

**Curran-Gardner Townships Public Water District**  
**3384 Hazlett Road | Springfield, Illinois | 62707-2522 | 217.546.3981**  
**Tuesday, May 9, 2023 – 7:00 p.m. – Regular Board Meeting**

Members: Chairman James Mitchell, Vice Chair Don Davis, Trustee Eric Oschwald, Trustee Bill Moss, Trustee Diana Valois, Trustee Mark DiMarzio, Trustee Mike Irwin, Operations Manager Aaron Smith, Engineer Max Middendorf, Business Manager Cherril Graff, Treasurer (open), and Secretary Jessica Ryg

*Guests: Todd Folder and Jeanette Pinkston*

**I. Call to Order:** Chairman Mitchell called the meeting to order.

**II. Pledge of Allegiance**

**III. Secretary (Jessica Ryg)**

Trustee Oschwald made a motion to approve the Committee as a Whole (Finance) Meeting Minutes from April 11, 2023, without any changes. Trustee Irwin second the motion. Trustee DiMarzio voted present. The motion carried.

Trustee Irwin made a motion to approve the CGTPWD Regular Meeting Minutes from April 11, 2023, without any changes. Trustee Oschwald second the motion. Trustee DiMarzio voted present since he was excused last month. The motion carried.

**IV. Treasurer (open position being served by Business Manager Graff)**

The CGTPWD Budget Report reflects 12 months or 100% of FY'23 activity. Business Manager Cherril Graff gave the following Income and Expenses Report for April of 2023:

**Income**

Month End District Water Income: \$134,298

Fiscal YTD Water Income: \$1,847,938

Month End District Income (including other income): \$177,647

Fiscal YTD for all income: \$2,172,850 = 100% of the Budget

**Expenses**

Month End Operating Expenses: \$99,471

Fiscal YTD Expenses: \$1,177,453 = 100% of the Operating Budget

**Net Operating Income (Loss)**

The YTD FY23 Unaudited Net Operating Income: \$78,177

Budgeted Debt Service: \$47,717 (transfers each month to Debt & Service accounts)

Capital Expenses for the Period: \$3,800

Net Income for the Period: \$74,376

**Bills** – Total Payments to Vendors (April 11, 2023 – May 14, 2023): \$108,109.41

The Acting Treasurer provided the Board with an unaudited Operating Balance Sheet ending April 30, 2023; also, the Reserves & Debt Funds Balance Sheet plus the Quarterly Profit and Loss Sheet ending April 30, 2023.

Trustee Oswald thanked Business Manager Graff for stepping-in as treasurer during this vacancy. He made a motion to accept the report pending audit. Trustee Moss second the motion. The motion carried.

Trustee Oswald made a motion to pay the District's bills. Vice Chair Davis second the motion. The motion carried.

The Finance Committee - comprised of Trustee Oswald and Trustee DiMarzio – presented the annual budget to the CGTPWD Board. Trustee Oswald and Trustee DiMarzio made a recommendation for the CGTPWD Board to approve the FY 2023 – 2024 Budget.

Trustee Irwin made a motion to approve the recommendation to approve the Budget. Vice Chair Davis second the motion. Chairman Mitchell took a roll call vote:

Trustee DiMarzio: Yes  
Trustee Irwin: Yes  
Trustee Valois: Yes  
Chairman Mitchell: Yes  
Vice Chair Davis: Yes  
Trustee Moss: Yes  
Trustee Oswald: Yes

With seven Trustees voting yes, the motion carried.

## **V. Chairman, Vice Chair and Committee Reports**

- a. Chairman (Mitchell): none
- b. Vice Chair (Davis): none
- c. Finance (Oswald and DiMarzio): The final FY23-24 Annual Budget Meeting was held tonight. They thanked everyone for their input.
- d. Planning (Valois/Mitchell): none.
- e. Personnel (Mitchell/Moss): Union Contract. The union contract will go into negotiation soon. This past contract ran from January 2020 to December 31, 2023.
- f. Systems Oversight (Davis and Irwin) - none
- g. Policy and Procedure (Valois and Irwin) – none
- h. Ordinance Committee (Mitchell and Oswald) - none

## **VI. Guests:**

Jeanette Pinkston asked about her water bill.

Todd Folder asked about where we advertised for the treasurer position. He would like to see it advertised on customer's monthly water bills in the next newsletter. Trustee Oswald said it should state individuals or entities instead of the singular word Treasurer.

Vice Chair Davis took a moment to thank the Board for their service to the District. He would like to see CGTPWD obtain a fair and equitable agreement from the City of Springfield. He also reminded the Board to continue to keep its autonomy safe. Chairman Mitchell thanked Vice Chair Davis for his valuable input on the Board throughout the years. He said he appreciated his chemical knowledge and asked him to weigh in from time-to-time about issues.

## **VII. Adjournment**

Chairman made a motion to adjourn the meeting and turn the gavel over to Secretary Ryg. Trustee Oswald second the motion. The motion carried.

**(7:22 p.m.)**

## **VIII. Call to Order for the FY 2023 – 2024 Meeting**

**Curran-Gardner Townships Public Water District  
3384 Hazlett Road | Springfield, Illinois | 62707-2522 | 217.546.3981  
Tuesday, May 9, 2023 – 7:23 p.m. – Regular Board Meeting**

Members: Trustee Mitchell, Trustee Oswald, Trustee Moss, Trustee Valois, Trustee DiMarzio, Trustee Irwin, Operations Manager Aaron Smith, Engineer Middendorf, Treasurer (open), Business Manager Graff and Secretary Ryg

*Guests: Todd Folder*

## **IX. Swearing-in/Oath for Newly Elected Trustees (Jessica Ryg)**

Secretary Ryg asked Trustee Bill Moss, Trustee Eric Oswald and Trustee Diane Valois to step forward to take the CGTPWD Official Oath provided by Sangamon County Clerk Don Gray. They won their seats on Tuesday, April 4, 2023, spring election.

## **X. Seat Newly Elected and Sworn-in Trustees**

All Trustees took their seats. It was noted that there is still one Trustee vacancy on CGTPWD Board.

## **XI. Nominations and Election of District Chairman**

Secretary Ryg called for the floor for nominates for the CGTPWD Chair. Trustee Valois nominated Trustee Jim Mitchell to be the Chairman. Not hearing any other nominations, Trustee Irwin moved to close the nominations. The nominations were closed. Trustee Irwin second the motion and moved to close nominations. Jessica Ryg took a roll call vote:

Trustee DiMarzio: Yes  
Trustee Irwin: Yes  
Trustee Valois: Yes  
Trustee (Chairman) Mitchell: Yes  
Trustee Moss: Yes  
Trustee Oschwald: Yes

With six Trustees voting yes, the motion carried. Trustee Jim Mitchell will be the Chairman of the FY 2023 – 2024 CGTPWD Board.

## **XII. Nominations and Election of District Vice Chair**

Chairman Mitchell called on the floor to nominate a CGTPWD Vice Chairman. Chairman Mitchell nominated Trustee Mike Irwin. Not hearing any other motions, Trustee Moss moved to close nominations. The nominations were closed. Chairman Mitchell called for a roll call vote:

Trustee DiMarzio: Yes  
Trustee Irwin: Yes  
Trustee Valois: Yes  
Chairman Mitchell: Yes  
Trustee Moss: Yes  
Trustee Oschwald: Yes

With six Trustees voting yes, the motion carried. Trustee Mike Irwin will be the Vice Chair of the FY 2023 – 2024 CGTPWD Board.

## **XIII. Nominations and Appointment of Trustees' Secretary**

Chairman Mitchell called on the floor to nominate a CGTPWD Secretary. Trustee Oschwald nominated Jessica Ryg. Trustee DiMarzio made a motion to close the nominations. The nominations were closed. Trustee Valois second the motion. Chairman Mitchell called for a roll call vote:

Trustee DiMarzio: Yes  
Vice Chair Irwin: Yes  
Trustee Valois: Yes  
Chairman Mitchell: Yes  
Trustee Moss: Yes  
Trustee Oschwald: Yes

With six Trustees voting yes, the motion carried. Jessica Ryg will be the Secretary of the FY 2023 – 2024 CGTPWD Board.

## **XIV. Nominations and Appointment of Trustee's Treasurer (if candidate is available)**

Not applicable.

**XV. Set Regular Monthly Meeting Dates and Times (Chair)**

The monthly meetings will take place at 7:00 p.m. on the second Tuesday of each month. Secretary Ryg read them to the Board as follows:

- Tuesday, June 13, 2023 at 7:00 p.m.
- Tuesday, July 11, 2023 at 7:00 p.m.
- Tuesday, August 8, 2023 at 7:00 p.m.
- Tuesday, September 12, 2023 at 7:00 p.m.
- Tuesday, October 10, 2023 at 7:00 p.m.
- Tuesday, November 14, 2023 at 7:00 p.m.
- Tuesday, December 12, 2023 at 7:00 p.m.
- Tuesday, January 9, 2024 at 7:00 p.m.
- Tuesday, February 13, 2024 at 7:00 p.m.
- Tuesday, March 12, 2024 at 7:00 p.m.
- Tuesday, April 9, 2024 at 7:00 p.m.
- Tuesday, May 14, 2024 at 7:00 p.m.

Vice Chair Irwin made a motion to accept the dates as stated. Trustee DiMarzio second the motion. The motion carried. Chairman Mitchell called for a roll call vote:

- Trustee DiMarzio: Yes
- Vice Chair Irwin: Yes
- Trustee Valois: Yes
- Chairman Mitchell: Yes
- Trustee Moss: Yes
- Trustee Oschwald: Yes

With six Trustees voting yes, the motion carried.

**XVI. Appoint Committees (Chair)**

Chairman Mitchell said at this time, specific Trustee’s appointments will stay the same (Finance Committee, Planning Committee, Personnel Committee, Systems Oversight Committee, Policies and Procedures Committee and the Ordinance Committee), however that could change with a new Trustee in the future, so he would get back to the Board if/when that happens.

**XVII. Operation Manager’s Report (Smith)**

Water loss report for March 21, 2023 – April 28, 2023:

Amount of Treated Water Sent to Distribution System: 12,423,000 gallons (Note: This was a 39-day billing cycle.)

Amount of Water Billed to Customers: 9,900,00 gallons. This includes bulk water sales during this reporting period.

Amount of Water Loss: 20.31%

Amount of Water Loss: 2,523,000 gallons

Amount of Water Loss by Gallons per Minutes: 44.9 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.*

There were two services installed in the Sloan Crossing subdivision.

The crew replaced the Plant’s outside floor drain line.

A John Deere 35g mini excavator was demonstrated on-site courtesy of Martin Equipment.

There is a potential Spaulding Orchard Road customer who would like 850’ extension. An estimate was sent.

The Warbler Lane customer’s yard was cleaned-up and seeded.

Engineer Middendorf and staff continue to work on potential water main extensions.

Two staffers attended a workshop in Jacksonville on Source Water Protection Plan Requirements, PFAs, Emerging Contaminates, Lead, Copper and more.

SCADAWARE addressed SCADA issues at the Plant.

The SCADA cabinet will be mounted on Well #7.

**XVIII. Business Manager’s Report (Graff)**

CGTPWD customers were notified of all four links on their Consumer Confidence Report (CWLP, CGTPWD, Village of Chatham and South Sangamon). In addition, these links were added to the CGTPWD website and posted at the office.

There are 893 manual meters that will need to be installed.

There are no leaks this month.

One customer still owes appx. \$2,000.00.

As of May 9, 2023, there have been a total of 1,196 pipe material surveys received (lead and copper compliance).

The three disconnects that are most likely renters. Those customers who refuse to pay their water bills will have the funds deducted by the State Treasurer and State Comptroller’s Office (state income tax refund). There’s a recovery process in place via the Sangamon County States Attorney’s office.

Office Action Item:	Quantity:	Date:
Monthly Disconnect Letters Sent (March)	123	4/25/2023
Disconnect Letters Sent 5/1/22 – 2/2/23	123	4/25/2023

Customers Currently Set for Disconnect	73	4/25/2023
Disconnects Still Shut-off from Last Month	3	4/25/2023
Disconnect Fees Applied for Current Billing Period	\$300 (6 x \$50)	4/25/2023
Letters Sent to Update Contact Info.	0	4/25/2023
Contact Information Updated	0	4/25/2023
Current Liens	16	4/25/2023
Notice Letters Sent to File Lien	1	4/25/2023
Liens Filed (March)	0	4/25/2023
Liens Released 5/1/2022 – 3/31/2023	0	4/25/2023
Total Cellular Meters Installed	1448	4/25/2023
Manual Meters	250	4/25/2023
Radio Meters	893	4/25/2023
Deduct Meters/Cellular Meters/Radio Meters	42/2/40	4/25/2023
New Tap-ons (APril)	0	4/25/2023
New Tap-ons 5/1/22 – 4/31/23	18	4/25/2023
Total Active Customers	2550	4/25/2023
New Accounts Created (March)	2	4/25/2023
New Accounts Created 5/1/22 – 1/31/23	0	4/25/2023

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

Engineer Middendorf stated he is still waiting on an intended use plan.

Working on document prep for the GIS/pressure zone project.

Engineer Middendorf met with CGTPWD staff for the ongoing GIS model project. There will be continued planning (reviewing, editing, revisions, tracking), and Engineer Middendorf thanked Todd Folder and Operations Manager Aaron Smith for their work on this capital plan. Engineer Middendorf said that this process data will be a living draft that will evolve over time. He also encouraged the District to look closely at our main extension list. They may lend themselves to a future SRF Projects for debt forgiveness.

Well #7's wiring will be completed pending weather.

SRF 2022 IEPA SRF Project Status – ongoing, but pending financial review (and taking into account any Larry Conrad objections)

SRF 2201 Well Field Improvements Status – ongoing, but approved pending placement on intended use plan in June – construction plans are being drafted

SRF 22.02 Water Tank Pressure Zone Rehabilitation Status – ongoing and in-review

(7:37 p.m.)

### **XX. New Business**

- a) *Approval of Hiring a Bookkeeping Service*

Trustee DiMarzio and Trustee Oswald researched 1-person, 2-person, 3+-person accounting agencies for bookkeeping services. They would like Business Manager Graff to post the open position on monthly water bills. Also, there's currently a posting on the administration building's announcement area (next to the front door). There are two resumes pending.

*b) Approval of Payment for Emergency Repair (Altorfer Generator)*

Chairman Mitchell made a motion to pay Altorfer Generator \$26,727.58 for the repair of the generator. Trustee Moss second the motion. A roll call vote was taken:

Trustee DiMarzio: Yes  
Vice Chair Trustee Irwin: Yes  
Trustee Valois: Yes  
Chairman Mitchell: Yes  
Trustee Moss: Yes  
Trustee Oswald: Yes  
With six yes votes, the motion passed.

**XXI. Guests Public Comments – none.**

**(7:46 p.m.)**

**XXII. Executive Session**

Trustee Oswald made a motion to go into executive session. Trustee DiMarzio second the motion. Chairman Mitchell called for a roll call vote:

Trustee DiMarzio: Yes  
Vice Chair Irwin: Yes  
Trustee Valois: Yes  
Chairman Mitchell: Yes  
Trustee Moss: Yes  
Trustee Oswald: Yes

With six Trustees voting yes, the motion passed.

**Board exits at 7:47 p.m.**

**Board returns 8:06 p.m.**

Trustee Oswald made a motion to go back into regular session. Vice Chair Irwin second the motion. Chairman Mitchell called for a roll call vote:

Trustee DiMarzio: Yes  
Vice Chair Irwin: Yes  
Trustee Valois: Yes  
Chairman Mitchell: Yes



Trustee Moss: Yes

Trustee Oswald: Yes

With six Trustees voting yes, the motion passed.

**XXIII. Adjournment**

Having no further business before the Board, Chairman Mitchell adjourned at 8:09 p.m.