

Curran-Gardner Townships Public Water District
3384 Hazlett Road | Springfield, Illinois | 62707-2522 | 217.546.3981
Tuesday, March 12, 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, Trustee Jim Mayes, Operations Manager Aaron Smith, Engineer Max Middendorf, Business Manager Cherril Graff, Treasurer Stacy Stremsterfer, and Secretary Jessica Ryg

Guests: Todd Folder, Tom Morelock, Gary McCandles and Ben Bagby

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

II. Pledge of Allegiance

III. Secretary (Jessica Ryg)

Trustee Oschwald moved to accept the Tuesday, December 12, 2023, Regular Meeting Minutes with one change. Trustee Moss second the motion. Trustee DiMarzio voted present among the other Trustees who voted yes.

Trustee Oschwald moved to accept the Tuesday, January 2, 2024, Special Board Meeting Minutes. Trustee Valois second the motion. Trustee DiMarzio voted present among the other Trustees who voted yes.

Trustee Oschwald moved to accept the Tuesday, January 9, 2021, Regular Meeting minutes with corrections. Trustee Moss second the motion. The motion carried.

Trustee Oschwald moved to table the Monday, February 26, 2024, Special Board Meeting Minutes. Vice Chair Irwin second the motion. The motion carried.

IV. Guests

Vice Chair Irwin made a motion to change the meeting agenda to enable CGTPWD Guests to address the board before the Treasurer's Report. Trustee DiMarzio second the motion. The motion carried.

Two representatives attended the meeting on behalf of the Stone Creek Homeowners Association. Mr. Morelock is the current president of the Stone Creek Homeowners Association. He was joined by Mr. McCandles. The Stone Creek subdivision's developer (Buraski Builders) recently turned the association over to the homeowners. President Morelock said the neighborhood is comprised of approximately forty-seven residents. This includes 5 duplexes and thirty-seven single family homes. Stone Creek is half developed. They have the capacity for seventy-two total residents with 8 duplexes and fifty-six single family homes when completely stabilized.

The association provided irrigation for all lawns and common areas as part of the association fees. The irrigation system is currently connected to 4 specific water meters. According to Mr. Morelock, the HOA spends approximately \$12,000 on irrigation yearly. For 5 months out of the year, the association pulls the sprinkler's backflow valves off eliminate damage from freezing. During those 5 months (November – March), they are charged a minimum water usage fee;

equating to approximately \$55.25 per month, per meter (\$1,000 total). They asked the Board to consider waiving the \$1,100 fee.

On a separate note, the Stone Creek Homeowners Association expressed concerns about low water pressure. Their subdivision was built in approximately 2009 and they have continued to have problems with low pressure, affecting toilets flushing and more. They have asked CWLP for assistance to increase pressure.

Ben Bagby addressed the Board about the availability to read ordinances, specifically CGTPWD Ordinance #95. (It was later determined that he was inquiring about Ordinance 59). The Board updated him that they are currently codifying them with American Legal Publishing Company and they will soon be made available online. Also, he stated that he attended a meeting last year in March of 2023 to ask the Board to consider changing the agenda portion that reads “guests” to “public comment period” instead.

V. Treasurer (Stacy Stremsterfer)

The CGTPWD Budget Report reflects 10 months or 83% of FY’24 activity. Business Manager Cherril Graff gave the following Income and Expenses Report for January of 2023:

Income

Month End District Water Income:

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:

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:

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:

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:

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:

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:

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:

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:

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

Bills List of Vendors – Total Payments to Vendors:

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 Oswald made a motion to pay the bills. Trustee Moss second the motion. The motion carried.

VI. Operations Manager's Report (Aaron Smith)

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

Amount of Treated Water Treated and Sent to Distribution System:

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):

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:

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:

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.*

Midwest Meter visited to check the calibration on the plant's raw and finished mag meters. The raw meter was accurate and the finished was off.

The information gathering continues on behalf of the Bolton-Menk project.

Two water services were installed in the Centennial Point subdivision.

Road patches were completed from water leak repairs.

Operations Manager Aaron Smith and Matt Hermes attended the Illinois Rural Water Association (IRWA) annual conference in Effingham, IL. They enrolled in a course put on by ERTC (SIUE's Environmental Resource Training Center) plus participated in the Illinois Environmental Protection Agency (IEPA) exam.

The Oakbrook Ct. hydrant was hit and repaired.

The crew continues to work on the lime system's variable frequency drive (VFD).

Trustee Oschwald asked Operations Manager Smith for an update on easements.

VII. Business Manager's Report (Cherril Graff)

The copy of CGTPWD ordinances from the American Legal Publishing is pending our attorney's review.

The District hired a part-time billing clerk who will start on Monday, March 18, 2024.

Sangamon County Water Reclamation District: SCWRD informed CGTPWD that effective May 1, 2024, there will be a rate increase for sewer customers as follows: monthly service charge will increase to \$14.51; and \$8.98/per 1,000 units. SCWRD water users will be sent the notice of increases on Wednesday, March 13, 2024.

Trustee Oschwald asked Business Manager Graff to check with the attorney about an agreement for the bulk water station at Bradforton Co-op. It was suggested that the agreement include easement language.

The research continues with the utility billing software system which is complex due to all of the performances needed from the software. The original billing software used was UBMax, but it will be phased out. There were 6 companies researched and rated based on initial cost, software cost, conversion cost, training, annual cost, effectiveness, cloud/server storage, cybersecure, functionality, and ability to generate a variety of reports. The list of companies continuing to be reviewed include:

- Ampstun Utility Management: <https://www.ampstun.com/>
- Cambridge Technologies Utility Billing: Cambridge Technologies
- CUSI Utility Billing Solutions: <https://www.cusi.com/>

- G-Works Software Solutions: <https://www.gworks.com/>
- Locis Software Solutions for Local Government: <https://www.locis.com/>
- United Systems and Software: <https://united-systems.com/>

Once CGTPWD reviews changes will be made then AMLP will have their legal team review.

She will conclude her billing software research this month and has asked to include this topic on next month's agenda.

<i>Office Action Item:</i>	<i>Aug.:</i>	<i>Sept.</i>	<i>October:</i>	<i>Nov.:</i>	<i>December</i>	<i>January</i>	<i>February</i>	<i>March</i>	<i>Date:</i>
Monthly Disconnect Letters Sent	154	139	137	153	129	160	149	177	02/27/2024
Disconnect Letters Sent Current Fiscal Year	507	646	783	906	1035	1195	1344	1521	02/27/2024
Customers Currently Set for Disconnect	36	9	53	TBA	40	33	20	34	02/27/2024
Disconnects Still Shut-off from Last Month	2	1	4	1	1	1	3	1	02/27/2024
Disconnect Fees Applied for Current Billing Period	\$600 (12x \$50)	\$550 (11x 550)	\$200 (4x \$50)	\$350 (7x \$50)	\$200 (4x \$50)	\$400 (8x \$50)	\$750 (15x \$50)	\$700 (10x \$50)	02/27/2024
Letters Sent to Update Contact Info.	0	0	0	1	0	0	0	0	02/27/2024
Contact Information Updated	0	0	0	1	0	0	0	0	02/27/2024
Current Liens	16	16	16	16	16	17	17	17	02/27/2024
Notice Letter(s) Sent to File Lien	1	0	2	2	1	0	0	0	02/27/2024
New Liens Filed This Mo.	1	2	0	3	0	1	0	0	02/27/2024
New Liens Filed Current Fiscal Year	x	x	x	x	x	8	8	8	02/27/2024
Leins Released this Month	x	x	x	x	x	0	1	0	02/27/2024
Liens Released Current Fiscal Year	2	4	4	7	6	6	6	6	02/27/2024

Total Cellular Meters Installed	1463	1489 (+26)	1490 (+1)	1519 (+29)	1521 (+1)	1,522 (+1)	1524 (+1)	1533 (+9)	02/27/2024
Manual Meters	241	241	241	230	230	230	230	229	02/27/2024
Radio Meters	887	868	869	858	850	850	848	839	02/27/2024
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	02/27/2024
New Tap-ons this Month	1	2	2	1	0	0	0	0	02/27/2024
New Tap-ons 5/1/2023 - 1/31/2024	2	5	7	8	6	7	7	7	02/27/2024
Total Active Customers	2555	2556	2557	2556	2558	2560	2559	4560	02/27/2024
New Accounts Created	23	27	19	15	2	5	3	2	02/27/2024
New Accounts Created Fiscal Year '24	54	81	100	115	110	105	100	110	02/27/2024

VIII. District Engineer's Report (Middendorf)

2023 SRF Projects

SRF 22.01: Pending updates from Osage Nation's Contract Archaeologist Luke Morris on archeological services format. luke.morris@osagenation-nsn.gov

SRF 22.02: Water Tank Rehabilitations – Projected for April 2024 funding list. It will need to be renewed for review, so it will be resubmitted on March 31, 2024. The funding pooling starts June 30, 2024, for the new fiscal year.

SRF 22.03: Curran Pressure Zone Improvements – Project scope elements and design recommendations presented to CGTPWD staff for feedback. They are preparing scope of work documents and updating cost estimates. Filing re-application for 2024 funding.

GIS Mapping: Boundary; Hydraulics Analysis: Reviewing discovery and interrogatory responses.

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

(8:01 p.m.)

IX. Chairman, Vice Chairman and Committee Reports

- a) Chairman Mitchell: Chairman Mitchell read CGTPWD Trustee Di Valois' resignation letter. She was sworn in as a trustee in 2008 and served for over 16-years. She retired from her full-time job and sought a part-time job that prevents her from serving as a Trustee. Chairman thanked her for her public service. Trustee Valois said there were cupcakes awaiting everyone at the end of the meeting to celebrate this bittersweet milestone. The open Trustee position will be addressed next month.
- b) Chairman Mitchell thanked the CGTPWD team and MECO for their hard work with the GIS mapping and hydraulic analysis.
- c) Vice Chair Irwin – no report
- d) Finance Committee (Oschwald/DiMarzio) – The audit is finalized.
- e) Planning Committee (Valois/Mitchell) = no report
- f) Personnel Committee (Mitchell/Moss) = A Trustee spot will be opening. There will be an opening on the Planning Committee. Union contract negotiations with Teamsters Local Union 916 wrapped-up. The new union agreement is effective for 3 years. It will run from January 1, 2024, through December 31, 2026. A draft was previously distributed to Trustees.
- g) System Oversight Committee (Irwin) – no report
- h) Ordinance Committee (Mitchell/Oschwald) – The finalized copy of ordinances from the American Legal Publishing is pending our attorney's review.

X. New Business

Outstanding liens: no changes.

XI. Guests – none.

XII. Executive Session – none.

- a. Personnel Matters
- b. Litigation Matters

XIII. Return to Open Meeting

XIV. Adjournment 8:25 p.m.