

Curran-Gardner Townships Public Water District
3384 Hazlett Road | Springfield, Illinois | 62707-2522 | 217.546.3981
July 9, 2019 – 7:00 p.m. – Regular Board Meeting

Audio Available: www.CurranGardner.com

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

Guests: Todd Folder, Wayne Benanti, Laura Dorr and George Sheppard

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

II. Board Secretary (Ryg)

- A motion was made by Vice Chair Mayes to accept June's Regular Board Meeting Minutes with changes. Trustee Hammitt second the motion. The motion carried.

III. Treasurer (Elsner)

The CGTPWD Budget Report reflects 2.5 months or 21% of FY20 activity. Treasurer Elsner gave the following Income and Expenses Report for June 12, 2019 – July 9, 2019 which includes the Profit and Loss Budget Performance Report.

Income:

Monthly District Water Income: \$155,576

Fiscal YTD Water Income: \$366,918

Month-end District Income (including other income): \$158,863

Fiscal YTD for all income: \$377,261 = 21% of budget

Expenses:

Month-end Operating Expenses: \$89,175

Fiscal YTD Expenses: \$198,849 = 19% of Operating Budget

Net Operating Income (Loss):

The YTD FY20 Unaudited Net Operating Income: \$178,412

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

Transfer of Operating Cash to Reserve: \$25,000

After the transfer of funds to the district's reserve account, Net Unaudited Income for this period: \$3,314

A motion was made by Trustee Oschwald to accept the Profit and Loss Statement pending audit. Trustee Dorr second the motion. The motion carried.

Bills – List of Vendors: \$87,346.37

A motion was made by Trustee Dorr to pay the bills. Trustee Hammitt second the motion. The motion passed.

IV. Operation Manager’s Report (Nelson)

Water Report for May 17, 2019 – June 18, 2019:

- Water Sent to Distribution System: 12,330,000 gallons
- Water Billed to Customers: 11,061,515 gallons (includes 73,000 gallons of bulk water sales)
- Water Loss: 10.29% = 1,268,485 gallons = 28.41 gallons per minute

New Plant Operations: CGTPWD crews continue to test new equipment and give feedback accordingly. Testing includes:

1. *Chlorinator* – A Sidener Environmental representative was on-site to assist with chlorine levels.
2. *Backwash Pump* – Engineer Middendorf is looking into this.
3. *Damaged Hyro Choloro Acid Scale* – Operations Manager Nelson continues to research the most cost-effective solution to a sensor problem.
4. *New Air Scour on the Sand Filters* – A Flo-Systems representative

The sale of surplus equipment netted \$2,876.11 for the District. Items sold along with winning bids were included in the June minutes.

The old ice maker is no longer fixable and a new one was ordered after obtaining the lowest price possible.

Well #7: The Sangamon River water levels have subsided since there has been less rain. It is finally dry enough for Brotcke Well & Pump to drill test holes for a new well.

SUEZ, the utility company, will be catching up on the maintenance of wells since there is better weather.

The trunk line sewer lines were installed for the Village of Curran. The District is working with Rammelkamp & Bradley to finalize damages done to lines and seek financial compensation.

Crawford, Murphy & Tilley (CMT) contacted the District about a potential site for commercial water in the CGTPWD area.

There are six stakeholders on the Prairie Creek Road project. An aerial drawing will be given to Engineer Middendorf so the next phase may begin.

Wagon Ford Road Status: This project has begun with Petersburg Plumbing and Heating are planning to do the road bore under Spaulding Orchard Road.

Over-the-Top White Roofing of Havana, Illinois, was contacted to inspect the Plant roof. Their bid at \$15,660.00 came in at \$3,000 under the Rhino Roofing proposal. The District will consider this in their final decision on the roof.

Trustee Dorr asked about the status of the Bunker Hill project and the Lenhart Neighborhood project.

V. Business Manager (Graff)

The Office continues to assist the auditor with documentation.

Helen Spann has been off work and Business Manager Graff thanked everyone who has stepped up to assist in her absence.

A new name plate for Trustee Davis has been ordered.

VI. District Engineer (Middendorf)

The new roof membrane over the old water plant continues to be discussed.

The construction progress is complete. The final warranty work will include installation of raw water meter and control valve to Plant #1 once the New Plant has been online and consistent in water quality for several weeks. The chemical feed scales are not providing accurate data, but this issue is being researched.

Engineer Middendorf will reach out to Brotcke Well & Pump on finalizing the contract documents needed for Well #7. After this is completed, there will be a pre-construction meeting date.

Wagon Ford Road: Illinois Environmental Protection Agency Construction Permit #0994-FY2019 was received. It was issued on May 16, 2019. This permit is good for one-year. If the project is not complete in that specific time frame, CGTPWD will need to re-apply for it.

Sangamon River Conduit Crossing and Generator for Wells: MECO received a quote from Petersburg Plumbing & Heating for \$48,640 for 10-inch bored conduit. As mentioned before, this bid only includes a bore and installation of a 10-inch pipe. The total for the generator, trenched conduit, ATS, and wire is approximately \$200k. The wiring cost (estimated at \$115,000) will be the largest expense, followed by approximately \$40,000 for the Genset Generator. The transfer switch costs approximately \$4,500 and the foundation/pad for the generator is estimated at \$2,500. The estimated total construction is \$250k plus the permitting cost.

(The above paragraph was stated previously in the June 11, 2019, minutes, and repeated here to keep everyone updated accordingly.)

VII. Guests

George Sheppard asked the Board to reconsider his water bill. He had concerns about one of his eight properties. Office Manager explained that the property located at 505 Jefferson Street South used 67,000 units of water. She further explained that she spoke to one of Mr. Sheppard's family members in-person to go over the charges. However, she would like to sit down with Mr. Sheppard to go over charges and accounts since there are in his name. Mr. Sheppard will be bringing in his cancelled checks to go through the bill himself.

VIII. CGTPWD Committee Reports

- a. Chairman – n/a
- b. Vice Chairman – n/a
- c. Finance Committee – (Oschwald, Valois) –
 - a. ARO = Asset Retirement Obligation. This District's has an obligation to estimate the future deconstruction cost of an asset that is out of commission or to be decommissioned in the future that the District may no longer own. The District is obligated to establish a financial figure to fulfill this responsibility.
 - b. The accountants continue to work on the annual audit at the District.
- d. Planning Committee – (Dorr, Hammitt) – The Planning Committee met before the Regular Monthly Meeting tonight. They went over loop options for Deer Run and Booth Road. Engineer Middendorf assisted them on this endeavor.
- e. Personnel Committee – (Mitchell, Valois) – n/a
- f. Systems Oversight Committee – (Mayes) – n/a
- g. Policy and Procedure Committee – (Valois, Dorr) – n/a
- h. Ordinance Committee – (Mayes) – n/a

IX. Ongoing Business

- a. Village of Curran sewerage collection system billing – no action yet.
- b. Possible Finance Option for Well #7 Discussion (Oschwald) – CoBank and National Rural Water Association will not finance due to the proposed size of the loan requested. Well #7 financing continues. Some larger banks have stated the request for loan is too small for consideration and while other local financial institutions have said the financial obligation is too large for consideration. Trustee Oschwald will look into other local banking options for the \$375,000 or borrow from the Depreciation Account.

It was noted to keep 9B on next month's agenda.

X. New Business

- a. Water Treatment Plant Expansion, Amendment #1 to Owner-Engineer Agreement (Middendorf) – According to Engineer Middendorf, the construction project had an Owner-Engineer Agreement with a budget of \$45,000.0. Only \$26,715.66 was allocated from that budget. MECO would like to transfer the balance of \$18,284.34 back to the District's Construction Account. This can be done by an amendment to the Agreement.

A motion was made by Trustee Oswald to accept this amendment. Trustee Dorr second the motion. The motion carried.

b. Contract with Rhino Roofing for Water Treatment Plant Roof Update: A new bid was submitted by Over-the-Top White Roofing. The bid included job details such as reinforce rust holes with sheet metal, pressure wash, apply primer, apply spun flex to all seams and patches, apply Kwik Kaulk to all fasteners, apply Rapid Roof III Top Coat over entire roof, and Re-coat existing sky light materials. This will have a 10-year material warranty. Treasurer Elsner noted that this expense could be paid out of the construction account. A motion was made by Trustee Dorr to authorize Plant Manager Nelson to proceed with work by this company at the quote of \$15,660.00. Trustee Valois second the motion. It was noted that Trustee Oswald voted “PRESENT” since this item was not on the agenda. The motion passed.

c. It was noted that the District has a fully funded bond reserve on each loan. It was the consensus of the Board to transfer funds into (3) three CDs. The following accounts were spoken about during the meeting:

Account USDA 2009: Appx. \$147,240.00

Account IFA: Appx. \$150,000.00

Account 2019 USDA Loan: Appx. \$150,000.00

There is a possible option for a 1.26% money market account. Three different banks will need to be used for FDIC purposes. It was recommended that terms not exceed two years. Treasurer Elsner will research more options/specifics.

Please note that it was the consensus of the Board to put this on next month’s agenda.

d. Discussion for Future Trustee Vacancies (Dorr): Trustee Dorr would like a standard procedure established when it comes to CGTPWD Trustee vacancies. He addressed the Board by proposing four questions for them to consider:

1. Where do we advertise the opening? (Ideas: text blast to customers, email, newspaper, water bill?)
2. How long is the waiting period?
3. Should we introduce applicants at one meeting and then vote on him or her at the next meeting?
4. Should we check the facts listed in his or her resume?

(8:39 p.m.)

e. Chairman Mitchell asked Operations Manager Nelson to send the Illinois Special Water District Act to Trustees. It will go on next month’s agenda under “New Business”.

(8:46 p.m.)

XI. Guests - n/a

There was a motion to go into Executive Session by Trustee Valois. Trustee Dorr second it. A roll call was taken:

Trustee Davis: Yes
 Trustee Valois: Yes
 Trustee Hammitt: Yes
 Chairman Mitchell: Yes
 Vice Chair Mayes: Yes
 Trustee Dorr: Yes
 Trustee Oschwald: Yes

The motion carried.

(Board exits room.)

XII. Executive Session – The Board went into Executive Session.

a. Review of Minutes

(Board returns to room.)

(9:05 p.m.)

Trustee Dorr made a motion to return to the CGTPWD Regular Monthly Meeting. 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 Dorr: Yes
 Trustee Oschwald: Yes

The motion carried.

Trustee Oschwald made a motion to close the January 8, 2019, Executive Minutes. Trustee Valois second the motion. The motion carried.

XIII. Adjournment

Having no further business before the Board, they adjourned at 9:08 p.m.

Chairman Mitchell – Signature and Date

Secretary Ryg – Signature and Date