. – Regular Board Meeting**

Audio Available: [www.CurranGardner.com](http://www.CurranGardner.com)

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

Guests: William Moss, Todd Folder and Jim Raftis

I. Call to Order at 7:00 p.m. and the **Pledge of Allegiance** was said.

## II. Board Secretary (Ryg)

Trustee Oschwald made a motion to accept the November 12, 2019, regular meeting minutes, pending one correction. Vice Chair Mayes second the motion. The motion carried.

The December 10, 2019 (Regular Meeting) and December 23, 2019 (Special Meeting), minutes were tabled by Trustee Oschwald. Trustee Hammitt second the motion. The motion carried.

## III. Treasurer (Elsner)

The CGTPWD Budget Report reflects 8.5 months or 71% of FY20 activity. Treasurer Elsner gave the following Income and Expenses Report for December 11, 2019, through January 14, 2020, which includes the Profit and Loss Budget Performance Report.

### Income:

Month End District Water Income: \$176,716

Fiscal YTD Water Income: \$1,252,332

Month End District Income (including other income): \$182,247

Fiscal YTD for all income: \$1,484,289 = 79% of budget

### Expenses:

Month End Operating Expenses: \$90,705

Fiscal YTD Expenses: \$783,204 = 71% of Operating Budget

### Net Operating Income (Loss):

The YTD FY20 Unaudited Net Operating Income: \$701,085

Budgeted Debt Service for this period: \$41,375

Capital Expenses for period: \$4,292

After transfer of funds to interest bearing accounts, Net Unaudited Income for period: \$16,875

**Bills – List of Vendors: \$82,924.56**

A motion was made by Trustee Oswald to accept the Treasurer's Profit and Loss Budget report pending audit. Trustee Hammitt second the motion. The motion passed.

A motion was made by Trustee Oswald to pay the bills. Vice Chair Mayes second the motion. The motion passed.

The Auditor asked CGTPWD to update the CGTPWD Internal Controls Procedures. The document includes information and recommendations on the accounting program used by the District, how the District bills customers, a budget and capital assets reporting, cash receipts and revenue documentation, employee expenses/files, expenditures, meter reading, purchased water, reconciliation of bank accounts, reconciliation of UBMax (credit card), Quickbooks, signatures needed for operating bank accounts and more. Treasurer Elsner passed out this document for the Board to see recommended changes.

Vice Chair Mayes made a motion to adopt the updated Internal Controls for the purpose of the annual audit. Trustee Valois second the motion. The motion passed.

**IV. Operation Manager's Report (Nelson)**

Water Report for November 19, 2019 to December 18, 2019:

- Amount of Treated Water Sent to Distribution System: 9,470,000 gallons
- Water Billed to Customers During this timeframe: 8,498,511 gallons (includes bulk water sales and water sales to the Village of New Berlin during this reporting period)
- Water Produced In-house and sold to customers: 8,498,511 gallons
- Water Loss: 10.26%
- Water Loss in Gallons: 971,489
- Water Loss in Gallons Per Minute: 21.8

It was noted that no water from CWLP or the South Sangamon Water Commission or customer billings served by them had any bearings on the determinations made in this report.

New Plant Update: The AAC will be on the Plant premise on January 20, 2020, to address the alert failure on Filter #2 and the flow switch.

The total bill from Oros & Busch for 382,256 gallons of sludge removal on January 8, 9 and 10 was \$18,539.41. This was in-line with their bid quote of \$.0485/gallon. Since the farm ground is still too wet, the District is hoping that they will remove the remainder of the sludge in the western lagoon later this spring.

Well #7 Progress: Brotcke Well & Pump were able to perform more test borings since the last board meeting.

Village of Curran sewer project litigation (Kinney Contractors): Ryan Byers (Rammelkamp & Bradney) will update the board soon. There are approximately thirty-five sewer hookups in the Village of Curran.

2019 Illinois Emergency Management Agency Tier II Annual Chemical Storage Report was completed and electronically submitted on January 7, 2020. A copy was also forwarded to the Springfield Fire Department.

Lenhart and Bunker Hill Water Main Extension Project: Due to wet ground, there have been no installations.

Prairie Creek Road Project: The District awaits the Illinois Environmental Protection Agency construction permit. All easements were obtained. Operations Manager Nelson continues to monitor this closely with the expectation that the project will be completed before planting season (farm land).

Pleasant Plains Interconnection: The village may change the water main routing when the new elevated tank is installed. The hydraulics of the system could possibly change the current pumping dynamics if the village switches to the District's system.

Illinois Rural Water Association's Annual Technical Conference is on February 18 – 20, 2020. Aaron Smith, Todd Folder and Operations Manager Nelson will attend it to help certify their education hours. Tom Perry and Mike McCarthy will attend the AWWA's Water Conference on March 23 – 26, 2020 in Springfield.

#### **V. Business Manager (Graff)**

There will be an insurance audit by Selective Insurance on January 20, 2020.

Union negotiations continue. The next meeting will be held on January 28, 2020 at 3:30 p.m.

Beacon Software: Badger will no longer manufacture the meter heads compatible to the District's handheld readers. The office is researching a quote from Illinois Meter to consider migrating to the Beacon format. The District has many original meters that need new batteries and Badger has a difficult time finding meter heads to fulfill our request.

Our office is working with Mary Bileyu of the Village of Curran to track billing and match payments which requires extra time when customers only partially pay.

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

Water Treatment Plan: The isolation valve needs to be addressed. A performance test needs to be done on high service pumps (three located within the water plant).

USDA Phase I WTP Improvements: Advanced Automation will be on-site next week. Leander is working with Merrick. The warranty list has been compiled.

Wells #5 and Well #6 have been off-line. There may be a leak in the column pipe or check valve. When ground conditions get better, this should be a high priority item.

Well #7 Study/Design: Brotcke will be completing the test probes. MECO recommends two test wells at the final two test probe locations. The bottom elevations match the existing wells.

Prairie Creek Road: The IEPA Construction Permit was submitted to the IEPA. The log number is 2020-0680-0. There will need to be a revised signature page for the IEPA.

Pay Request #3 was mentioned for \$2,916.00

Bunker Hill/Lenhart Loop Redesign: Illinois Department of Natural Resources EcoCATS clearance was obtained for endangered species. IDNR approved a bore site under the old railroad bed to avoid habitat. The IEPA has approved modified scope of work to include an additional 290' of 8" water main. The permit expires on December 16, 2020.

Sangamon River Conduit Crossing and Generator for Wells: MECO received a renewed quote from Petersburg Plumbing and Heating of \$48,640 for 10" bored conduit. Genset, trenched conduit, ATS and wire estimate totals approximately \$200,000. The construction estimate is \$250k plus permit costs.

**VII. Guests:** n/a

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

1. Chairman – The District is looking into a better sound system and possible use of microphones.
2. Vice Chair – n/a
3. Finance (Valois, Oswald) – The District is gearing up for their annual budget meetings.
4. Planning (Hammitt) – n/a
5. Personnel (Mitchell, Valois) – n/a
6. Systems Oversight (Mayes) – n/a
7. Policy and Procedure Committee (Valois) – n/a
8. Ordinance Committee (Mayes) – n/a

**IX. Ongoing Business:** n/a

### **X. New Business**

- a. Approval for Change Order #3 – Well #7 Project (increase in contract of \$7,985.00 with time extension to April 1, 2020)

A motion was made by Vice Chair Mayes to approve this change order. Trustee Don Davis second the motion. Chairman Mitchell called for a roll call vote:

Trustee Davis: Yes

Trustee Valois: Yes  
 Trustee Hammitt: Yes  
 Chairman Mitchell: Yes  
 Vice Chair Mayes: Yes  
 Trustee Oswald: Yes

With six yes votes, this motion passed

b. Approval for Pay Application #3 – Well #7 Project of \$2,916.00

Trustee Oswald made a motion to approve the amount of \$2,916.00 to Brotcke Well and Pump to drill for another test site at Well #7 since the other test sites proved insufficient for water production. Vice Chair Mayes second the motion. The motion carried.

c. Discussion: Open Topic for Consideration

Vice Chair Mayes suggested that the agenda be posted online (website) before the meeting. It was the consensus of the Board to have Tonna upload that by Friday at noon.

Chairman Mitchell suggested that a map be featured online and in other publications on how to get to this facility to make it more user friendly. Another suggestion was a larger, blue sign pointing the way to the Water District off of Jefferson/Bradforton Road.

A motion was made by Trustee Oswald to go into Executive Session. Vice Chair Mayes second it. A roll call vote was taken:

Trustee Davis: Yes  
 Trustee Valois: Yes  
 Trustee Hammitt: Yes  
 Chairman Mitchell: Yes  
 Vice Chair Mayes: Yes  
 Trustee Oswald: Yes

With six yes votes, this motion passed

(Board exited at 8:10 p.m.)

## **XI. Executive Session**

- a. Review Executive Minutes - none
- b. Discussion: Three Trustee Finalists/Vote to Fill Vacancy
- c. Litigation: Meeting with Attorney Ryan Byers of Rammelkamp/Bradney regarding Kinny Contractors

(Board returned at 9:29 p.m.)

A motion was made by Trustee Davis to return to the regular meeting. Vice Chair Mayes second the motion. A roll call vote was taken:

Trustee Davis: Yes

Trustee Valois: Yes  
Trustee Hammitt: Yes  
Chairman Mitchell: Yes  
Vice Chair Mayes: Yes  
Trustee Oswald: Yes

With six yes votes, this motion passed

Chairman Mitchell said that litigation against Kinney Contractors was discussed during Executive Session along with a lengthy discussion on the best candidate to appointment to the CGTPWD Board. It was the consensus of the Board to appointment William Moss.

Trustee Eric Oswald expressed his appreciation on this open board position's appointment process and possible candidates coming forward to serve on the Board. He said that Trustee Dennis Dorr would have liked to see how the Board handled this.

## **XII. Adjourn**

Billy Moss was oathed into the position of CGTPWD Trustee at 9:33 p.m. by the Board Secretary. The secretary will update Sangamon County Clerk's office with this new board member appointment. Trustee Moss' contact information (address, phone and email) will be found on the Sangamon County Clerk's website by the next meeting.

Having no further business to the board, it adjourned at 9:34 pm.