

Curran-Gardner Townships Public Water District
3384 Hazlett Road | Springfield, Illinois | 62707-2522 | 217.546.3981
Tuesday, May 11, 2021 – 7:00 p.m. – Regular Board Meeting

No audio.

Members: Chairman Mitchell, Trustee Davis, Vice Chair Mayes, Trustee Oschwald, Trustee Moss, Trustee Valois, Trustee Hammitt, Operations Manager Aaron Smith, Engineer Middendorf, Treasurer Elsner, Business Manager Graff and Secretary Ryg

Guests: Todd Folder, Wayne Benanti, Mark DiMarzio and Michael Irwin

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

II. Secretary (Ryg)

Trustee Oschwald voted to approve the April 13, 2021, Regular Board Meeting minutes. Trustee Hammitt second the motion. The motion carried.

Chairman Mitchell tabled the May 4, 2021, Special Board Meeting Minutes since some Board members said they did not receive them.

III. Treasurer (Elsner)

The CGTPWD Budget Report reflects 12 months or 100% of FY'21 activity. Treasurer Elsner gave the following Income and Expenses information for April 14, 2021 – April 30, 2021, which are listed on this Profit and Loss Budget Performance Report.

Income:

Month End District Water Income: \$51,368

Fiscal YTD Water Income: \$1,798,260

Month End District Income (including other income): \$53,495

Fiscal YTD for all income: \$2,036,115 = 104% of Budget

Expenses:

Month End Operating Expenses: \$49,778

Fiscal YTD Expenses: \$1,104,912 = 93% of Operating Budget

Net Operating Income (Loss):

The YTD FY21 Unaudited Net Operating Income: \$931,203

Budgeted Debt Service: \$46,977 (transfers each month to different accounts)

Capital Expenses for the period: \$169,708

Unaudited NET loss for period: (\$32,726)

Bills – Total Payments to Vendors (April 14, 2021 – May 11, 2021): \$256,416.58

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

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

IV. Operations Manager's Report (Aaron Smith)

Water Report for March 15, 2021 – April 15, 2021:

- Amount of Treated Water Sent to Distribution System: 11,294,000 gallons (Note: This was a 36-day billing cycle.)
- Amount of Water Billed to Customers: 9,346,000 gallons (includes bulk water sales)
- Amount of Water Loss: 17.25%
- Amount of Water Loss: 1,947,000 gallons
- Amount of Water Loss by Minutes: 37.5 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.

Ron Spoor's water main extension is complete. All bacteriological samples were collected, analyzed, and passed. The operating permit will be mailed to Illinois Environmental Protection Agency (EPA) tomorrow. The District hopes to install Mr. Spoor's meter pit on Friday, May 14, 2021.

Mayor Sam Luckey of the Village of Curran called Operations Manager Smith to inquire about additional service lines. He would like one at the sewer lift station and other installed at the Village of Curran Park. Operations Manager Smith went over pricing (pipe prices, among other building materials, have increased due to lengthened lead times and increased demand which makes it difficult for manufacturers and suppliers to build-up stock levels). Mayor Luckey decided to do the lift station service first. He will be in touch regarding the other project.

The Prentice Machine Shop repaired the District's equipment trailer.

Matt Hermes is the new hire on the CGTPWD crew. His first day will be Monday, May 17, 2021.

The field crew installed seventy (70) cellular read water meters.

Sidener Environmental performed maintenance on the Plant's chlorine injectors, rotameters and chlorinators.

A second shut-off switch was installed on the bulk water station at the Bradfordton elevator. This switch is located closer to the fill hose.

A vehicle hit a fire hydrant on Old Covered Bridge Road. The District is in the process of repairing it.

V. Business Manager's Report

Business Manager Graff sent a letter dated May 7, 2021, to 2,500 CGTPWD customers explaining District's goal to replace all water meters with cellular read water meters. This project will take approximately two years to complete at no additional cost to them. The purpose of meter replacement is to allow the District to detect possible leaks in customer's plumbing faster and notify residents before it becomes serious and costly. Customers will still receive their monthly bills around the 25th of each month, but a new feature of billing coincides with a new app called "EyeOnWater" which allows 24-hour reads. This app also allows customers to set alerts to inform them of leaks, record time/date of water usage, and/or notify the customer if there is unusual, high usage. CGTPWD users were given an easy, clear, step-by-step tutorial to access this application. It was noted that Mark DiMarzio has the app already. Over the last thirty days, two hundred sixty-seven (267) meters were installed.

Business Manager Graff addressed the Board about a customer's overdue bill. The account will not be turned on until the large bill is paid.

VI. Engineer's Report

Well #7 was successfully drilled. The performance testing is on-hold due to high water and wet conditions at the well site. Brotcke Well and Pump will attempt to remobilize next week.

Pipe costs continue to be discussed. There is a shortage of PVC pipe, so this does increase cost. Currently companies are quoting pipe costs with a 24-hour available quote on products. Thus, this is not a good time for the District to purchase bulk pipe. Engineer Middendorf suggested to keep an eye on the market (including Illinois Meter).

The Sloan Crossing Subdivision Update: CWLP has agreed that CGTPWD will provide water to this development. The District is communicating with Sloan Crossing on required sizes for water mains and the cost of larger mains. Other topics on this project included:

- There was a discussion about the policy/protocol that new water main extensions are usually 8-inches. As the water district expands, 10' pipe will most likely be needed (Hydraulically). The Board examined options of cost-sharing with the developer if needed. Chairman Mitchell asked about possible options for 8-inch vs. 10-inch pipe in regard to cost and time.
- Engineer Middendorf suggested a codified requirement on the size of mains. Guest Todd Folder said this could be covered under Ordinance 37.
- Engineer Middendorf asked Business Manager for a copy of the construction permit filed. It was clarified that Operations Manager Aaron Smith has a copy of it.
- It was determined that Engineer Middendorf will discuss the cost/size of water main pipes with developer's engineer.

VII. Guests

Todd Folder asked the Board to consider developing a set of standard specifications for water main construction when working with new developers/expansion. Engineer Middendorf answered that written standard specifications are utilized by the IEPA.

VIII. Chairman, Vice Chair and Committee Reports

- a. Chairman: Thanked employees for their plant ideas and he's thankful that the Budget is finished before the deadline.
- b. Vice Chair
- c. Finance (Oswald, Valois): Trustee Oswald thanked Treasurer Katherine Elsner for her assistance with the budget.
- d. Planning (Hammitt, Moss): n/a
- e. Personnel (Mitchell, Valois): n/a
- f. Systems Oversight (Mayes, Davis): n/a
- g. Policy and Procedure (Valois): n/a
- h. Ordinance Committee (Mayes): n/a

IX. Ongoing Business

- a. Discussion and approval of the Fiscal Year 2021 – 2022 District Budget:

The River Crossing Project will be explored later since material costs keep rising.

The Engineering Line Item 5220 cost was reduced.

Capital Expenditures Line Item was increased. The new backhoe will have to wait until next year's budget.

Income (Line Item 4071) was revised to \$7,000.

Purchased Water (Line Item 4020) was revised to \$90,000.

The Audit Line 5210 was increased to \$15,000 to accommodate increased cost by the account and fees to the State Comptroller's Office.

The Lime Sludge Removal/Lagoon Clean-out (Line item 5260) stayed at \$35,000.

Distribution (Line Item 5500) was decreased to \$70,000.

Total Expenses for FY22: \$1,286,350.00

Annual budgeted debt service is correct at \$554,163 which includes the required deposit of "Depreciation Funds" into a special account. The District is required by the USDA Rural Development loan agreement to deposit \$7,095 in the bank account each month. The funds are deposited to our "depreciation account". The District is required to make this monthly allocation as long as we are indebted to USDA.

The cellular read meter replacement continues to be budgeted at \$250,000 (as it was last year). It is a three-year plan to turn over the old meters at a total cost of \$750,000.

The raw water line (which goes under the river) with electric project was estimated at \$588,000.00, but with the cost of materials increasing (plus permitting expenses, construction inspection fees and engineering expenditures), it could be increased to approximately \$675,000. There is contingency with that bid amount, but it may be used if the District cannot secure a good price on pipe. It was noted that there would be two casings used across the river. One casing would be for the raw water main and one casing would be for the data fiber. The goal of this venture would be a redundant raw water transmission main and conduit for backup, stand-by emergency power for the well (which means that original casings would be not cut nor the old boring removed and viewed as a backup connection plan).

Engineer Middendorf said that Brotcke Well and Pump has a balance of \$95,000 still due to them which is part of their contract pending the completion of Well #7 construction.

Trustee Mayes made a motion to pass the FY 2021 – 22 Budget. Trustee Hammitt second the motion. Chairman Mitchell called for a roll call vote:

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

With seven yes votes, the motion carried.

Chairman thanked Treasurer Katherine Elsner, Trustee Eric Oswald, CGTPWD Employees and Business Manager Cherril Graff for their input and assistance.

X. Guests: *n/a*

XI. Motion to Adjourn FY 2020-2021 May Regular Meeting.

Trustee Davis made a motion to adjourn. Trustee Moss second the motion. The motion carried. The May CGTPWD Regular Meeting adjourned.

Trustee Jim Mayes and Trustee Rose Hammitt said their goodbyes to the Board. Chairman Jim Mitchell, Vice Chair Don Davis along with the CGTPWD Trustees wished them well on their next journey.

XII. Meeting of FY 2021-2022 May Regular Meeting - Call to Order (Ryg)

Members: Chairman Mitchell, Trustee Davis, Trustee Oswald, Trustee Moss, Trustee Valois, Operations Manager Aaron Smith, Engineer Middendorf, Treasurer Elsner, Business Manager Graff and Secretary Ryg

Guests: Todd Folder, Wayne Benanti, Mark DiMarzio and Michael Irwin

XIII. Oath of the Office of Newly Elected Trustees (Ryg)

Secretary Ryg asked Mark DiMarzio and Michael Irwin to step forward to take the CGTPWD Official Oath provided by Sangamon County Clerk Don Gray. Trustee DiMarzio and Trustee Irwin won their seats on April 6, 2021, spring election, and were welcomed by the Board.

Secretary Ryg asked for a nomination for CGTPWD Chairman. A motion was made by Trustee Valois to nominate Trustee J. Mitchell for Chair. The motion was seconded by Trustee Moss. The motion carried.

Chairman Mitchell asked for a nomination for CGTPWD Vice Chair. A motion was made by Trustee Moss to nominate Don Davis for Vice Chair. The motion carried.

Chairman Mitchell asked for a nomination for CGTPWD Secretary. Trustee Oschwald nominated Jessica Ryg for Secretary. The motion carried.

Chairman Mitchell asked for a nomination for CGTPWD Treasurer. Trustee Oschwald nominated Katherine Elsner for Treasurer. The motion carried.

The CGTPWD set the meeting times at 7:00 p.m. each second Tuesday of the month. The following information will apply:

Tuesday, July 13, 2021 at 7:00 p.m.
 Tuesday, August 10, 2021 at 7:00 p.m.
 Tuesday, September 14, 2021 at 7:00 p.m.
 Tuesday, October 12, 2021 at 7:00 p.m.
 Tuesday, November 9, 2021 at 7:00 p.m.
 Tuesday, December 14, 2021 at 7:00 p.m.
 Tuesday, January 11, 2022 at 7:00 p.m.
 Tuesday, February 8, 2022 at 7:00 p.m.
 Tuesday, March 8, 2022 at 7:00 p.m.
 Tuesday, April 12, 2022 at 7:00 p.m.
 Tuesday, May 10, 2022 at 7:00 p.m.
 Tuesday, June 14, 2022 at 7:00 p.m.

Committee appointments (Finance Committee, Planning Committee, Personnel Committee, Systems Oversight Committee, Policies and Procedures Committee and the Ordinance Committee) are on hold.

XIV. Executive Session

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

1. Trustee Irwin: Yes
2. Trustee Valois: Yes
3. Chairman Mitchell: Yes
4. Trustee DiMarzio: Yes

5. Trustee Moss: Yes
6. Trustee Oswald: Yes
7. Trustee Davis: Yes

With seven yes votes, the motion passed.

(Board exits room.)

(Board returns to room.)

Trustee Valois made a motion to return to regular session. Trustee Oswald second.

A roll call vote was taken:

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

With seven yes votes, the motion passed.

Chairman Mitchell said possible litigation matters were discussed in Executive Session.

Trustee Oswald made a motion to have Chairman Mitchell sign the audit's engagement letter to Eck, Schaefer and Punk. Trustee Moss second the motion. A roll call vote was taken:

8. Trustee Irwin: Yes
9. Trustee Valois: Yes
10. Chairman Mitchell: Yes
11. Trustee DiMarzio: Yes
12. Trustee Moss: Yes
13. Trustee Oswald: Yes
14. Trustee Davis: Yes

With seven yes votes, the motion carried.

XXV. Adjournment: The Board adjourned at 8:37 p.m.

Chairman's Signature/Date: _____

Secretary's Signature/Date: _____