

**Curran-Gardner Townships Public Water District**  
**3384 Hazlett Road | Springfield, Illinois | 62707-2522 | 217.546.3981**  
**Tuesday, June 20, 2023 – 7:00 p.m. – Regular Board Meeting**

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

*Guests: Todd Folder and Mr. James Hughes*

**I. Call to Order:** Chairman Mitchell called the meeting to order at 7:00 p.m.

**II. Pledge of Allegiance**

**III. Secretary (Jessica Ryg)**

Trustee Oschwald made a motion to approve the May 9, 2023, Committee of the Whole Meeting Minutes, as amended. Trustee DiMarzio second the motion. The motion carried.

Trustee Oschwald made a motion to approve the May 9, 2023, Regular Meeting Minutes, as amended (one change). Trustee Moss second the motion. The motion carried.

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

The CGTPWD Budget Report reflects 1 month or 8% of FY'24 activity. Business Manager Cherril Graff gave the following Income and Expenses Report for May of 2023:

**Income**

Month End District Water Income: \$174,415

Fiscal YTD Water Income: \$174,415

Month End District Income (including other income): \$192,129

Fiscal YTD for all income: \$192,129 = 8% of the Budget

**Expenses**

Month End Operating Expenses: \$99,078

Fiscal YTD Expenses: \$99,078 = 11% of the Operating Budget

**Net Operating Income (Loss)**

The YTD FY24 Unaudited Net Operating Income: \$93,051

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

Capital Expenses for the Period: \$7,700 This expense is tied to the SRF20 – Curran Elevated Tank. This expense is pending staff research.

Net Income for the Period: \$37,634

**Bills** – Total Payments to Vendors (May 9, 2023 – June 20, 2023): \$133,422.07

Trustee Oschwald again thanked Business Manager Graff for stepping-in as treasurer during this vacancy and told her good job.

Trustee Oschwald made a motion to accept the treasurer's report pending audit. Trustee Moss second the motion. The motion carried.

Trustee DiMarzio made a motion to pay the bills. Trustee Oschwald second the motion. The motion carried.

#### **V. Operation Manager's Report (Smith)**

Water loss report for April 28, 2023 – May 23, 2023:

Amount of Treated Water Sent to Distribution System: 10,068,000 gallons (Note: This was a 26-day billing cycle.)

Amount of Water Billed to Customers: 8,956,300 gallons. This includes bulk water sales during this reporting period.

Amount of Water Loss: 11.4%

Amount of Water Loss: 1,111,700 gallons

Amount of Water Loss by Gallons per Minutes: 29.7 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.*

Oros Environmental completed the lagoon clean out. The last time this was done was six months ago when they removed 345,117 gallons of sludge (December 2022 Regular Meeting Minutes). Prior to that removal, they removed 353,280 gallons in December of 2021 (January 2022 Regular Meeting Minutes).

Gardner Township replaced a 36" culvert on Hazlett Road. The 10" water main was sitting on top of the culvert, so CGTPWD assisted with the replacement. While digging, the field staff found an old repair band on the water main which had heavily rusted bolts. The field staff replaced a 13' section of the watermain to eliminate the old repair and give more separation between the main and the culvert. A boil order was issued for the area and the main was flushed. Samples were taken and sent to the IEPA. The samples passed inspection.

A temporary meter base was built and installed on the levee for Well #7. The SCADA box was mounted to Well #7's platform. Electrician Joe Lee mounted the electrical box and variable frequency drive (VFD) box. Conduit was installed up to Well #7's platform to the electrical box and a pull string was blown through the conduit. Wires will be pulled at the end of the month.

Brotcke Well and Pump started on Well #5. The well was dismantled from ground level and up the column pipe. It was taken to the shop for repairs. Operations Manager Smith distributed a report that included photos of Well #5, outer casing cut and removed, inner casing damage and pulling Well #5's pump and motor.

Brotcke Well and Pump also started and completed the process to abandon Well #4.

On June 10<sup>th</sup> the VFD for Well #2 failed. Electrician Joe Lee had one in stock and it was replaced and put back into service.

The Board discussed the abnormally dry and draught-like weather and how it impacts the aquifer.

## **VI. Business Manager's Report (Graff)**

The former treasurer's computer needed to be replaced due to main board failure.

As of tonight's meeting, there are no new Treasurer applications.

The Business Office would like the Board to know that online customers payments have increased.

There was approximately \$3,000 recovered from a customer's lien.

More cellular meters on order.

The District's internal billing software company was sold. The new company requires CGTPWD to convert the old server data to use their new server. The District is exploring options with the least amount of financial burden. In addition, the Business Office is researching other billing software entities.

Office Action Item:	Quantity:	Date:
Monthly Disconnect Letters Sent (May)	118	4/25/2023
Disconnect Letters Sent Current Fiscal Year	241	4/25/2023
Customers Currently Set for Disconnect	7	4/25/2023
Disconnects Still Shut-off from Last Month	3	4/25/2023
Disconnect Fees Applied for Current Billing Period	\$900 (18x\$50)	4/25/2023
Letters Sent to Update Contact Info.	0	4/25/2023
Contact Information Updated	2	4/25/2023
Current Liens	15	4/25/2023
Notice Letters Sent to File Lien	0	4/25/2023
Liens Filed (May)	1	4/25/2023
Liens Released Current Fiscal Year	2	4/25/2023
Total Cellular Meters Installed	1462	4/25/2023
Manual Meters	243	4/25/2023
Radio Meters	886	4/25/2023
Deduct Meters/Cellular Meters/Radio Meters	43/3/40	4/25/2023
New Tap-ons (May)	0	4/25/2023
New Tap-ons 5/1/22 – 5/31/23	0	4/25/2023

Total Active Customers	2550	4/25/2023
New Accounts Created (March)	13	4/25/2023
New Accounts Created Fiscal Year '24	13	4/25/2023

## VII. District Engineer's Report (Middendorf - Excused)

Engineer Middendorf was unable to join tonight's meeting, so Secretary Ryg read his report. It stated that Well #7's had its final installation of the SCADA panel and configuration. It will have wire pulled at the end of the month. The next step will require an operating permit from IEPA. State Revolving Fund:

SRF 22.01 O.N. filed objections to Archeologist's Larry Conrad on the Longhouse Feature's digging site. CGTPWD will continue to work with IEPA on this project.

SRF 22.02: The water tank rehabilitation will be placed on the April 2024 funding list. Construction plans continue to be drafted. Design documents will proceed for construction permit application.

SRF 22.03: Curran Pressure Zone Improvements – The project scope elements and design options are being reviewed.

GIS Mapping: Boundary; Hydraulics Analysis: MECO continues to update the GIS mapping and hydraulic modeling data based on markups and feedback from CGTPWD staff.

Capital Planning: MECO met with CGTPWD staff to review needs assessments and prioritization of infrastructure repair and improvements.

## VIII. Guests:

Mr. James Hughes, resident on State Route 97, had questions about his easement, proposed hydrant, tap-on fees, water main, and two trees. Mr. Hughes concerns are regarding the water main construction for the Northwest water main project and his easement agreement. The District will \*research his easement agreement. He was invited back to the Tuesday, July 11<sup>th</sup> meeting at 7:00 p.m.

*\*The District confirmed that his agreement was signed in October of 2008.*

## IV. Chairman, Vice Chair and Committee Reports

- a. Chairman (Mitchell): The Board will go into Executive Session to discuss possible litigation, open treasurer position, and the open trustee position.
- b. Vice Chair (Irwin): Vice Chair Irwin spoke to a potential treasurer candidate.
- c. Finance (Oschwald and DiMarzio): no report
- d. Planning (Valois/Mitchell): CGTPWD seeks a treasurer and trustee.
- e. Personnel (Mitchell/Moss): Union Contract. Although it was not spoken about during this month's meeting, it was noted that the union contract will go into negotiation soon. The current union contract runs January 2020 to December 31, 2023.
- f. Systems Oversight (Irwin) – no report

- g. Policy and Procedure (Valois and Irwin) – no report
- h. Ordinance Committee (Mitchell and Oswald) – Trustee Oswald asked if the codification undertaking started. Business Manager Graff stated that it's in process. The proposed timeline for this project from inception to completion is approximately one year. She will update the Board next month.

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

None

#### **XI. Guests**

None

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

A motion was made by Vice Chair Irwin to go into Executive Session. Trustee Valois Diana second the motion. Chairman Mitchell took a roll call vote:

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

With six yes votes, the motion carried.

Board exited at **7:55 p.m.**

Board returned at **8:24 p.m.**

#### **XIII. Return to Open Meeting**

Trustee Moss made a motion to go back into Regular Session. Vice Chairman Irwin second the motion. Chairman Mitchell took a roll call vote:

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

With six yes votes, the motion carried.

Chairman Mitchell stated that executive session consisted of continued discussion of the open trustee position, open treasurer position and possible litigation.

#### **XIV. Adjournment**

Having no further business before the board, they adjourned at **8:25 p.m.**