

Curran-Gardner Townships Public Water District
3384 Hazlett Road | Springfield, Illinois | 62707-2522 | 217.546.3981
Tuesday, November 9, 2021 – 7:00 p.m. – Regular Board Meeting

Members: Chairman Mitchell (excused), Vice Chair Davis, Trustee Oschwald, Trustee Moss (excused), Trustee Valois, Trustee DiMarzio, Trustee Irwin, Operations Manager Smith, Engineer Middendorf, Treasurer Elsner, Business Manager Graff and Secretary Ryg (excused)

Guests: Todd Folder and Wayne Benanti

I. Vice Chair Don Davis called the meeting to order at 7:00 p.m. and led the CGTPWD Board with the **Pledge of Allegiance**.

Vice Chair Davis opened the meeting with a moment of silence for the unexpected loss of Chairman James Mitchell's son, Thomas "Jimmie" Mitchell. <https://www.sjr.com/obituaries/i0039885>.

II. Secretary (Jessica Ryg)

Secretary Ryg was excused for tonight's November 2021 Regular Meeting due to illness, so Trustee Irwin made a motion to table the Regular Meeting Minutes from October 9, 2021. Trustee Oschwald second the motion. A roll call vote was taken:

1. Trustee Mike Irwin: Yes
2. Trustee Mark DiMarzio: Yes
3. Trustee Diane Valois: Yes
4. Trustee Bill Moss: Excused
5. Trustee Oschwald: Yes
6. Vice Chair Davis: Yes
7. Chairman Mitchell: Excused

With five yes votes, the motion carried.

III. Treasurer (Katherine Elsner)

The CGTPWD Budget Report reflects 6.5 months or 54% of FY'22 activities. Treasurer Elsner gave the following Income and Expenses Report for October 13, 2021- November 9, 2021, which is listed on this Profit and Loss Budget Performance Report.

Income:

Month End District Water Income: \$106,827
Fiscal YTD Water Income: \$974,226

Month End District Income (including other income): \$109,403
Fiscal YTD for all income: \$1,095,750 = 54% of Budget

Expenses:

Month End Operating Expenses: \$86,870
Fiscal YTD Expenses: \$593,544 = 46% of Operating Budget

Net Operating Income (Loss):

The YTD FY22 Unaudited Net Operating Income: \$502,206

Budgeted Debt Service: \$46,421 (transfers each month to Debt & Service accounts)

Capital Expenses for the period: \$34,531

Net Loss for the period: (\$58,149)

Bills – Total Payments to Vendors (October 13, 2021 to November 9, 2021):

\$128,687.03

Treasurer Elsner provided Board members with an unaudited Operating Balance Sheet ending October 31, 2021; also, the Reserves and Debt Funds Balance Sheet and the Quarterly Profit and Loss Report ending October 31, 2021.

Trustee Oschwald asked for the approximate amount spent on cellular meters as to date. Business Manager Graff confirmed the District paid approximately \$284,000 over the past two years. There is one order pending and approximately \$216,000 remains to wrap-up this upgrade project.

Trustee Oschwald suggested that Balance Sheet report include the prior years information to compare to the current year. Treasurer Elsner said this would be helpful.

Trustee DiMarzio made a motion to approve the Treasurer's Profit and Loss Budget Report pending audit. Trustee Valois second the motion. The motion carried.

Trustee DiMarzio made a motion to approve to pay the bills. Trustee Valois second the motion. The motion carried.

IV. Operations Manager's Report (Aaron Smith)

Water loss report for September 15, 2021 – October 15, 2021:

- Amount of Treated Water Sent to Distribution System: 11,338,000 gallons (Note: This was a 31-day billing cycle.)
- Amount of Water Billed to Customers: 10,952,000 gallons (includes bulk water sales)
- Amount of Water Loss: 24.77%
- Amount of Water Loss: 2,808,000 gallons
- Amount of Water Loss by Gallons per Minutes: 62.90 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.

The District's water loss was higher this month due to the Farmingdale Road's main break and Sloan Crossing subdivision's construction (main water line filling and flushing).

Operation Manager Smith received an email from Advance Automation Controls (AAC) stating that the SCADA panel for well 7 is complete, but supply chain issues continue for purchasing a radio, which is needed for panel communication.

A customer on Willow Creek Drive inquired about low water pressure. The issue was investigated and found that the tap saddle was rusted and the water hole was almost closed. A new water tap was installed, and water pressure has been restored.

A 2" water service line was installed on the Old Jacksonville Road.

The meter vault for Well #7 will arrive in November.

A big thank you to Gardner Township who lent the District their bucket truck. It was used to remove a tree that had partially fallen over the fence on the east side of the water plant.

The gutters on the CTPWD Administration Building were cleaned of debris.

A 1" water service was installed on Old Salem Lane.

A 1" water service was installed on Wilson Road.

District staff completed construction of a 10' water main to augment the water supply to Sloan Crossing subdivision..

Trustee Oswald inquired about allocation of meters for the new Sloan Crossing subdivision. It was suggested to allocate 1/3 of the new cellular meters to this new subdivision which has 64 lots, of which a number of lots will be for duplexes

V. Business Manager (Cherril Graff)

The Social Security Administration announced a 5.9% cost-of-living adjustment (COLA) for 2023 which is the biggest increase since 1992. Their annual increase combined with CGTPWD's half of a percent – per USDA Loan's mandate of a CGTPWD Ordinance - will adjust the CGTPWD rate to 6.4%. It was noted that the water plant's cost of chemicals and propane have significantly increased more than usual.

The employee health insurance monthly cost decreased by \$207.48/month. Business Manager Graff continues to research a way for employees to use Springfield Clinic since BlueCross BlueShield declined to continue their service.

813 cellular meters have been installed.

As of date, the District has recovered \$2,853 in property liens as well as \$14,488.13 in late fees and bad debt collection.

VI. District Engineer (Max Middendorf)

Well #7: Tim Kelley at Brotcke Well and Pump said that they will mobilize at the site to work on the SCADA panel. Joe Lee the electrician will be included in this endeavor.

Vice Chair Davis asked Engineer Middendorf about specific chemicals (PFOS) effecting cost of sample analysis with the new guidelines from the Environmental Protection Agency (EPA).

Pipe and availability of water main and related materials continues to fluctuate for District projects such as the proposed River Crossing. Resupply of materials is intermittent and partial

VII. Guests: n/a

VIII. Chair, Vice Chair and Committee Reports

- a. Chairman (Mitchell): Excused
- b. Vice Chair (Davis): There is no update on the CGTPWD/CWLP Intergovernmental Agreement or the proposed Springfield Clinic site.
- c. Finance (Oschwald/DiMarzio) – Trustee Oschwald and Trustee Irwin have been in discussion regarding the government’s \$2 trillion infrastructure package. They believe Illinois may receive approximately \$1.5 billion dollars for water upgrades along with lead service lines replacement (although the district does not have any). No state agency has been named to receive request and distribute the funds. Trustee Irwin believes it will be through the IL EPA. The Illinois Governor’s Rebuild Illinois grant will match dollar for dollar for capital needs/upgrades, and although this is earmarked for such things as downtown sidewalks, the District is still looking into possibilities.
- d. Planning (Valois/Mitchell)- n/a
- e. Personnel (Mitchell/Moss) – The treasurer position will be addressed in New Business.
- f. Systems Oversight (Davis/Irwin) – n/a
- g. Policy and Procedures (Valois/Irwin) – Trustee Irwin is working with Office Manager Graff on the sprinkler meter installation verbiage. Todd Folder said he is interested in helping with this endeavor.
 - a. Meter Installations Policy - n/a
 - b. Revenue Policy
- h. Ordinance Committee (Mitchell) – n/a
- i. Finance (Oschwald/DiMarzio) – Trustee Oschwald and Trustee Mike Irwin have been in discussion finance issues. Illinois is set to receive approximately 1.5 billion dollars for water upgrades along with lead service lines replacement (although the district does not have any), but no state agency has been named to distribute them. The Illinois Governor’s Rebuild Illinois grant will match dollar for dollar for capital needs/upgrades, and although this is earmarked for such things as downtown sidewalks, the District is still looking into possibilities.
- j. Planning (Valois/Mitchell)- n/a
- k. Personnel (Mitchell/Moss) – The treasurer position will be addressed in New Business.
- l. Systems Oversight (Davis/Irwin) – n/a
- m. Policy and Procedures (Valois/Irwin) – Trustee Irwin is working with Office Manager Graff on the sprinkler meter installation verbiage. Todd Folder stated he is interested in assisting with this endeavor.
- n. Ordinance Committee (Mitchell) – n/a

IX: New Business

District Treasurer candidates were interviewed on Thursday, October 25, 2021. It will be discussed in Executive Session. Treasurer Elsner said she is available to train the new District Treasurer. She has taken the time to write out accounting procedures needed for the new hire.

X. Ongoing Business

Treasurer Oswald thanked Business Manager Cherril Graff for her due diligence with a delinquent account's debt recovery.

XI. Guests – n/a

XII. Executive Session

Trustee Irwin made a motion to go into Executive Session. Trustee Oswald second the motion. A roll call vote was taken:

1. Trustee Mike Irwin: Yes
2. Trustee Mark DiMarzio: Yes
3. Trustee Diane Valois: Yes
4. Trustee Bill Moss: Excused
5. Trustee Oswald: Yes
6. Vice Chair Davis: Yes
7. Chairman Mitchell: Excused

With five yes votes, the motion carried.

(Board exits the room at 7:48 p.m.)

Trustee Irwin made a motion to go back into the CGTPWD Regular Meeting. Vice Chair Davis second the motion. A roll call vote was taken:

1. Trustee Mike Irwin: Yes
2. Trustee Mark DiMarzio: Yes
3. Trustee Diane Valois: Yes
4. Trustee Bill Moss: Excused
5. Trustee Oswald: Yes
6. Vice Chair Davis: Yes
7. Chairman Mitchell: Excused

With five yes votes, the motion carried.

Vice Chair Mayes said the Board took action on year-end personnel matters while in Executive Session.

XIII. Open Session – Business Manager Graff said she looks forward to working with the new hire for the position of District Treasurer.

XIV. Adjournment of Meeting – The CGTPWD adjourned.