

Curran-Gardner Townships Public Water District
3384 Hazlett Road | Springfield, Illinois | 62707-2522 | 217.546.3981
Tuesday, January 12, 2021 – 7:00 p.m. – Regular Board Meeting

Audio: <https://www.currangardner.com/Meetings/minutes-agendas/>

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

Guests: Todd Folder, Merry Riley, Carrie Brazil and Wayne Benanti

I. Call to Order at 7:03 p.m. and the **Pledge of Allegiance** was said.

II. Secretary (Ryg)

Trustee Oschwald moved to accept the Tuesday, November 10, 2020, Regular Meeting Minutes. Trustee Valois second the motion. The motion carried.

Trustee Oschwald made a motion to approve the Tuesday, December 8, 2020 Regular Meeting Minutes with corrections. Trustee Moss second the motion. The motion carried.

III. Treasurer (Elsner)

The CGTPWD Budget Report reflects 8.5 months or 71% of FY'21 activity. Treasurer Elsner gave the following Income and Expenses Report December 9, 2020 through January 12, 2021, which included the Profit and Loss Budget Performance Report.

Income:

Month End District Water Income: \$176,368

Fiscal YTD Water Income: \$1,294,380

Month End District Income (including other income): \$178,674

Fiscal YTD for all income: \$1,467,125 = 75% of Budget

Expenses:

Month End Operating Expenses: \$89,110

Fiscal YTD Expenses: \$786,831 = 67% of Operating Budget

Net Operating Income (Loss):

The YTD FY21 Unaudited Net Operating Income: \$680,294

Budgeted Debt Service for this period: \$46,977

Capital Expenses for the period: \$1,233

Unaudited NET INCOME for period: \$41,354

Bills – Total Payments to Vendors (December 9, 2020 – January 12, 2021):

\$154,470.42

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

Vice Chair Mayes made a motion to pay the bills from December 9, 2020 through January 12, 2021. Trustee Moss second the motion. The motion carried.

IV. Operations Manager's Report (Aaron Smith)

Operations Manager Aaron Smith (Mobile Phone: 217-638-7999) read the following report:

Water Report for November 16, 2020 – December 15, 2020:

- Amount of Treated Water Sent to Distribution System: 10,043,00 gallons (Noted: This was a 29-day billing cycle.)
- Amount of Water Billed for this Billing Cycle: 8,387,000 gallons (includes bulk water sales)
- Amount of Water Loss (Percentage): 16.3%
- Amount of Water Loss (Gallons): 1,643,000 gallons
- Amount of Water Loss (Gallons by Minutes): 39.3 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.

Well #7 Progress: Operations Manager Nelson and CGTPWD field staff met with Engineer Middendorf on December 17, 2020, to discuss the proposed Well #7 location, installation of new water mains needed to tie the well into the system, the Illinois Route 97/125 project, among other subjects. Brotcke, Well & Pump proposed a ten-inch line instead of an eight-inch line. Engineer Middendorf will contact the Illinois Environmental Protection Agency for the revision. The hope is to install most of the main during the early part of 2021 to avoid possible flooding issues later in the spring.

Illinois Route 97/125 Highway Improvement Project: Engineer Middendorf reviewed the Illinois Department of Transportation plans submitted to the District. There will be parts of the project that our staff cannot do, so they will need to be subbed out. The project requires two areas that will need water main casing and transmission lines: Hazlett Road and Moore Road. In addition, our water main that is located on the south side of the existing road will need to be relocated. Most of the proposed water main work will be on District easement and should be eligible for construction expense reimbursement from Illinois Department of Transportation. If any private property is effected, IDOT will purchase it or has purchased it. This will require the District to obtain bids from approved contractors to obtain the exact costs.

Bid Openings for sale of 2012 Ford F-150 pickup truck: There were five bids received by the deadline of January 11, 2021 at 3:00 p.m. Each sealed envelope was opened by Aaron Smith at the meeting. Smith explained that the vehicle advertised as a V-8, however it is actually a V-6. IT was agreed by the Board that if the winning bidder does not want the vehicle based on the mis-advertisement, then Smith will contact the next highest bidder and offer him/her the vehicle with the understanding that it is a V-6.

Bidder #1 Initials: MM, Amount: \$1,163.00
Bidder #2 Initials: YD, Amount: \$1,075.00
Bidder #3 Initials: DN, Amount: \$2,570.00
Bidder #4 Initials: DC, Amount: \$2788.99
Bidder #5 Initials: PL, Amount: \$853.00

Bidder #4, DC, is the highest bid on the 2012 Ford F-150 pickup truck with the bid of \$2,788.99.

Per and Polyfluoroalkl Testing: Eighteen water samples were submitted to the Illinois Environmental Protection Agency and passed.

Polymer Feeding System: Installation of the Polymer Feeding System can now take place since the District received the construction permit from the Illinois EPA on December 28, 2020.

Thank you to Austin Ruzic who applied the new truck lettering/water district decals to the new pickup truck. Also, all District trucks were numbered.

Fraase Road Water Tap: Completed on December 21, 2020.

Route 97 Water Tap: Completed on December 28, 2020. Meter Pit was placed off of the new proposed 4-lane highway/IDOT/right-of-way.

Illinois Rural Water Association Training Session: Todd Folder and Aaron Smith attended the IRWA training session on January 6, 2021. It included emergency response planning and regulatory updates.

Centennial Point: A construction permit was signed and delivered to Martin Engineering for Centennial Point's second additional water main construction.

Old Covered Bridge Water Tower: Research continues on the cost of repairing the leak on the expansion joint.

V. Business Managers Report

Employee's union contract states that employees will have a 2.5% wage increase this year. Employee time tracking was modified whereas vacation days will occur on the employee anniversary date (per union contract).

A new water meter style was ordered that will enable remote shut-off service directly from the office.

Bad Debt: Business Manager Graff is researching debt collections options with the help of the Illinois Attorney General's office. One of the possible debt collection options is to file against the debtor receiving his or her full Illinois tax return. This service is extended to respective government entities as well as municipalities.

Law Firm Research: Doyle, Harris, Davis & Haughey Law Practice has a strong history with 1926B litigation. More information about their law firm and water district litigation options can be found at this link: <http://www.1926blaw.com/>

The Illinois Department of Employment Security (IDES) informed the District that four (4) fraudulent unemployment claims (now five [5] as of tonight's meeting) have been filed. Victims can report their unemployment insurance identity theft fraud claim at the IDES website or click on this link:

https://www2.illinois.gov/ides/Pages/Reporting_Unemployment_Insurance_Fraud.aspx

There have been three months of "no usage" at a specific rental property within the District, but the renter does not want to pay the minimal usage fee. The renter asked the Board (through Office Manager Graff) to have his/her bill dropped. The Board unanimously agreed that the renter will need to pay the minimal usage fee for the past three months, no exceptions.

Office Manager Graff gave each Trustee a rate sheet titled: "January 2021 Rates for Metered service within the District Boundaries". It included the minimum monthly stand-by charge along with rates for 1,000 gallons of usage and tower/bulk water sales rates. The renter's deposit price (Ordinance 55) is \$200.00. Other prices on the chart (not regulated by CGTPWD, but collected by CGTPWD) include CWLP's base rate, SSWC's base rate, Village of Chatham rate, CWLP Commercial rate, Sangamon County Reclamation District Sewer rate and Village of Curran sewer rate

VI. District Engineer Report (Middendorf)

Water Treatment Plant: New isolation valves were installed in the backwash piping, however there is still air in the backwash. Engineer Middendorf will use the under-water camera to check-out the continued backwash issue. A parts list and budget will be drafted for a proposed air trap to be installed above the backwash pump.

Engineer Middendorf met with CGTPWD field staff and Wayne Nelson at the proposed Well #7 site to go over plans and upsizing the pipe circumference to 10". New hydraulic calculations mean the District will amend the Illinois EPA construction permit. He reached out to Tim Kelly for ordering parts. He noted that there is a fitting that comes out of the well that can be changed for \$628 to create a transition piece to adopt the proposed 10" raw water main (a change order will be needed next month). This revision is good as the water district grows. The Structural Steel needed for Well #7 platform has been fabricated out of galvanized steel. It's galvanized, so no paint is needed. Also, it was recommended to resize the feeder line from 8" to 6" to reduce material costs and ease installation.

Sloan Crossing: Engineer Middendorf discussed the Sloan Crossing development with Steve Walker from Martin Engineering. Martin Engineering has conceptual design drawings for this project and together with the District, the flow capacity from Salem Lane was analyzed for best flow rate (900 gallons per minute/gpm and 11+ fps velocities). There were concerns about the 6" line from Old Salem Lane, so loop options and system hydraulics were discussed. It was noted

that extending 8” loops to Bradfordton Road and Old Salem Lane would provide 1,000+ gallons per minute throughout the development and results in only minor pressure drop in the CGTPWD transmission system. An additional 6” loop located on Pajim Lane was also discussed.

The construction permit is ready for signatures for the Spring Creek Road with a main extension. This privately funded project will consist of 1,600 feet of 6’ PVC water main.

VII. Guests

VIII. Chairman, Vice Chair and Committee Reports

- a. Chairman: Former Operations Manager Nelson has been ill and he is in contact with the new Operations Manager Aaron Smith.
- b. Vice Chair – n/a
- c. Finance: 2022 Budget Preparation – Trustee Oschwald asked Business Manager Graff and Operations Manager Smith for a list of possible items needed for the budget.
- d. Planning – n/a
- e. Personnel – n/a
- f. System Oversight – n/a
- g. Policy and Procedure – n/a
- h. Ordinance Committee – n/a

IX. Ongoing Business

- a. CGTPWD/CWLP Update Intergovernmental Agreement: No update from CWLP.
- b. Discussion: Open Topic for Consideration: Business Manager Graff said that she is available for any questions associated with the new rate sheet that was distributed.

X. New Business

- a. Change the INB Checking Account Signers – The Board approved the change of signatures to remove the former Operations Manager Wayne Nelson and replaced him with Operations Manager Aaron Smith.
- c. Review of Executive Minutes will be discussed in Executive Session during the February 9, 2021 Regular Board Meeting.

XI. Executive Session - n/a

XII. Adjournment at 7: 58 p.m.

Chair Signature and Date: _____

Secretary Signature and Date: _____