

**Curran-Gardner Townships Public Water District**  
**3384 Hazlett Road | Springfield, Illinois | 62707-2522 | 217.546.3981**  
**Tuesday, September 14, 2021 – 7:00 p.m. – Regular Board Meeting**

Members: Chairman Mitchell, 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

*Guests: Todd Folder, Bill Castor*

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

**II. Secretary (Jessica Ryg)**

The Meeting minutes of August 10, 2021 were tabled.

**III. Treasurer (Katherine Elsner)**

The CGTPWD Budget Report reflects 4.5 months or 38% of FY'22 activity. Treasurer Elsner gave the following Income and Expenses Report for August 11, 2021 – September 14, 2021, which are listed on this Profit and Loss Budget Performance Report.

**Income:**

Month End District Water Income: \$204,363

Fiscal YTD Water Income: \$718,976

Month End District Income (including other income): \$226,710

Fiscal YTD for all income: \$802,103 = 40% of Budget

**Expenses:**

Month End Operating Expenses: \$104,259

Fiscal YTD Expenses: \$406,515 = 32% of Operating Budget

**Net Operating Income (Loss):**

The YTD FY21 Unaudited Net Operating Income: \$395,588

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

Capital Expenses for the period: \$13,774

Net INCOME for the period: \$62,256

**Bills – Total Payments to Vendors (August 11, 2021 – September 14, 2021):**

\$97,070.63

Note: This lower bulk water station profits are due to the local wells being full from all of the rain.

Trustee Oschwald made a motion to approve the Treasurer's Profit and Loss Budget Report pending audit. Vice Chair Davis second the motion. The motion carried.

Trustee Oschwald made a motion to pay the bills as presented. Trustee DiMarzio second the motion. The motion carried.

Treasurer Elsner provided board members with a monthly, unaudited income statement for August 1 - 31, 2021 for the operating account as well as the August 31, 2021 balances in the Districts accounts.

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

Water Report for July 16 to August 16, 2021:

- Amount of Treated Water Sent to Distribution System: 11,939,000 gallons (Note: This was a 31-day billing cycle.)
- Amount of Water Billed to Customers: 10,972,000 gallons (includes bulk water sales)
- Amount of Water Loss: 8.1%
- Amount of Water Loss: 967,000 gallons
- Amount of Water Loss by Gallons per Minutes: 21.6 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.*

Advanced Automation Control (AAC) began building the control pan for Well #7 SCADA.

Brotcke Well and Pump (BWP) began drilling at Well #7.

Operations Manager Smith spoke to Dan from Suez Water Technology Solutions who subcontracted with Brotcke Well and Pump (BWP) for the #Well 1 pump replacement. This project is complete.

There was a problem with CGTPWD administrative building which had septic gas backing up. The field crew excavated the septic tank and pumped it out. They found that the pipe entering the tank to be back pitched and the inlet baffle was laying in the bottom of the tank. This project was completed in-house.

Smith Road had a one inch service line installed.

Route 97 had a 2" service line installed.

E.L. Pruitt contacted the District requesting a bid for 3" water service at the proposed Springfield Clinic facility site between Old Jacksonville Road and Conifer Drive.

A yard on Wagon Ford Road had settled, so the field crew regraded it.

Steve Walker with Martin Engineering emailed Operations Manager Smith with an update on the Sloan Crossing subdivision's water main installation. Mr. Walker asked about the installation timeframe for the 10" pipe from Bradfordton Road to the subdivision. A Sangamon County

Highway permit was submitted for that project. A hot tap with IMCO will be installed on September 27, 2021.

## **V. Business Manager's Report (Cherril Graff)**

Over 33% of the CGTPWD customers have cellular meters. This means that 746 meters were installed as of tonight's meeting. The cellular meters allow the District and customers to monitor their water usage activity in real-time by the EyeOnWater app. This improves early leak detection and provides more opportunities for water conservation. The office team continues to report that there are positive interactions from customers regarding the app. All new meter installations include detailed information on how to load and read the app.

Business Manager Graff ordered 60 Verizon cellular meters and 140 AT&T cellular meters. She is at the mercy of the chip shortage (Covid19 pandemic/backlog), so the delivery date is unknown.

Staffing update: Treasurer Elsner will leave her position in December. The available position is posted in the Illinois Times and Springfield Business Journal. The posting will be emailed to different, local stakeholders too. When resumes are submitted to the district for review, Business Manager Graff will forward them to the Chairman and Board for consideration.

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

Engineer Middendorf continues to work with Operations Manager Smith and Todd Folder on an economic approach for pigging. The goal is to keep the cost down for the pipe and fittings. There are a few logistic issues with this endeavor, but they are close to finalizing the purchase.

Pipe pricing remains volatile making unstable pricing to quote large projects. As of tonight's meeting, there are no updated quotes from boring contractors and material suppliers.

Engineer Middendorf re-informed the trustees that the well casing on well #7 had shifted underground and Brotcke would not be able to get the pump into the well. As a result the well site was abandon and a new well #7 will be drilled next to it. It was clarified that the Well #7 is within 20-feet of the old well. The old well will be sealed.

One theory for the "underground shift" is that Well #7 is an alluvial well (alluvial is from the Latin word alluvius meaning "to wash against") is simply a water well that is recharged from the surface, which accesses the groundwater in the loose material of the alluvium. The sedimentary deposits of silt, sand and gravel are transported and deposited by running water. Tim Kelly (of BWP) called it a fluke when the team discovered that the well screen and lower casing was out of plumb at the proposed Well #7 site, thus making it unable for them to set the pump properly. Per contract provisions, BWP acknowledged the deficiency and remobilized to drill a *new well* adjacent to the planned Well #7 site. Engineer Middendorf thanks BWP for their quick thinking and network of material distributors (new screen casing, gravel pack, pitless adapter, etc.) The new well site is exactly as specified with proper gravel and stainless steel screens with boring complete. Infrastructure and testing will commence this week and MECO will work with CGTPWD field crew to refine the pig launching station and mutli-weather sampling station (a sampling tap is integrated into the well tap). Credit to Tom for the idea of adding a spring loaded, quick connect fitting to open the sampling riser. This will allow the operator to not have to enter the well (which floods and freezes), thus obtaining a clean sample with Tom's idea.

**VII. Guests – n/a****VIII. Chair, Vice Chair and Committee Reports**

- a. Chair: The attorneys discovered that the CWLP Intergovernmental Agreement is not valid according to 1926b Federal laws/regulations.

The Springfield Clinic facility is inside our CGTWPDP to service, not CWLP. According to Operations Manager Aaron Smith, the City of Springfield is aware of this.

A FOIA went to the City of Springfield on behalf of CGTPWD. It has been over ten days and there has not been an answer to the request. It was clarified that they had ten days to respond to it, so they are in violation of FOIA and could be subjugated to the Office of the Illinois Attorney General.

- b. Vice Chair: Vice Chair Davis spoke about creating a file of searchable PDF documents and pursuit of options plus cost estimates to convert the ordinances into searchable documents. This project is ongoing.
- c. Finance (Oschwald/DiMarzio): Trustee DiMarzio and Trustee Oschwald continue to work on the Finance Committee's job description.

The meeting was paused to welcome Auditor Bill Castor with Eck, Schafer and Punke. The office is reachable at 227 South 7<sup>th</sup> Street, Springfield, Illinois, 62701, and phone 217-525-1111. Auditor Castor said one of the roles of an independent audit is to improve the ability to make financial judgments for the District.

Mr. Castor gave the District the two letters which are needed to support the USDA loan and other financial obligations.

The financial statements (statements of net position, revenues, expenses, changes in net position, statements of cash flow, etc.) were presented to the Board for review.

There are many required "Financial Disclosers" included with the audit.

Also included: the supplemental information such as the schedule of changes in net pension liability and related reasons plus a schedule of employer pension contributions.

In addition, the schedule of ordinance required information and schedule of insurance coverage.

Mr. Castor credited the District with using the new billing system's categories/line items effectively. He noted that there is a general ledger system that could be added into this billing system.

Trustee Oschwald asked how the District's financial information and position compared to other municipal audits. Auditor Castor had no useful information for comparison. He said the District continues to be fiscally responsible.

*(7:56 p.m.)*

Trustee Oschwald made a motion to approve the Annual Financial Report and Independent Auditor's Report for the years ended April 30, 2021. Trustee Mark DiMarzio second the motion. Chairman Mitchell called for a roll call vote:

1. Trustee Mark DiMarzio: Yes
2. Trustee Mike Irwin: Yes
3. Trustee Diana Valois: Yes
4. Chairman Mitchell: Yes
5. Vice Chair Davis: Yes
6. Trustee Eric Oschwald: Yes

*With six yes votes, the motion carried.*

- d. Planning Committee (Valois/Mitchell): n/a
- e. Personnel Committee (Mitchell/Moss); n/a
- f. Systems Oversight Committee (Davis/Irwin): n/a
- g. Policy and Procedures (Valois/Irwin): Chairman Mitchell asked Trustee Valois and Trustee Irwin to work with Business Manager Cherril Graff on a policy regarding the revenue meter. It should explore all aspects of landlords/rental property to ensure the meter is read properly.
- h. Ordinance Committee (Mitchell): n/a

## **IX. New Business**

- a. Approval for CD Investment (Oschwald): There is a fully funded CD on the books. Treasurer Elsner surveyed local bank rates and discovered the best short term rate is at the Bank of Springfield for 0.31%. The other banks (Warren Boyton and United Community Bank) tied at 0.25%. It was the consensus of the Board to move the matured CD to Bank of Springfield for 12 months.
- b. Open Topic for Discussion: n/a

## **X. Ongoing Business**

- a. Water Main Easements Update: No update.
- b. Open Topic for Discussion: n/a

## **XI. Guests** n/a

## **XII. Executive Session** n/a

## **XIII. Open Session** n/a

The projected start date for Project Route 97 Expansion has moved to a later date due to the

pandemic and shortage of materials. The District hears that land purchase offers have been mailed to residents. .

#### **XIV. Adjournment**

Having no other business before the board, the chair adjourned at 8:11 p.m.