

Curran-Gardner Townships Public Water District
3384 Hazlett Road | Springfield, Illinois 62707-2522 | 217.546.3981
Regular Meeting – December 12, 2017 – 7:00 p.m.

Audio for this meeting may be found online at www.currangardner.com

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

Guest(s): Wayne Benanti and Mayor Timothy Luckey of Curran, Illinois

I. The Pledge of Allegiance was said.

II. Board Secretary – Ryg

The Regular Board Meeting minutes were presented from November 14, 2017. Trustee Jim Mayes made a motion to accept the minutes. Trustee Hammitt second the motion. The motion passed.

The November 20th Special Board Meeting Minutes will be on the January agenda.

III. Treasurer's Report – Elsner

The budget report reflects 7.5 months or 63% of FY18. Treasurer Elsner gave the following update for November 15 to December 12, 2017:

Income

Monthly District Water Income: \$92,919
Fiscal YTD Water Income: \$922,988
Including Other Income, Monthly District Income: \$114,502
Fiscal YTD for all income: \$1,094,577 = 66% of budget

Expenses

Monthly District Expenses: \$134,721
Notable Expense: \$25,029 for Lagoon Cleanout
Fiscal YTD Expenses: \$990,477 = 55% of budget

Net Income (Loss)

YTD FY18 Unaudited Net Income: \$104,108

Bill List of Vendors

Vendors: \$127,682.74

Trustee Oschwald made a motion to accept the budget report pending audit. Trustee Mayes second the motion. The motion carried.

Trustee Oschwald made a motion to approve payment of the bills. Trustee Jim Mayes second the motion. The motion carried.

IV. Operations Manager's Report (Nelson)

Orso and Busch began sludge removal on Monday, November 13, 2017. There were 516,070 gallons of sludge removed at the rate of .0485/cents per gallon. Since the District advertised for a two-year bid, the price will remain the same for the 2018 cleaning.

New meter installations were installed on Mansion Road, Tolan Road, Smith Road and Route 97.

A bid notice was published in the South County newspaper for painting the interior of the Farmingdale tower. The District hopes to begin the project in April of 2018.

The pump and motor on Well #2 were replaced. It has been disinfected. The District will get the proper samples this week so it can be safely returned to service soon.

The Administration Building's canopy leak was repaired temporarily.

Clint Williams (Leander) met with Operations Manager Nelson about the expansion project.

An ordinance was drafted to reflect travel reimbursement. It follows the Local Government Travel Expense Control Act. This draft of the ordinance was emailed to the Board to review.

New Berlin Village President Mike Krall and Operations Manager Nelson met about opening an emergency interconnection. The valve was opened on Thursday, December 7, 2017 and pressure levels were recorded. The District increased the electric motor VFDs to regulate pressure to the village. It was noted that the booster pumps ran over the weekend to show that our CGTPWD booster stations have the capacity to completely fill the New Berlin towers.

On December 6, 2017, a main break caused a water outage to customers on Mansion Road. A boil order was issued until proper samples could be collected and analyzed. Operations Manager Nelson called each customer personally on Saturday, December 9, to let them know that the boil order was lifted.

V. Business Manager Report (Graff)

The upcoming newsletter was given to the Board. It explains customer billing.

The official Customer Notification System program was tested. It will assist CGTPWD in notifying customers with email addresses of any boil orders or special notifications at no charge. The test was successful, and the capability shows it can be location-specific. It also has the capacity to email customers the newsletter.

There were some customer inquiries about the plant assessment. Most customers want an explanation of the project. Questions were answered, and customers were referred to the website for Plant expansion photos and more information.

The 2018 rate calculations were presented to the Board for approval.

VI. District Manager's Report (Middendorf)

Bobett Dunphy of Rural Development retired.

The New Berlin Emergency Interconnection was put into service. The system is working, and New Berlin can maintain water service to their customers.

Plant updates: Sheet piling was installed in the lagoons. Also, foundations for the building addition are being poured. It was noted that there will be a 10% retainage on each contractor's construction invoice. The Board will most likely see \$300,000 in retainage.

Operations Manager Wayne Nelson and Chairman Mitchell are working with Engineer Middendorf and Martin Engineering for the Emergency Interconnection with CWLP.

VII. Guests – none

VIII. Chairman, Vice Chairman and Committee Reports

- A. Chairman – Chairman Mitchell went to Bobett Dunphy's retirement. He was able to meet other people across the state of Illinois who are responsible for Water Plant management.
- B. Vice Chairman – n/a
- C. Finance – n/a
- D. Planning – TBA
- E. Personnel – n/a
- F. Systems Over-sight – n/a
- G. Policy and Procedure Committee – n/a
- H. Ordinance Committee – n/a

IX. Unfinished Business

Village of Curran Mayor continues to work with CGTPWD for sewerage collection system billing. Attorney O'Keefe drafted an ordinance, but the final rate won't be established until the loan is finalized with USDA. It was clarified that there are ninety-one residents in Curran, Illinois, along with eight businesses. There is potential for growth after the sewer system is established. Mayor Luckey explained how it is mandatory to have sewer hook up within 300 ft. of the main. Curran's sewer project will take approximately nine months. The village of Curran hopes for project completion in February 2019. A proposal letter of intent (showing we are willing to do the billing) will be drafted by Operations Manager Wayne Nelson.

X. New Business

- A. Review and approve pay application #1. Trustee Oschwald made a motion to approve the pay application #1 for \$112,559.19 (amount due, less 10% retainage for USDA Phase 1 Water Treatment Plant Improvements: Project 620-062) for the Water Treatment Plant Construction. Trustee Valois second the motion. A roll call vote was taken:
 - 1. Vice Chair Todd Folder- yes
 - 2. Trustee Diane Valois- yes
 - 3. Trustee Rose Hammitt- yes

4. Chairman Jim Mitchell- yes
5. Trustee Dennis Dorr- yes
6. Trustee Jim Mayes- yes
7. Trustee Eric Oswald- yes

With seven yes votes, this motion carried.

B. Travel Reimbursement Policy Ordinance #60 (Nelson): The purpose of this ordinance is to establish a travel reimbursement policy in accordance with the local government travel expense control act (Public Act 099-0604). A motion was made by Vice Chair Folder to approve Ordinance 2017-60. Trustee Mayes second the motion. The motion carried.

C. Sexual Harassment Policy (Mitchell): The purpose of this ordinance is to adopt a policy prohibiting sexual harassment in accordance to the Illinois General Assembly Public Act 100-0554 which became effective on November 16, 2017. A motion was made by Vice Chair Folder to adopt this ordinance. Trustee Mayes second the motion. The motion carried.

D. Trustee Oswald made a motion to approve a CGTPWD resolution for Illinois Comptroller Susan Mendoza requiring CGTPWD to file an Annual Financial Report (AFR) with her office. The deadline is December 22, 2017. Trustee Diane Valois second the motion. A discussion was had about the impending resolution and deadline of the report. A roll call vote was taken:

A roll call vote was taken:

1. Vice Chair Todd Folder- yes
2. Trustee Diane Valois- yes
3. Trustee Rose Hammitt- yes
4. Chairman Jim Mitchell- yes
5. Trustee Dennis Dorr- yes
6. Trustee Jim Mayes- yes
7. Trustee Eric Oswald- yes

With seven yes votes, this motion carried.

A motion was made by Trustee Oswald to have the Board Secretary make separate minutes reflecting the above, specific AFR resolution and vote upon the following minutes to make deadline. Trustee Valois second the motion. A roll call vote was taken:

1. Vice Chair Todd Folder- present
2. Trustee Diane Valois- yes
3. Trustee Rose Hammitt- yes
4. Chairman Jim Mitchell- yes
5. Trustee Dennis Dorr- yes
6. Trustee Jim Mayes- yes
7. Trustee Eric Oswald- yes

With six yes votes, and one present vote, this motion carried.

E. Water Rate Increase Announcement: see CGTPWD Ordinance 59.

F. Centennial Point Development on Lenhart Road and the Water Distribution System Looping: Trustee Dorr received a phone call on this and will further investigate.

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

1. Vice Chair Todd Folder- yes
2. Trustee Diane Valois- yes
3. Trustee Rose Hammitt- yes
4. Chairman Jim Mitchell- yes
5. Trustee Dennis Dorr- yes
6. Trustee Jim Mayes- yes
7. Trustee Eric Oswald- yes

With seven yes votes, this motion carried.

The Board exited at 8:28 p.m.

The Board returned at 8:58 p.m.

A motion was made by Trustee Dorr to come back into the regular meeting. Trustee Valois second the motion. A roll call vote was taken:

1. Vice Chair Todd Folder- yes
2. Trustee Diane Valois- yes
3. Trustee Rose Hammitt- yes
4. Chairman Jim Mitchell- yes
5. Trustee Dennis Dorr- yes
6. Trustee Jim Mayes- yes
7. Trustee Eric Oswald- yes

With seven yes votes, this motion carried.

A motion was made by Trustee Oswald to give Plant Manager Nelson a raise and safety bonus. Trustee Valois second the motion. The motion carried. A motion was made by Trustee Oswald to give the Business Manager a raise. Trustee Valois second the motion. The motion carried. A motion was made by Trustee Oswald to give the Treasurer a raise. Trustee Valois second the motion. The motion carried. A motion was made by Trustee Oswald to give the Secretary a raise. Trustee Valois second the motion. The motion carried.

The Board stood adjourned at 9:01 p.m.

Signed by Secretary Ryg – Board Approved Minutes on February 13, 2018

Signed by Chairman Mitchell – Board Approved Minutes on February 13, 2018