

**Curran-Gardner Townships Public Water District  
3384 Hazlett Road | Springfield, Illinois | 62707-2522 | 217.546.3981  
Tuesday, December 12, 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 (excused), 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 November 14, 2023, Regular Meeting Minutes as amended. Trustee Oschwald second the motion. The motion carried.

**IV. Treasurer (Stacy Stremsterfer)**

The CGTPWD Budget report reflects 7 months or 58% of FY'23 activity. Treasurer Stremsterfer gave the following Income and Expenses Report for November 11, 2023 – December 9, 2023.

**Income**

Month End District Water Income: \$216,632.00

Fiscal YTD Water Income: \$1,426,621.00

Month End District Income (including other income): \$342,449.00

Fiscal YTD for all income: \$1,697,355.00 = 107% of the Budget

**Expenses**

Month End Operating Expenses: \$100,408.00

Fiscal YTD Expenses: \$907,671.00 = 107% of the Operating Budget

**Net Operating Income (Loss)**

The YTD FY24 Unaudited Net Operating Income: \$789,684.00

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

Capital Expenses for the Period: \$41,678.00.

Net Income for the Period: \$152,647.00

**Bills** – Total Payments to Vendors (November 23, 2024 – December 9, 2023):

\$162,404.68

Trustee Oschwald made a motion to approve all the budget reports as presented, with a correction to the income related to the November report, pending audit. Trustee Moss second the motion. The motion carried.

The list of bills/vendors were discussed for November 11, 2023 – December 9, 2023, for \$162,404.68.

Vice Chair Irwin made a motion to pay the bills (\$162,404.68). Trustee Oschwald second the motion. The motion carried.

## **V. Operations Manager's Report (Aaron Smith)**

### Amount of Treated Water Sent to Distribution System:

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 (includes bulk water sales):

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:

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): 1,461,999 gallons (13.28%)

### Amount of Water Loss by Gallons per Minutes:

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.*

A major part of the crew's time was spent this month gathering specific datasets and other information for the Bolton-Menk project.

An estimate was drafted for a potential customer inquiring about water service on Knepler Road, east of Berlin.

The Operations Manager teleconferenced with an architect from Evan Lloyd Associates, of Springfield, about water service to a parcel north of Midwest Insurance Co. on Bradfordton Road. It was clarified that there is a 10” main on the east side of Bradfordton Road and a 6” between the proposed development and Midwest Insurance Company.

The District received construction permits and operating permits for the tank rehab project.

#### VI. Business Manager’s Report (Cherril Graff)

<i>Office Action Item:</i>	<i>August:</i>	<i>September:</i>	<i>October:</i>	<i>November:</i>	<i>December</i>	<i>Today's Date:</i>
Monthly Disconnect Letters Sent	154	139	137	153	129	12/11/2023
Disconnect Letters Sent Current Fiscal Year	507	646	783	906	1035	12/11/2023
Customers Currently Set for Disconnect	36	9	53	TBA	40	12/11/2023
Disconnects Still Shut-off from Last Month	2	1	4	1	1	12/11/2023
Disconnect Fees Applied for Current Billing Period	\$600 (12x\$50)	\$550 (11x\$50)	\$200 (4x\$50)	\$350 (7x\$50)	\$200 (4x\$50)	12/11/2023
Letters Sent to Update Contact Info.	0	0	0	1	0	12/11/2023
Contact Information Updated	0	0	0	1	0	12/11/2023
Current Liens	16	16	16	16	17	12/11/2023
Notice Letter(s) Sent to File Lien	1	0	2	2	0	12/11/2023
New Liens Filed This Mo.	1	2	0	3	0	12/11/2023
New Liens Filed Current Fiscal Year	x	x	x	x	8	12/11/2023

Liens Released Current Fiscal Year	2	4	4	7	1	12/11/2023
Total Cellular Meters Installed	1463	1489 (+26)	1490 (+1)	1519 (+29)	1524 (+5)	12/11/2023
Manual Meters	241	241	241	230	230	12/11/2023
Radio Meters	887	868	869	858	853	12/11/2023
Deduct Meters/Cellular Meters/Radio Meters	43/3/40	43/3/40	43/3/40	43/3/40	43/3/40	12/11/2023
New Tap-ons this Month	1	2	2	1	TBA	12/11/2023
New Tap-ons	2	5	7	8	7	12/11/2023
Total Active Customers	2555	2556	2557	2556	2559	12/11/2023
New Accounts Created	23	27	19	15	TBA	12/11/2023
New Accounts Created Fiscal Year '24	54	81	100	115	100	12/11/2023

The Business Manager has been working on a new form for customers asking to abandon their meters. This form will be influenced by the abandoned meter policy. A draft was distributed to the policies and procedures committee. Trustees discussed the form, and they will vote on it after all recommendations and suggestions.

The District attorney was contacted about a customer's continued liens.

The billing software continues to be researched for the best quality, cost-effective and comprehensible option. Business Manager Graff and her team have narrowed it down to two proposed billing software companies. She will be addressing the Board in the future about a proposed plan.

Continuing education for office staff: It was clarified the conference room will serve as a dedicated area for staff to conduct online training. Various topics will be discussed with staff and videos accommodating their needs/requests will be offered.

The copier was replaced with a more cost-effective model for the office's needs. It includes a stapler feature which brought the projected cost down by \$25/month.

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

Well #7 Well is complete.

## Project 620-081 2023 SRF Projects

SRF 22.01: Finalized bid documents. Solicited proposals from Osage Nation (ON) approved archaeologists.

SRF 22.02: Water Tank Rehabilitations – Project on April 2024 funding list. IEPA permit issued.

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

District Engineer Middendorf presented “pipe type” document to the Board.

GIS Mapping and Hydraulics Analysis: The new map exhibits pipes within the District.

## VIII. Chairman, Vice Chair and Committee Reports

- a. Chairman Mitchell: It was noted that there is an open Trustee position. That term expires in April of 2027.
- b. Vice Chairman: none.
- c. Finance Committee: The audit is complete, but we are waiting on their finalized report.
- d. Planning Committee: none.
- e. Personnel Committee: The union contract is under negotiation. Also, the board will discuss a possible position within the plant’s office during executive session.
- f. Systems Oversight Committee: none.
- g. Policy and Procedures Committee: none.
- h. Ordinance Committee: none.

## IX. New Business

- a. Vacant Trustee Position: There were two resumes submitted to CGTPWD for the open Trustee position. The Business Manager will prepare correspondence to the two applicants for interviews.
- b. Customer Leins: There are three properties in the Berlin area that have liens attached. These accounts have been accruing non-payment fees and late fees. The Board discussed possible options.  
(7:46 p.m.)
- c. Lane Hudgins Analysis Company (Murphysboro, IL) - Proposed Contract: The Board discussed the need for a CPA. It was noted that some CPA firms charge a fee in the range from \$400 – \$625/hour. (7:50 p.m.)

## X. Guests - none

## XI Executive Session

Vice Chair made a motion to go into Executive Session. Trustee Oswald second the motion. The motion carried. Chairman called for a roll call vote:

Chairman Mitchell: Yes  
Vice Chair Irwin: Yes

Trustee Oswald: Yes  
Trustee Valois: Yes  
Trustee Moss: Yes  
With six yes votes, the motion carried

Board exited at **8:01 p.m.**

Board returned at **9:06 p.m.**

Vice Chair made a motion to go back into Regular Session. Trustee Valois second the motion.  
Chairman called for a rollcall vote:

Chairman Mitchell: Yes  
Vice Chair Irwin: Yes  
Trustee Oswald: Yes  
Trustee Valois: Yes  
Trustee Moss: Yes  
With six yes votes, the motion carried

Chairman said personnel matters were discussed along with the hydraulic/pressure GIS mapping project.

**X. Return to Open Meeting**

**XI. Adjournment 9:09 p.m.**