

**Curran-Gardner Townships Public Water District**  
**3384 Hazlett Road | Springfield, Illinois | 62707-2522 | 217.546.3981**  
**February 12, 2019 – 7:00 p.m. – Regular Board Meeting**

Audio Available: [www.CurranGardner.com](http://www.CurranGardner.com)

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

Guests: Mike Southworth, Michelle Bee and Scott Bee

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

### **II. Board Secretary (Ryg)**

The Chairman tabled the January 8, 2019, Regular Board Meeting minutes due to the secretary's laptop crashing multiple times.

### **III. Treasurer (Elsner)**

The budget report reflects 9.5 months or 79% of FY19 activity. Treasurer Elsner gave the following Income and Expenses for January 9, 2019 – February 12, 2019 which included the Profit and Loss Budget Performance Report.

#### **Income:**

Monthly District Water Income: \$181,014

Fiscal YTD Water Income: \$1,330,247

Total Water Income for the month: \$179,371

Fiscal YTD for all income: \$1,448,523 = 79% of budget

#### **Expenses:**

Monthly District Operating Expenses: \$54,105

Fiscal YTD Expenses: \$933,648 = 82% of Operating Budget

#### **Net Operating Income (Loss):**

The YTD FY19 Unaudited Net Operating Income is \$514,875

Budgeted Debt Service (including allocation for the SLA) for the period was \$42,342

Budgeted Capital Expenditures for this period was NONE.

After the transfer of funds to interest bearing account(s), Net Income was \$66,924

**Bill – List of Vendors: \$111,021.27**

A motion was made by Trustee Oswald to accept the profit and loss/income and expense report pending audit. Trustee Valois second the motion. The motion carried.

A motion was made by Trustee Oswald to pay the bills. Trustee Dorr second the motion. The motion carried.

**7:12 p.m.**

#### **IV. New Business**

The Board agreed to deviate from the CGTPWD Agenda to allow Attorney Mike Southworth of Hart, Southworth and Witsman to discuss an item his firm need in order to complete the Bond Ordinance for Term Financing of the USDA Rural Development Loan on Thursday, February 14<sup>th</sup>. Attorney Southworth informed the Board that they did approve the Ordinance for Term Financing at its January 8<sup>th</sup> meeting. However, when the USDA reviewed those executed documents, they asked that more clarity be provided on two itemss. Those two items are:

1. Section 2 (a): The Bond Reserve Account described in Sections 12 and 13(C) of the Bond Ordinance shall have on deposit therein \$159,360 while any of the Bonds remain outstanding and \$147,420 while any of the Series 2009 Bonds remain outstanding, for an aggregate total of \$305,600 while both Bonds and Series 2009 are outstanding.
2. Section 2 (b): The sum of \$7,095.00 to be deposited into the Short Lived Asset Reserve Account pursuant to Section 13 (D) of the Bond Ordinance shall be deposited monthly each and every month.

A motion was made by Trustee Oswald to execute Ordinance Number of 2019-02-14 #2. It was seconded by Trustee Valois. A roll call vote was taken:

Vice Chair Folder: Yes  
 Trustee Valois: Yes  
 Trustee Hammitt: Yes  
 Chairman Mitchell: Yes  
 Trustee Dorr: Yes  
 Trustee Mayes: Yes  
 Trustee Oswald: Yes

With seven yes votes, the motion carried.

The Board recessed to sign documents at 7:25 p.m.

The Board came back into Regular Session at 7:33 p.m.

#### **V. Guests**

Scott Bee and Michelle Bee live two doors down from the CGTPWD on Hazlett Road. Their home originally used two water meters since it was a duplex, however they converted to a single-family unit over ten-years ago and it will never be a duplex again per county code. A water leak was detected last year through an expensive water bill. They tried to find the leak to repair it, but it took a while. The water leak was repaired in September. Vice Chair Folder explained the process to physically abandon a water service. Mr. and Mrs. Bee decided they wanted their

second water service abandoned, so they would not longer have to pay two water bills each month for a single home. It was the consensus of the Board to grant the request from Mr. and Mrs. Bee to abandon their water service.

## **VI. Operations Manager's Report (Nelson)**

The water loss report from December 21, 2018 – January 15, 2019 could not accurately be calculated because of snow and frigid temperatures. The water was instead estimated this month.

There were a dozen frozen water meters this past month.

Village of Curran sewer project status: The project is still down for the winter.

The District received full payment of \$31,053.92 from the Cedarhurst Project on February 8, 2019.

The annual report for the Illinois Emergency Management Agency's Tier II Chemical Storage was submitted to the agency on January 28, 2019.

The Wagon Ford Road Water Main Extension Project has reached its goal of full payment from twelve households. Engineer Middendorf is ready for the next step which is to submit an application to the Illinois EPA for a construction permit.

Lime sludge removal is dependent on the weather cooperating. If they cannot spread the lime over local fields, they will truck it to an approved secondary site.

There was a "hit-and-run" on the fire hydrant located on Hazlett Road. It will need repaired.

Thirty new meters were purchased and put into inventory.

## **VII. Business Manager's Report (Graff)**

A folding machine will go on the office's wish list in preparation for the budget if not approved in new business. A WALZ representative presented a trade-in opportunity to the District. It has a 3-million piece folding life. It was noted that 2,500 bills are sent out monthly at CGTPWD. There would be 560 months left on the machine which meets our needs. A new machine costs \$25,000, but this machine would cost \$7,500.

The CGTPWD Office wishes Tonna a speedy recovery.

## **VIII. District Engineer's Report (Middendorf)**

Max continues to work with the wrap up list for final status of the Water Treatment Plant including garage door, chlorine feed room, roof liner, and high service pumps.

A Gould's pump representative will be on site soon to look the District's new backwash pump.

Construction progress is at 99.7% complete. All major systems are complete. A punch list will be addressed. Request for Proposals (RFPs) are being sent to final changes to Bacteriological Sample/IEPA operating permit pending. All warranties and insurance were transferred to CGTPWD effectively on January 7, 2019. Please note that there is still 5% being withheld for retainage.

## **IX. Chairman, Vice Chairman and Committee Reports**

- a. Chairman – (Mitchell) The Chair will call the attorneys regarding easements on the water main extension/Sundowner project.
- b. Vice Chairman – (Folder) n/a
- c. Finance Committee – (Valois) n/a
- d. Planning Committee – (Dorr, Hammitt) n/a
- e. Personnel Committee – (Mitchell, Valois) n/a
- f. Systems Oversight Committee – (Mayes, Folder) n/a
- g. Policy and Procedure Committee – (Valois, Dorr) n/a
- h. Ordinance Committee – (Mayes, Folder) n/a

## **X. Unfinished Business**

- a. Village of Curran – pending
- b. Possible Finance Option for Well #7 – pending

## **XI. New Business**

Trustee Oswald made a motion to pay the following Pay Request #16, loan advance #17. This motion includes the payoff of the CoBank construction loan:

Leander \$5,077.63  
 Bond Counsel: \$20,000  
 Engineering fees: \$2,028.62  
 Interest on Construction Loan: \$16,664.14  
 Payoff to CoBank construction loan: \$3,746,096.83  
 Total Request: \$3,789,867.22

Trustee Dorr second the motion. A roll call vote was taken:

Vice Chair Folder: Yes  
 Trustee Valois: Yes  
 Trustee Hammitt: Yes  
 Chairman Mitchell: Yes  
 Trustee Dorr: Yes  
 Trustee Mayes: Yes  
 Trustee Oswald: Yes  
 With seven yes votes, the motion carried.

Engineer Middendorf and Trustee Oswald explained that after the Bond closing on Thursday, February 14, there will be approximately \$64,135 of funds available to complete additional items. However, of this amount, the board reviewed Leander bids for roof repairs of \$18,660.24 and the overhead door installation and accessories of \$3,960 (accessories not included) and felt they should complete the work.

Trustee Oswald made a motion to engage staff for the installation of the overhead door not to exceed \$5,000.00 (for a door and a door opener) and roof repairs for \$18,660.24. Trustee Dorr second the motion. The motion carried.

This leaves approximately \$40,475 from the construction funds for other priority items.

Engineer Middendorf provided a cost analysis and priorities from the RFP items he proposed at the last board meeting. After discussion, it was the consensus of the Board for the following allocation of having Leander complete the work or doing it with its staff or related contractors:

Anderson Electric Wiring: \$8,000.00 – estimate

RFP 10: Recolocate Valve Acuator Backwash \$4,298.48

RFP 11: Relocate Bisulfite Feed - Acuator \$6,092.36

RFP 12: Liquid Alum Delivery Header \$13,382.42

RFP 13: Washdown Hosebib for filters \$1,853.49

RFP 14: Realign Driveway and Fence - \$47,066.67 (low priority)

RFP 15: Safety Bollards: \$4,067.31 (Vice Chair Folder advocated for a change on this, but asked to use staff to lower cost.)

RFP 16: Clarifier and Filter Lighting: \$11,422.22

RFP 17: Building Plaque \$2,018.63

RFP 18: Roof Snow Guards: \$2,630,27

Backwash Pump Modification: TBA

Total = \$34,403.54 (Leander) and \$66,428.32 (Non-Leander)

The above items are all related to the infrastructure of the Water Plant.

Trustee Oswald made a motion to pay Leander for RFP 10, 11, 12 and 18. Trustee Dorr second the motion. The motion carried.

(8:41 p.m.)

Trustee Folder made a motion to allow Anderson Electric to make the correct code corrections in an amount not to exceed \$8,000.00. Trustee Dorr second the motion. The motion carried.

If these five approved items are completed within budget, the balance available from construction proceeds will be approximately \$6,072.

Trustee Oswald made a motion to have Operations Manager Nelson take care of the installation of Safety Bollards for the fire hydrant. Trustee Mayes second the motion. The motion carried.

There was a brief discussion on the existing folding machine having issues. Wahls has a trade-in opportunity. Business Manager Graff would like to purchase this unit. It has 564 months left of folding life on it.

Trustee Folder made a motion to purchase a folding machine for the office. Trustee Valois second the motion. It was agreed to use the funds in the Depreciation account to pay for the machine. The motion carried.

FY2020 was discussed. Trustee Oswald already started tackling this budget.

The Board voted to go into Executive Session at 8:52 p.m.

A roll call vote was taken:

Vice Chair Folder: Yes  
 Trustee Valois: Yes  
 Trustee Hammitt: Yes  
 Chairman Mitchell: Yes  
 Trustee Dorr: Yes  
 Trustee Mayes: Yes  
 Trustee Oswald: Yes  
 With seven yes votes, the motion carried.

The Board exited at 8:50 p.m.

The Board returned at 9:01 p.m.

A roll call vote was taken:

Vice Chair Folder: Yes  
 Trustee Valois: Yes  
 Trustee Hammitt: Yes  
 Chairman Mitchell: Yes  
 Trustee Dorr: Yes  
 Trustee Mayes: Yes  
 Trustee Oswald: Yes  
 With seven yes votes, the motion carried.

A motion was made by Chairman Mitchell to give a Safety and Performance Bonus for Operations Manager Nelson and Business Manager Graff for FY2019.

A motion was made by Vice Chair Folder to close Executive Session minutes for the following dates:

- June 12, 2018
- July 10, 2018
- November 13, 2018
- December 11, 2018

The motion was second by Trustee Valois. The motion carried.

The Board adjourned at 9:10 p.m.

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Chairman's Signature and Date

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Secretary's Signature and Date