

**Curran-Gardner Townships Public Water District**  
**3384 Hazlett Road | Springfield, Illinois 62707-2522 | 217.546.3981**  
**May 8, 2018 – Regular Meeting – 7:00 p.m.**

*Audio for this meeting may be found online at [www.currangardner.com](http://www.currangardner.com)*

Members: Vice Chairman Folder, Trustee Oschwald, Trustee Valois, Trustee Mayes, Trustee Hammitt, Trustee Dorr, Treasurer Elsner, Operations Manager Nelson, Business Manager Graff and Secretary Ryg

Guest(s): Wayne Benanti, Engineer Alex Dunker who is on assignment for Engineer Max Middendorf

Excused: Chairman Mitchell and Engineer Max Middendorf

**I. The Board said the Pledge of Allegiance.**

**II. Board Secretary (Ryg)**

CGTPWD Regular Meeting Minutes for April 10, 2018, were discussed. Trustee Valois made a motion to approve the minutes with an adjustment to Line 86 to add WaterGEMS in the place of the words Software Unit. Trustee Hammitt second the motion. The motion carried.

The Special Board Meeting Minutes for April 10, 2018 (Plant Tour) were tabled until the next meeting.

**III. Treasurer Report (Elsner)**

The budget report reflects 12 months or 100% of FY18 activity. Treasurer Elsner gave the following overview of income and expenses for April 11, 2018 to April 30, 2018:

**Income:**

Monthly District Water Income: \$98,983

Fiscal YTD Water Income: \$1,513,769

Including other income, monthly District income: \$96,510

Noted: Line Item #4050 Bulk Hydrant, New Berlin purchased water for March was \$15,537.73

Fiscal YTD for all income: \$1,800,838 = 109% of Budget

**Expenses:**

Monthly District Expenses: \$124,652

Fiscal YTD Expenses: \$1,580,777 = 87% of Budget

Noted: Line Item #5250 Rep. & Mtn. \$8,056 YTD was for demolition/clean-up of 3396 Hazlett Road

**Net Income (Loss):**

The YTD FY18 unaudited net income is \$200,074

**Bill – List of Vendors:** \$68,897.24

A motion was made by Trustee Dorr to accept the profit and loss report pending audit. Trustee Hammitt second the motion. The motion carried.

A motion was made by Trustee Dorr to pay the bills as presented. Trustee Valois second the motion. The motion carried.

The FY2019 Budget discussion included proposed fire pumps at the water towers. Engineer Alex Dunker will ask Engineer Middendorf for an estimate.

#### **IV. Operations Manager's Report (Nelson)**

Water loss for this month is 12.52%. The water loss increase is partially due to flushing the Spaulding Orchard Road line and Sundowner Lane construction project.

There were 2,543,000 gallons of water sold to the Village of New Berlin from April 1 to May 1, 2018 with a billing statement of \$15,537.73. During May 1 to 4, 2018, the Village was billed for \$1,741.35 for 285,000 gallons of water. This was an average of 95,000 per day between December 7, 2018 and May 4, 2018. Operations Manager Nelson received approval to shut down our CGTPWD valve and obtain a final meter reading.

Sundowner Lane Project: Petersburg Plumbing & Excavating installed new water mains and hydrants. The Illinois Environmental Protection Agency issued the permit to service lines and meter pits to each of the 32 living units. The entire project (engineering, mains, hydrants, valves, meter pits, service lines and meters) was paid for by the owners of Sundowner Lane complex with no District money spent.

The raw water transmission line will be rerouted in the area between two sludge lagoons so that the new drain lines can be installed. This will require a shutdown of the treatment Plant.

The lime sludge was removed. Both cells will be cleaned again this fall after harvest season is completed.

The next step at the Morrison property is to construct additional parking spaces.

The District plans on performing the annual hydrant flushing program in June.

The Consumer Confidence Report for customers using SSWC-produced water will be on the web after it is submitted to us.

Cedarhurst water service talks continue with plans to provide water service to the facility.

The master meter will be discussed in Agenda item 10 c portion regarding Cedarhurst Retirement Home project on Old Jacksonville Road.

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

The revised CGTPWD website is up and running.

Business Manager Graff and Attorney O'Keefe are working together to prepare a draft for an intergovernmental agreement between CGTPWD and Village of Chatham Water District. There is a new customer/new tap and the understands this location is not affiliated with SSWC.

The District is working toward identifying a method to set the rate for a new water source. The business office would like to identify every component of the rate structure including: water rate, maintenance fee, CGTPWD debt service (2009 USDA and 2016 US Bank Bonds) and meter fees.

The SSWC wholesale rate will increase to \$0.88 per 1,000 gallons. Business Manager Graff seeks the Board's advice on how to notify customers sooner rather than later.

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

- a. Water Treatment Plant: Some items (filters, etc.) arrived early and will be stored off-site.
- b. New Berlin Emergency Interconnect: Petersburg Plumbing and Excavating completed testing on April 30. It was noted that the booster pumps didn't start. Henson Robinson had the pumps running on May 2 and SSWC began pumping water to New Berlin. Issues with switchover required Wayne Nelson and Lee Bloome to intervene.
- c. USDA Loan Application of Water Treatment Plant Improvements Phase I: The floor was poured around clarifier. The filter base slab is prepped for a pour on May 10. Plant shut-down is scheduled for the week of May 14, 2018. The planning meeting for Plant shut-down occurred on May 2. The Clarifier is on-site and ready for install.
- d. CWLP Emergency Interconnect: Pipe size and flow were discussed.
- e. Well #7 Status (see Unfinished Business)

## **VII. Guests – n/a**

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

- a. Chairman - excused
- b. Vice Chair - Vice Chair Folder suggested:
  - i. The Policy and Procedure Committee address the Leak Adjustment Policy which could be fine-tuned with the caveat, "This policy does not apply to non-CGTPWD supplied water customers."
  - ii. It was recommended that the Policy and Procedure Committee also research a water main construction policy which could help gain CGTPWD customers.
  - iii. The Springfield Metro Sanitary District could a.) use a modification of the Intergovernmental Policy b.) do nothing c.) get out of it (at the risk of them using FOIA constantly). He thought this could be addressed by the Systems Oversight Committee.
  - iv. He asked that the Systems Over-site committee address the territory encroachment by other communities.

- c. Finance (Valois) ó n/a
- d. Planning (Dorr, Hammitt) ó n/a
- e. Personnel (Mitchell, Valois) ó n/a
- f. Systems Over-sight (Mayes, Folder) ó n/a
- g. Policy and Procedure Committee (Valois, Dorr) ó n/a
- h. Ordinance Committee (Mayes, Folder) ó n/a

### **IX. Unfinished Business**

- a. Village of Curran: Sewerage collection billing system continues ó There will be an update at the next meeting.
- b. Possible Finance Option for Well #7: Discussion ó n/a (Please keep on agenda.)

### **X. New Business**

- a. The Board reviewed the Plant expansion's Pay Request #7 (PE #6) for \$887,342.78. Also, a payment is requested for the Engineer's Basic Services in the amount of \$3,914.75 and the Engineer's Resident Inspection in the amount of \$13,007.95. The total request for funds, RD Form 440-11, is in the amount of \$904,265.48

Trustee Dorr made a motion to pay the Pay Request #7 for \$904,265.48 which includes engineering services, inspections services and LEANDER's pay request number 6.

Trustee Mayes second it. A roll call vote was taken:

Trustee Valois: Yes  
 Trustee Hammitt: Yes  
 Vice Chair Folder: Yes  
 Trustee Dorr: Yes  
 Trustee Mayes: Yes  
 Trustee Oswald: Present

With five yes votes and one present vote, the motion passed.

- b. Adopt the FY 2019 Budget:  
 Trustee Oswald made a motion to adopt the 2018 ó 2019 CGTPWD Budget with the option to finance some, part or all of proposed Well #7 and the raw water line. Also, he proposed amending the Attorney Fees Line Item and Engineering Fees Line Item along with reflecting in the Budget the recent Kobota and DitchWitch payoff. Trustee Valois second the motion. A roll call vote was taken:  
 Trustee Valois: Yes  
 Trustee Hammitt: Yes  
 Vice Chair Folder: Yes  
 Trustee Dorr: Yes  
 Trustee Mayes: Yes  
 Trustee Oswald: Yes  
 With six yes votes, the motion passed.

- c. Cedarhurst Retirement Home Water Main Construction (Nelson): Construction permits were submitted. The project will need approximately \$32,000 for installation of the master meter.

Trustee Dorr made a motion to authorize Manager Nelson to pay up to \$32,000 toward the master meter needed at Cedarhurst.

A roll call vote was taken:

Trustee Valois: Yes

Trustee Hammitt: Yes

Vice Chair Folder: Yes

Trustee Dorr: Yes

Trustee Mayes: Yes

Trustee Oschwald: No

With five yes votes and one no vote, the motion passed.

(8:36 p.m. ó one hour and thirty-six minutes)

- d. Water Rate Increase for CGTPWD Customers Supplied by SSWC Water (Graff): Trustees discussed the impending rate increase along with prior ordinances that effect rate increases. Business Manager Graff will research this more and update the Board.
- e. Appointment of Water District Auditor - There was a proposal for Eck, Shaefer and Punke as the Districtø Auditor:  
Trustee Valois made a motion to accept Eck, Schaefer and Punke as the Districtø Auditor. Trustee Hammitt second the motion. The motion passed.
- f. Election of Water Board Officers
- i. Chairman of CGTPWD  
There was a nomination for Chairman James Mitchell to be re-elected as the CGTPWD Chairman by Trustee Door. The nominations were closed. Trustee Dorr made a motion to re-appoint Chairman Mitchell. Trustee Mayes second it. The motion carried.
  - ii. Vice Chair of CGTPWD  
There was a nomination for Vice Chair Todd Folder to be re-elected as the CGTPWD Vice Chair by Trustee Valois. The nominations were closed. Trustee Valois made a motion to re-appoint Vice Chair Folder. Trustee Hammitt second it. The motion carried.
  - iii. Water Board Secretary  
There was nomination for Secretary Ryg to be re-appointed as the CGTPWD Board Secretary by Trustee Valois. The nominations were closed. Trustee Valois made a motion to re-appoint Secretary Ryg. Trustee Hammitt second it. The motion carried.
  - iv. Water District Treasurer  
There was a nomination for Treasurer Katherine Elsner to be re-appointed as the CGTPWD Treasurer by Trustee Valois. The nominations were closed. Trustee Valois made a motion to re-

appoint Treasurer Katherine Elsner. Trustee Hammitt second it.  
The motion carried.

- v. It was the consensus of the Board to meet on the second Tuesday of each month at 7:00 p.m. Please see the website for future meeting dates.

**XI. Guests – n/a**

**XII. Executive Session – n/a**

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**Chairman Signature and Date**

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**Secretary Signature and Date**