

Curran-Gardner Townships Public Water District
3384 Hazlett Road | Springfield, Illinois | 62707-2522 | 217.546.3981
Tuesday, August 9, 2022 – 7:00 p.m. – Regular Board Meeting

Members: Chairman James Mitchell, Vice Chair Don Davis, Trustee Eric Oschwald, Trustee Bill Moss (excused), Trustee Diana Valois, Trustee Mark DiMarzio, Trustee Mike Irwin, Operations Manager Aaron Smith, Engineer Max Middendorf, Treasurer Mary Ann Becker, Business Manager Cherril Graff and Secretary Jessica Ryg

Guests: Todd Folder and Wayne Benanti

I. Call to Order: Chairman Mitchell called the meeting to order at **7:00 p.m.**

II. Pledge of Allegiance

III. Secretary (Jessica Ryg)

Trustee Oschwald moved to accept the Tuesday, July 12, 2022, Regular Meeting Minutes. Vice Chair Davis second the motion. The motion carried.

IV. Treasurer (Mary Ann Becker)

The corrected copies of the June 2022 Budget Reports - which included the balance sheets and profit/loss reports - were distributed.

Trustee Oschwald made a motion to accept the June 2022 Budget Reports pending audit. Trustee Valois second the motion. The motion carried.

The CGTPWD Budget Report reflects 3 months or 25% of FY'23 activity. Treasurer Becker gave the following Income and Expenses Report for July of 2022:

Income

Month End District Water Income: \$142,647

Fiscal YTD Water Income: \$460,845

Month End District Income (including other income): \$179,298

Fiscal YTD for all income: \$541,782 = 26% of the Budget

Expenses

Month End Operating Expenses: \$78,871

Fiscal YTD Expenses: \$270,439 = 21% of the Operating Budget

Net Operating Income (Loss)

The YTD FY23 Unaudited Net Operating Income: \$271,343

Budgeted Debt Service: \$47,717 (transfers each month to Debt & Service accounts)

Capital Expenses for the Period: \$30,376

Net Income for the Period: \$22,334

Bills – Total Payments to Vendors (July 12, 2022 – August 9, 2022): \$52,828.16

Trustee DiMarzio made a motion to accept the Treasurer’s report pending audit. Trustee Oschwald second the motion. The motion carried.

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

It was noted that the annual audit could possibly be discussed next month if it’s completed by Eck, Schafer & Punke (227 South 7th Street, Springfield, IL, 62701, 217-525-1111)

V. Operations Manager’s Report (Aaron Smith)

Water loss report for June 21, 2022 – August 9, 2022:

Amount of Treated Water Sent to Distribution System: 13,001,000 gallons (Note: This was a 29-day billing cycle.)

Amount of Water Billed to Customers (May 21, 2022 – June 19, 2022 billing cycle): 10,817,000 gallons (includes bulk water sales during this reporting period and Pleasant Plains usage of 1,976,00 gallons of water not billed yet – as of July 12, 2022).

Amount of Water Loss: 16.8%

Amount of Water Loss: 2,184,000 gallons

Amount of Water Loss by Gallons per Minutes: 52.29 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.

A water service line leak was repaired at a residential address in the Centennial Point subdivision.

The field crew continues to patch roads and repair driveways which were disrupted by water services and main installations.

The Well 7 SCADA panel arrived.

The field crews continue to bury electrical conduit at the wellfield site in between inclement weather.

New cell meter installations continue.

CGTPWD continues to communicate with the Village of Pleasant Plains regarding their plant’s operations. Our emergency interconnect will be turned back on for a couple of days this week.

Brotcke, Well and Pump submitted an estimate to repair Well 5 which was given to CGTPWD's insurance provider.

A new 1' water source was installed on PEC Road.

VI. Business Managers Report (Graff)

In an effort to reduce the possibility of a cybersecurity intrusion/phishing attack, Chairman Mitchell asked the CGTPWD Board Trustees to work with Business Manager Graff on modernizing their own Microsoft email accounts. Below is the list of email addresses for each CGTPWD Trustee:

JMitchell@currangardner.com

Ddavis@currangardner.com

EOschwald@currangardner.com

DValois@currangardner.com

WMoss@currangardner.com

MDiMarzio@currangardner.com

MIrwin@currangardner.com

There are currently 1,116 cellular meters installed in the District.

The office sent letters to CGTPWD customers who were in the database with invalid phone numbers, so they could update their phone number and receive alerts.

Monthly statistics from the office:

- ✓ Initial disconnect letters sent: 145 as of 7/26/22
- ✓ Disconnect alerts sent: 48 emails and 37 phone calls as of 8/5/22
- ✓ Customers set for disconnect: 22 Customers as of 8/10/22
- ✓ Customers with disconnected water since last month: 1 customer as of 8/9/22
- ✓ Letters sent to update customer's contact information: 18 as of 8/1/22
- ✓ Customer contact information updated: 8 as of 8/8/22
- ✓ Current liens on property: 15 as of 8/8/22
- ✓ Notice letter sent to warn of filing a lien: 1 as of 8/9/22
- ✓ New lien(s) filed: 1 as of 8/2/22
- ✓ Liens recently released: 0 as of 8/8/22
- ✓ Total cellular meters installed: 1,116 as of 8/9/22

Business Manager Graff said that sometimes the office will send two alerts to ensure that customers are receiving their "turn off" notices.

She said that there are some customers who simply forget to pay their bill or it is received late from his/her bank since it's a not an electronic transfer of funds. Business Manager Graff

reminded everyone that when performing online payments, the bank prints a hard copy of a check and sends it on a customer's behalf each month which takes time to get to the district. She clarified that it's not an electronic transfer of funds.

Trustee Oswald inquired how many customers downloaded/used the CGTPWD app. He asked if the app would inform the customer if their bill is in late standing. Business Manager Graff said that she would look into this issue.

Chairman Mitchell thanked Business Manager Graff for the additional information she provided the board tonight.

VII. District Engineer's Report (Middendorf)

Engineer Middendorf gave the Board a status update on the three SRF Projects. It seems that every environmental inquiry is returned by the Osage Nation. <https://www.osagenation-nsn.gov> They are requesting surveyors (preferred and not preferred list), but by federal law they cannot prohibit a national archaeologist do it.

(7:31 p.m.)

VIII. Guests

Guest

IX. Chairman, Vice Chair and Committee Reports

- a. Chairman (Mitchell): Trustee Irwin and Chairman Mitchell met with Engineer Middendorf to go over projects. There are no updates on the Sangamon County Emergency Telephone System.
- b. Vice Chair (Davis): n/a
- c. Finance (Trustee Oswald and Trustee DiMarzio) – The District is waiting on the audit results.
- d. Planning (Chair Mitchell and Trustee Valois) – n/a
- e. Personnel (Chair Mitchell and Trustee Moss) – n/a
- f. Systems Oversight (Vice Chair Davis and Trustee Irwin) – n.a
- g. Policy and Procedures (Trustee Valois and Trustee Irwin) – n/a

X. CGTPWD Plant Growth: n/a

XI. Guests – n/a

XII. Executive Session

Trustee Irwin made a motion to go into Executive Session to discuss litigation matters involving the City of Springfield. Trustee Valois second the motion. The Chairman called for a roll call vote:

1. DiMarzio : Yes

2. Irwin: Yes
3. Valois: Yes
4. Chairman: Yes
5. Vice Chair Davis: Yes
6. Trustee Moss (excused): n/a
7. Trustee Oschwald: Yes

With six votes, the motion passed.

The Board exited the room at **7:35 p.m.**

The Board returned to the room at **8:39 p.m.**

Vice Chair Davis made a motion to return into Regular Session. Trustee Valois second the motion. The Chairman called for a roll call vote:

8. DiMarzio : Yes
9. Trustee Irwin: Yes
10. Trustee Valois: Yes
11. Chairman: Yes
12. Vice Chair Davis: Yes
13. Trustee Moss (excused): n/a
14. Trustee Oschwald: Yes

With six votes, the motion passed.

Chairman explained that during Executive Session was about boundary issues with the City of Springfield.

XIV. Adjournment at 8:40 p.m.