

**Curran-Gardner Townships Public Water District**  
**3384 Hazlett Road | Springfield, Illinois | 62707-2522 | 217.546.3981**  
**Tuesday, February 11, 2020 – 7:00 p.m. – Regular Board Meeting**

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

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

Guests: none

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

**II. Board Secretary (Ryg)**

A motion was made by Trustee Oswald to approve the December 10, 2019, Regular Meeting minutes with one correction. Trustee Valois second the motion. The motion carried with Trustee Moss voting present (Noted: Trustee Moss was sworn-in at the end of the January 14, 2020, meeting.)

A motion was made by Trustee Oswald to approve the December 23, 2019, Special Board Meeting minutes with one correction. Vice Chair Mayes second the motion. The motion carried with Trustee Moss voting present. (Noted: Trustee Moss was sworn-in at the end of the January 14, 2020, meeting.)

A motion was made by Trustee Oswald to approve the January 14, 2020, Regular Meeting minutes. Trustee Davis second the motion. The motion carried.

**III. Secretary (Elsner)**

The CGTPWD Budget Report reflects 9.5 months or 80% of FY20 activity. Treasurer Elsner gave the following Income and Expenses Report for January 15, 2020, through February 11, 2020, which includes the Profit and Loss Budget Performance Report.

**Income:**

Month End District Water Income: \$106,340

Fiscal YTD Water Income: \$1,369,208

Month End District Income (including other income): \$115,591

Fiscal YTD for all income: \$1,616,828 = 86% of budget

**Expenses:**

Month End Operating Expenses: \$82,993

Fiscal YTD Expenses: \$884,784 = 80% of Operating Budget

**Net Operating Income (Loss):**

The YTD FY20 Unaudited Net Operating Income: \$732,044

Budgeted Debt Service for this period: \$41,375  
 Capital Expenses for period: \$3,299

After transfer of funds to interest bearing accounts, Net Unaudited Loss for period: -  
 \$12,076

**Bills – List of Vendors:** \$99,724.21

A motion was made by Trustee Oswald to accept the Treasurer's Profit and Loss Budget report pending audit. Trustee Moss second the motion. The motion passed.

A motion was made by Trustee Oswald to pay the bills. Trustee Valois second the motion. Trustee Oswald asked about the boring company listed in the bills. It was explained that it was for a new service to a home under construction. The motion passed.

Treasurer Elsner distributed a Curran Gardner Townships Public Water District Reserves and Debt Funds Balance Sheet that was current as of January 31, 2020. It highlighted assets, fixed assets, other assets, current liabilities, long term liabilities and total equity. Treasurer Elsner also distributed a Profit and Loss report for the same fund which included the first three quarters of FY'20.

#### **IV. Operation Manager's Report (Nelson)**

Water Report for December 18, 2019 through January 18, 2020:

- Amount of Treated Water Sent to Distribution System: 9,287,000 gallons
- Water Billed to Customers During this timeframe: 8,296,052 gallons (includes bulk water sales)
- Water Produced In-house and sold to customers: 8,296,052 gallons
- Water Loss: 10.68%
- Water Loss in Gallons: 991,648
- Water Loss in Gallons Per Minute: 21.10

It was noted that no water from CWLP or the South Sangamon Water Commission or customer billings served by them had any bearings on the determinations made in this report.

The CGTPWD field staff serviced equipment in preparation of better weather. They power washed the exteriors of the Clearwell tanks at the plant.

Well #7 Progress – will be talked about later in the meeting.

The litigation against the sewer project at the Village of Curran continues against Kinney Contractors continues. Attorney Ryan Byers of Rammelkamp & Bradney is in continued contact with Operation Manager Nelson. The final copy of the complaint was signed and returned to Attorney Ryan Byers for filing.

The Lenhart and Bunker Hill Water Main Extension Project: Operations Manager Nelson emailed a report to Trustees to review on February 10, 2020. It was the consensus of the Board to

table the Lenhart-Bunker Hill Loop. The CGTPWD crew will install 1,500 feet of water main on Lenhart Road (south of West Iles). The Board will continue to renew the operating construction permit annually.

**Prairie Creek Road Project:** The District awaits the construction permit for this project from the Sangamon County Highway Department to install the water main on the right-of-way in front of property that the owner would not allow an easement.

**Pleasant Plains Interconnection:** Trustee Oschwald, Vice Chair Mayes and Operations Manager Nelson met with the Pleasant Plains Village President Duey Blair, Pleasant Plains Board Member Bill Riggins and Pleasant Plains Public Works Director Brad Hermes for a possible contract regarding water. The discussions will continue along with a test run this spring to see what, if any, improvements may be needed to make this a viable project. Overall, Operations Manager Nelson felt that it was a very informative and productive meeting for both parties.

#### **V. Business Managers Report (Graff)**

Business Manager Graff asked to give her report during the New Business portion. She noted that approximately \$208,000 was collected from online credit card payments last year.

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

**Water Treatment Plant:** MECO will be addressing the isolation valve from HS to backwash line, which is leaking and allowing air migration. A performance test will be done on the three, high-service pumps.

**USDA Phase 1 TWP Improvements:** Last week there was an air release on Filter 3. MECO continues to work with CGTPWD personnel to determine the source of air intrusion and discuss possible programming options and hydraulics resolutions.

Operations Manager Nelson and District Engineer Middendorf updated the Board about the south test boring site for a possible Well #7 showed that it is not the closest site for a protentional well to the river, but this site looks more promising since a transition pipe already exists there that runs from Well #2 to Well #1.

Engineer Middendorf explained that Pleasant Plaines is designing a new water tower (200,000 to 250,000 gallons). The design is to construct it 14 – 19 ft. taller than the current water tower. The additional height will help improve water pressure. If Pleasant Plains decides to purchase water from the District, the District may require a booster pump at Salisbury. A generator at the booster pump site was discussed, but Operation Manager Nelson did not feel that was a necessary purchase at this time.

Engineer Middendorf suggested a loop from the Salisbury booster station to Moore Rd. which Vice Chair Mayes clarified that the warranty on the Plant expires in July of 2020.

Well #7 Study/Design: Brotcke Well and Pump completed the southern test well. They are waiting for the area's damp conditions/water to recede in order to complete the test at the eastern test well site. Information from the southern test site shows good protentional for a possible new well site. There is a tentative recommendation to proceed with this site if the water quality data correlates positively to Well #2 water quality data.

Trustee Oschwald and Chairman Mitchell expressed concern about wrapping up the punch list for the Plant expansion.

Prairie Creek Road: IEPA Construction Permit was submitted to Illinois Environmental Protection Agency. The log number is 2020-0680-0. The IHPA clearance letter was issued on January 23, 2020.

#### **VII. Guests - none**

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

1. Chairman – n/a
2. Vice Chair – n/a
3. Finance (Valois, Oschwald) – The District continues to gear up for the annual budget.
4. Planning (Hammitt) – n/a
5. Personnel (Mitchell, Valois) – n/a
6. Systems Oversight (Mayes) – n/a
7. Policy and Procedure Committee (Valois) – n/a
8. Ordinance Committee (Mayes) – n/a

#### **IX. Ongoing Business**

- a. Discussion: Open Topic for Consideration
- b. It was noted that on the Regular Board Meeting agenda for March 10, 2020, it will include the decision and possible vote to engage with Eck, Schaefer and Punk for audit services for the 2020 - 2021 fiscal year.

#### **X. New Business**

- a. Approve Resolution to Update District Rules, Rates and Regulations 2020-01(Graff): The Board of Trustees discussed the Resolution to establish Rules, Rates and Regulations for the Operation of Curran Gardner Townships Public Water District System. It highlighted:
  1. Application for Service
  2. Initial and Minimum Charges (whether water is used or not)
  3. District's Responsibility and Liability
  4. User Responsibility
  5. Extension of Mains
  6. Change in Occupancy
  7. Payment of Bills
  8. Rate Schedule

Curran-Gardner Water Rate

Minimum Usage Rate: \$37.19

Rate per 1,000 gallons (after 2,000 gallons): \$6.44

Curran-Gardner Water Rate (without master meter – CWLP)

Minimum Usage Rate: \$43.64

Rate per 1,000 gallons (after 2000 gallons): \$8.01

Curran-Gardner Water Rate (CWLP with Master Meter)

Minimum Usage Rate: \$44.86

Rate per 1,000 gallons (after 2,000 gallons): \$6.59

Curran-Gardner Water Rate (South Sangamon Water Commission)

Minimum Usage Rate: \$49.24

Rate per 1,000 gallons (after 2,000 gallons): \$12.43

Vice Chair Mayes made a motion to approve CGTPWD Resolution 2020 – 01. Trustee Oschwald second the motion. The motion was approved.

- b. Union Negotiations: Business Manager Graff updated the Board regarding the Teamsters and District negotiations. Some agreements that were reached included two additional holidays that matched the City of Springfield and other municipal entities' day off. Also agreed upon were bereavement days and a 2.5% increase annually the next four years. Each side is reviewing a finalized draft.
- c. Purchase Meter Reading Hardware/Software Upgrade (Graff)

The District has approximately 60 customers with meters that are not registering readings (picking up as a zero read). This makes it difficult to differentiate between a possible customer who is out of state during winter (and having a meter read) vs. the meter is not working properly.

To update these meters requires new meter heads which operate using a different software system that should link to the District's billing system. There are two types of meter reading: manual reads and radio reads via CE mobile. As radio read meters continue to fail due to software updates and technology needs, they must be replaced by ME meters. Per Midwest Meter, they project that this meter reading technology changes every twenty years.

The District faces a choice between 2 options; a mobile meter read option vs. a cellular meter read option.

*Mobile Meter Read Option:*

The mobile meter read option would convert the Beacon software and new handhelds using a mobile protocol. The cost for the new software and handhelds is \$49,000. It was clarified that additional cost in new meter heads would cost approximately \$200 and new meters would cost approximately \$290.

*Cellular Meter Read Option:*

This option would convert and upgrade the meter reading protocol. It requires new meter heads for the entire customer base (new meters for the manual read customers too), plus new software. It was noted that no hand-held devices would be needed. The customer's usage was update via the Cloud (using cell towers). The Cloud can handle approximately 97 readings per 15 minutes which equates to 388 readings per minute. The entire upgrade would be approximately \$553,000. It was the consensus of the Board to ask for more information on this possible purchase. It was noted that this would go on next month's agenda.

(8:50 p.m.)

- d. Preparation and Input for the CGTPWD 2020 – 2021 Budget: Trustee Oswald drafted a CGTPWD Budget for May 1, 2020 – April 30, 2021. He passed out the draft. Treasurer Elsner offered to double check the debt service portion of the draft.

It was noted that FY21 budget and possible meeting dates would be discussed next month. Trustee Oswald will bring a revised copy (with updated actual and annualized year-end numbers).

- e. Change Order #1 – Brotcke Well and Pump (Middendorf): Brotcke, Well and Pump completed the test boring known as Test Boring Well 7B. It was noted that Test Boring Well 7A was not completed due to 8 – 12 feet of water at the site.

Trustee Oswald made a motion to approve the Change Order #1 for \$14,420 (\$3,935 for three exploratory test probes, \$7,985 for one additional test hole, \$2,500 for mobilization), to Brotcke Well and Pump. Vice Chair Mayes second the motion.

- f. Partial Pay Estimate #2: As a result of the passing of Change Order #1 (above), Trustee Oswald made a motion to partial pay estimate #2 for \$3,935 less 10% retainage for a net of \$3,541.50 to Brotcke Well and Pump (Middendorf). Vice Chair Mayes second the motion. The motion carried.

(9:08 p.m.)

- g. Discussion: Open Topic for Consideration – Vice Chair Mayes noted that last fall of 2019 there was a suggestion to have an off-site meeting to increase attendance. A guest made a comment that this building was difficult to find. Vice Chair Mayes met with Percy Stevens who is on the Gardner Township Board. It was suggested to have a meeting there on Tuesday, June 9, 2020. The purpose is to create awareness and guest participation. It was also suggested to look at Curran Town Hall. Engineer Middendorf suggested to

reaching out to Guy Sternberg of Menard County. Also, Mr. Percy Stevens welcomed the CGTPWD Board to have a meeting at his site.

The Board authorized Treasurer Elsner to update the newest CGTPWD Trustees signature authority for Trustee Davis and Trustee Moss at the banks which it uses.

XI. Executive Session - none

XII. Adjournment

Having no further business before the Board, adjournment was at 9:17 p.m.

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Chairman Mitchell Signature and Date

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Secretary Ryg Signature and Date