

**Curran-Gardner Townships Public Water District**  
**3384 Hazlett Road | Springfield, Illinois | 62707-2522 | 217.546.3981**  
**Tuesday, August 10, 2021 – 7:00 p.m. – Regular Board Meeting**

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

*Guests: Todd Folder*

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

**II. Secretary (Jessica Ryg)**

A motion was made by Trustee Oschwald to approve the July 13, 2021, Regular Meeting Minutes as amended. Vice Chair Davis second the motion. The motion passed.

**III. Treasurer (Katherine Elsner)**

The CGTPWD Budget Report reflects 3.5 months or 29% of FY'22 activity. Treasurer Elsner gave the following Income and Expenses Report for July 13, 2021 – August 10, 2021, which are listed on this Profit and Loss Budget Performance Report.

**Income:**

Month End District Water Income: \$94,771

Fiscal YTD Water Income: \$520,840

Month End District Income (including other income): \$100,673

Fiscal YTD for all income: \$571,972 = 28% of Budget

**Expenses:**

Month End Operating Expenses: \$87,268

Fiscal YTD Expenses: \$303,130 = 24% of Operating Budget

**Net Operating Income (Loss):**

The YTD FY21 Unaudited Net Operating Income: \$268,842

Budgeted Debt Service: \$46,421 (transfers each month to different accounts)

Capital Expenses for the period: \$24,746

Net Loss for the period: (\$57,762)

**Bills – Total Payments to Vendors (July 13, 2021 – August 10, 2021): \$121,787.11**

Trustee Oschwald made a motion to approve the Treasurer's Profit and Loss Budget Report pending audit. Trustee Irwin second the motion. The motion carried.

Trustee Oschwald made a motion to pay the bills as presented. Trustee Irwin second the motion. The motion carried.

Treasurer Elsner provided board members with a monthly, unaudited income statement for July 1 – July 31, 2021, for the operating checking account. She also provided an unaudited First Quarter Profit and Loss report for the district's Reserves and Debt funds, along with a Balance Sheet for Savings Accounts for the First Quarter.

#### **IV. Operations Manager's Report (Aaron Smith)**

Water Report for June 15, 2021 - July 15, 2021:

- Amount of Treated Water Sent to Distribution System: 12,962,000 gallons (Note: This was a 31-day billing cycle.)
- Amount of Water Billed to Customers: 11,992,000 gallons (includes bulk water sales)
- Amount of Water Loss: 7.48%
- Amount of Water Loss: 970,000 gallons
- Amount of Water Loss by Gallons per Minutes: 21.7 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.*

Advanced Automation Control (AAC) began building the SCADA control panel for Well #7.

Two water services were relocated on Verdant Lane.

The drain for the west lime lagoon was plugged, so the crews were able to borrow a jetter truck (a truck used for clogged sewer pipes) from the Village of Rochester. The concrete drain structure was pumped down, and the pipe was jetted. A 2x4 and leaves were the cause of the clog.

A new water service was installed on Roberts Road.

The materials were ordered for the pipping from Well #7 to the existing transmission line. Operations Manager Smith was able to find a supplier that had enough PVC pipe to complete the project.

A demonstration will take place for the "New Locator" on August 11, 2021. The locator can find the water main with no tracer wire. It uses high frequency radio waves that penetrate the ground and find objects up to twelve feet deep. This locator will be a great tool for the District as it eliminates guesswork for locating older water mains.

The Centennial Pointe operating permit was signed and mailed to the IEPA.

The operations crew has worked steadily on the meter change-outs. As of this meeting, there have been 638 cell meters installed.

It was noted for the minutes that the CGWD trustees and staff appreciate the Village of Rochester allowing us to use their jetter truck.

**V. Business Manager's Report (Graff)**

No Report.

**VI. District Engineers Report (Middendorf)**

Water Treatment Plant: no updates.

Well #7: The site is beginning to dry out, but the ground still has standing water there. Brotcke Well & Pump will attempt to remobilize on Wednesday, August 11, 2021.

River Crossing/Water Pipe Availability: There have been pockets of pipe available. They will still canvas suppliers for it.

**VII. Guests: n/a****VIII. Chair, Vice Chair and Committee Reports**

- a. Chairman: He has heard from Attorney Harris. The attorney sent CGTPWD an example of how he would prefer all of the future documents sent. Engineer Middendorf is working on those specific documents. There is no update for Sloan Crossing or the CWLP/CGTPWD Intergovernmental Agreement.
- b. Vice Chair: Business Manager Graff and Vice Chair Davis continue to work on ordinances. Vice Chair Davis is looking at financial quotes for this codification endeavor.
- c. Finance (Oschwald/DiMarzio): The audit will go on next month's agenda. Trustee DiMarzio and Trustee Oschwald continue to work on the Finance Committee's job description.
- d. Planning (Valois/Mitchell): n/a
- e. Personnel (Mitchell/Moss): n/a
- f. Systems Oversight (Davis/Irwin): Vice Chair Davis researched specific issues on the Illinois Environmental Protection website. The last violation for CGTPWD was in 2008 (thirteen years ago) and before that it was 1996 and the last one before that was 1982.
- g. Policy and Procedures (Valois/Irwin): n/a
- h. Ordinance Committee (Mitchell): n/a

**IX. Ongoing Business**

- a. Water Main Easements Update: Operations Manager Smith said he sent a letter to Bradfordton Elevator. The Bradfordton Elevator Board had few questions for the District and Operations Manager has emailed them with answers. He has not heard back from any other letters he sent regarding this issue.
- b. Open Topic for Discussion

**X. New Business**

- a. Approval for USDA Annual Financial Report: Eck Schafer & Punke auditor, Bill Castor, sends Treasurer Elsner the preferred USDA categories for each year so it matches closely with the audit. All District funds are categorized into each of their own money market savings accounts. Treasurer Elsner left detailed notes for next year.

Trustee Oswald made a motion for the Chairman to sign the report. Vice Chair Davis second the motion. The motion carried.

- b. Open Topic for Discussion

## **XI. Guests**

### **XII. Executive Session:**

There will be a review of executive session minutes from January 1 – August 10, 2021.

Trustee Valois made a motion to go into Executive Session. Trustee DiMarzio second the motion. A roll call vote was taken:

1. Trustee DiMarzio: Yes
2. Trustee Irwin: Yes
3. Trustee Valois: Yes
4. Chairman Mitchell: Yes
5. Vice Chair Davis: Yes
6. Trustee Moss: Excused
7. Trustee Oswald: Yes

With six yes votes, the motion passed.

*(Board exited at 7:35 p.m.)*

*(Board returned at 7:53 p.m.)*

A motion was made by Trustee DiMarzio to go back into Regular Session. Trustee Irwin second it. A roll call vote was taken:

1. Trustee DiMarzio: Yes
2. Trustee Irwin: Yes
3. Trustee Valois: Yes
4. Chairman Mitchell: Yes
5. Vice Chair Davis: Yes
6. Trustee Moss: Excused
7. Trustee Oswald: Yes

With six yes votes, the motion passed.

Vice Chair Davis made a motion to hold the Executive Session Minutes for:

- February 9, 2021
- March 9, 2021
- May 11, 2021
- June 8, 2021
- July 13, 2021

Trustee Valois second the motion. The motion carried.

**XIII.** Open Session

**XIV.** Adjournment of Meeting at 7:56 p.m.