

Curran-Gardner Townships Public Water District
3384 Hazlett Road | Springfield, Illinois | 62707-2522 | 217.546.3981
Tuesday, November 10, 2020 – 7:00 p.m. – Regular Board Meeting

No Audio

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

Guests: Todd Folder, Merry Riley and Bill Riley

I. Call to Order at 7:01 p.m. and the **Pledge of Allegiance** was said.

The Board, staff and guest took a moment to recognize the Marine Corps birthday and thanked all veterans in reflection of Veterans Day tomorrow.

II. Secretary (Ryg)

Trustee Oschwald made a motion to accept the September 8, 2020, Regular Meeting Minutes with corrections. Vice Chair Mayes second the motion. The motion carried.

Trustee Moss made a motion to accept the October 13, 2020, Regular Meeting Minutes with corrections Vice Chair Mayes second the motion. The motion carried with Trustee Oschwald voting present since he was excused from last month's meeting.

III. Business Manager (Graff)

The Chairman moved Business Manager Graff's report to start after the Secretary's report.

Employee Health Insurance Update: The Business Manager and team researched the employee health insurance rate options for fiscal 2021. The rate increase is 10.8% from the current PPO plan (Blue Cross Blue Shield). The Board received a quotes and rates worksheet which included overall provisions, benefit specifics and prescription coverage. Manager Graff explained that this 10.8% rate increase is below the 15% threshold for the union contract. One of the optional health plans (BCBS – PPO Option 1) offered to reduce the premium by 8%, however if this is selected, this premium only covers treatment in the State of Illinois. Another optional health plan (BCBS – BCE Plan) has an option to decrease the rate by 17%, but this plan significantly reduces employee benefit coverage.

The current dental (Delta Dental) and vision (Delta Vision) rates have no increase this year. Those plans run January 2, 2021 – December 31, 2021.

It was the consensus of the Board to remain in the existing plan for 2021.

Replacement/Cellular Meters: The CGTPWD operations crew is switching out the old manual read meters to cellular meters. The District has one hundred and twenty-six (126) meters installed already. The District continues to work with Midwest Meter to rectify any data import

issues. The transition has been a bit turbulent. Also, it was noted that the operations crew changed the methodology for the installation to an “as needed” process.

Website Update: The District office staff continues to improve the website with new fillable forms for customers. These forms can be easily downloaded, populated and printed. New forms include: New Customer Application Authorization Agreement for Bank Draft Payments (ACH Debits), etc.

Audio System: The Board awaits the vendor’s installation. There was a delay due to the pandemic, but everything was ordered.

It was noted that the 2021 COLA appears to be 1.30%. As required by our USDA Bond covenants, 0.50% will be added to this COLA for the 2021 rate increase of 1.80%.

IV. Treasurer (Elsner)

The CGTPWD Budget Report reflects 6.5 months or 54% of FY’21 activity. Treasurer Elsner gave the following Income and Expenses Report for October 14, 2020, through Tuesday, November 10, 2020, which included the Profit and Loss Budget Performance Report.

Income:

Month End District Water Income: \$121,108

Fiscal YTD Water Income: \$1,209,330

Month End District Income (including other income): \$130,028

Fiscal YTD for all income: \$1,158,958= 59% of Budget

Expenses:

Month End Operating Expenses: \$97,940

Fiscal YTD Expenses: \$623,299 = 53% of Operating Budget

Net Operating Income (Loss):

The YTD FY21 Unaudited Net Operating Income: \$535,659

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

Capital Expenses for the period: \$22,033

After transfer of excess funds to the reserve account, the Net Unaudited LOSS for period: \$63,922

Bills – Total Payments to Vendors (October 14, 2020 – November 11, 2020):

\$114,369.38

2nd Quarter Profit & Loss Report: District Reserves & Debt Funds Includes:

- Monthly transfers FROM operating TO Reserves for Debt Service.
- Interest earned from CDs & Illinois National Bank Savings Accounts
- Interest expense paid for the three (3) bond loans of the District

Trustee Oschwald made a motion to accept the Treasurer's Profit and Loss Budget Performance Report from October 14, 2020 - November 11, 2020 pending audit. Trustee Moss second the motion. The motion carried.

Trustee Bill Moss made a motion to pay the bills from October 12, 2020 – November 11, 2020. Vice Chair Mayes second the motion. The motion carried.

IV. Operations Managers Report (Nelson-excused)

There was no monthly water loss report since fire hydrants were flushed.

Well #7 Progress: Please see Engineer Max Middendorf's report below.

Well #4 Rehabilitation Progress: Water Well Solutions arrived today, November 10th, to rehabilitate the well. They plan on being at the District all week, but plans could change due to weather.

Water Treatment Plant – Replacement Valves: Both valves were installed.

Fire Hydrant Issue: During the flushing process, the District discovered that a hydrant located at 2900 block of Winch Road was compromised due to a tree growing next to the hydrant and into its shut-off valve. A letter was mailed to the homeowner on October 27, 2020, asking for it to be removed within 14-days. If the tree is not removed, the District will take immediate action and bill the homeowner for the cost of the removal. A photo of the tree and hydrant was distributed to Board members.

Planned Route 97/125 4-lane Highway Improvements: After decades of discussions regarding this project, it now appears that this project will occur. The new highway will take a path north of Jefferson/Route 97. The project will end at the intersections of Route 125/97 and Route 97 North. The current road will convert to a frontage road upon the completion of the new highway. The Illinois Department of Transportation has requested us (via J.U.L.I.E.) to locate all water utilities in the proposed area since IDOT will soon be performing test borings in the area.

New Water Main Installation Project: The District will install 1500 feet of 6' water main and all needed appurtenances for the homeowner at 1600 block of South Spring Creek Road *at the owners expense*.

New Ford Pickup: The new pickup truck is ready from Morrow Brothers Ford. The District will have possession of it by the next regular meeting.

CWLP Agreement: CGTPWD has not received any written and/or verbal communication from CWLP as of date.

Operations Manager Nelson is in contact with CWLP Distribution System Manager Mike Johnson to discuss a requested water tap on Spaulding Orchard Road.

Resignation: Operations Manager Nelson notified Chairman Mitchell of his resignation effective November 30, 2020.

V. District Manager's Report (Middendorf)

Water Treatment Plant: MECO and CGTPWD will address the isolation valve from HS to the backwash line. It is leaking, thus allowing air migration. The three (3) high service pumps were tested for efficiency, etc. The District received a pump curve recommendation which showed that 50 horsepower pump matches the existing new VFDs. It should be able to attain 600 gpm per pump with a combined 1,000 gpm. This project is budgeted at appx. \$33,000.00, which includes installation.

USDA Phase 1/WTP Improvements: The Illinois Environmental Protection Agency has the District's request for permit (polymer feeding pending). It was noted that the IEPA is on rotating staff due to the pandemic, so permit times are fluctuating. Loelike & O'Shea will provide the Chemical Feed Room's floor slope, new tank bases, epoxy liner and drains.

Well #7 Study/Design: Brotcke drilled two new test holes. Test hole TH4-20 and TH5-20 provided superior water qualities with .014 mg/L of iron and .060 mg/L of manganese. The Geotech classification of soils will be finalized soon. Tim Kelly will revise the schematics of the platform at the well site. He would like to meet with the field staff on this project for input. Depending on fabrication schedules, the steel platform and ladder could be in-cue with Baker Manufacturing soon. Also, an Alluvial Well Comparative Analysis Worksheet was given to the Board. It was noted that a longer pipe within the well will mean a better service life for the well. Another upside to a longer pipe within the well means that there will be less chemicals used when processing the water thus saving the District money and time. It was clarified that the work/progress at Well #7 will continue through the winter, but if/when they drill the big well, it will need to be twenty degrees or warmer.

VI. Guests – n/a

VII. Committees

- a. Chairman: The Chairman asked for Trustees input on committee job descriptions. He asked each Trustee to add/subtract/edit to the document.
- b. Vice Chair – n/a
- c. Finance Committee – n/a
- d. Planning Committee – n/a
- e. Personnel Committee – There will be executive session on this topic tonight.
- f. Systems Oversight Committee – n/a
- g. Policy and Procedures Committee – n/a
- h. Ordinance Committee – n/a

VIII. Ongoing Business

- a. CGTPWD/CWLP Intergovernmental Agreement: No word from the City of Springfield, yet.
- b. Open Topic: n/a

IX. New Business

- a. Employee's Health Care Options: Discussed previously under Office Manager Graff's section.

b. Review of Annual Update for Internal Control Procedures (Elsner): Each year Treasurer Elsner updates Internal Controls as needed in preparation of the annual audit. This year she added an update about Third Party Services, which describes the billing service that CGTPWD provides to third parties according to each intergovernmental agreement. Following the discussion and suggestions of the Board, Vice Chair Mayes made a motion to approve the internal control procedures dated November 10, 2020. Trustee Moss second the motion. The motion carried.

c. Open Topic: n/a

X. Executive Session

Vice Chair Mayes made a motion to go into Executive Session. Trustee Moss second the motion. Chairman Mitchell took a roll call vote:

1. Trustee Valois: Yes
2. Chairman Mitchel: Yes
3. Vice Chair Mayes: Yes
4. Trustee Moss: Yes
5. Trustee Oswald: Yes
6. Trustee Davis: Yes

With six yes votes, this motion carried.

(Board exits at 8:08 p.m.)

(Board returns to meeting room at 9:22 p.m.)

Trustee Oswald made a motion to return into Regular Session. Trustee Valois second the motion. The Chairman took a roll call vote:

1. Trustee Valois: Yes
2. Chairman Mitchel: Yes
3. Vice Chair Mayes: Yes
4. Trustee Moss: Yes
5. Trustee Oswald: Yes
6. Trustee Davis: Yes

With six yes votes, this motion carried.

Chairman Mitchell said that there was a continuing discussion regarding CGTPWD personnel in tonight's Executive Session. In addition, the resignation of Plant Manager Nelson was reviewed and discussed.

XI. Having no further business before the Board, the Chairman adjourned at **9:23 p.m.**

Chairman's Signature & Date: _____ Secretary's Signature & Date: _____
