

**Curran-Gardner Townships Public Water District
3384 Hazlett Road | Springfield, Illinois | 62707-2522 | 217.546.3981
Tuesday, January 9, 2024 – 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, Business Manager Cherril Graff, Treasurer Stacy Stremsterfer, and Secretary Jessica Ryg

Guests: Todd Folder and Jim Mayes

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 moved to table the December 12, 2023, Regular Meeting Minutes. Trustee Moss second the motion. The motion approved.

The Tuesday, January 2, 2024, Special Board Meeting Minutes will be discussed at the next meeting on Tuesday, February 13, 2024.

IV. Oath for Newly Appointed CGTPWD Trustee (Jim Mayes)

Secretary Ryg asked Jim Mayes to raise his right hand. She then gave him to Sangamon County elected official's oath of office.

V. Seat Newly Appointed and Sown-in Trustee Jim Mayes

Trustee Mayes was seated. Chairman welcomed him back and said he looks forward to working with him again.

VI. Treasurer (Stacy Stremsterfer)

The CGTPWD Budget report reflects 8 months or 67% of FY'24 activity. Treasurer Stremsterfer gave the following Income and Expenses Report for December 11, 2023 – January 8, 2024.

Income

Month End District Water Income: \$191,390.00 (December: \$216,632.00)

Fiscal YTD Water Income: \$1,618,011.00 (December: \$1,426,621.00)

Month End District Income (including other income): \$193,995.00 (December: \$342,449.00)

Fiscal YTD for all income: \$1,891,265.00 = 134% (December: \$1,697,355.00 = 107% of the Budget)

Expenses

Month End Operating Expenses: \$100,655.00 (December: \$100,408.00)

Fiscal YTD Expenses: \$1,007,934.00 = 104% (December: \$907,671.00 = 107% of the Operating Budget)

Net Operating Income (Loss)

The YTD FY24 Unaudited Net Operating Income: \$883,331.00 (December: \$789,684.00)

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

Capital Expenses for the Period: \$726.00 (December: \$41,678.00)

Net Income for the Period: \$44,898 (December: \$152,647.00)

Bills – Total Payments to Vendors (December 11, 2023 – January 8, 2024): \$78,231.10 (formerly: \$162,404.68)

Trustee Oschwald made a motion to approve the report pending audit. Trustee DiMarzio second the motion. The motion carried.

Trustee Moss moved to pay the bills of \$78,231.00. Trustee DiMarzio second the motion. The motion carried.

VII. Operations Manager's Report (Aaron Smith)

Amount of Treated Water Sent to Distribution System:

Jan. (Nov. 22, 2023 – Dec. 21, 2024): 9,447,00 gallons (29-day billing cycle)
 Dec. (Oct. 20, 2023 – Nov. 22, 2023): 11,077,150 gallons (34-day billing cycle)
 Nov. (Sept. 19, 2023 – Oct. 19, 2023): 11,301,000 gallons (31-day billing cycle)
 Oct. (Aug. 19, 2023 – Sept. 19, 2023): 11,009,000 gallons (31-day billing cycle)

Amount of Water Billed to Customers (this includes bulk water sales during this reporting period):

Jan. (Nov. 22, 2023 – Dec. 21, 2024): 8,661,00 gallons
 Dec. (Oct. 20, 2023 – Nov. 22, 2023): 9,534,000 gallons
 Nov. (Sept. 19, 2023 – Oct. 19, 2023): 10,353,000 gallons
 Oct. (Aug. 19, 2023 – Sept. 19, 2023): 9,547,001 gallons

Amount of Water Loss:

Jan. (Nov. 22, 2023 – Dec. 21, 2024): 786,000 (8.32%)
 Dec. (Oct. 20, 2023 – Nov. 22, 2023): 1,543,150 gallons (13.93%)
 Nov. (Sept. 19, 2023 – Oct. 19, 2023): 948,000 (8.4%)
 Oct. (Aug. 19, 2023 – Sept. 19, 2023): 1,461,999gallons (13.28%)

Amount of Water Loss in Gallons per Minute:

Jan. (Nov. 22, 2023 – Dec. 21, 2024): 18.82 gallons/minute
 Dec. (Oct. 20,2023 – Nov. 21, 2023): 31.51 gallons/minute
 Nov. (Sept. 19, 2023 – Oct. 19, 2023): 21.23 gallons/minute
 Oct. (Aug. 19, 2023 – Sept. 19, 2023): 32.75 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.

The operations crew continues to gather information for Bolton-Menk project.

A small sodium hypochlorite leak at the Farmingdale pump station was discovered and repaired.

The Farmingdale pump station floor was heavily corroded, so it was painted with a rust inhibitor paint, thus sealing it from further erosion.

Light fixtures were replaced in the old water plant.

The RPZs (reduced pressure zones) were checked which led to two replacement areas.

There was a structure fire on Smith Road on January 1, 2024. It was a complete loss. The Trustees discussed if the homeowner's insurance will pay for the minimum monthly water fee.

Trustee Oschwald asked about any updates to Well #7.

Trustee Oschwald asked about the easements.

VIII. Business Manager's Report (Cherril Graff)

<i>Office Action Item:</i>	<i>August:</i>	<i>September:</i>	<i>October:</i>	<i>November:</i>	<i>December</i>	<i>January</i>	<i>Today's Date:</i>
Monthly Disconnect Letters Sent	154	139	137	153	129	160	1/9/2024
Disconnect Letters Sent Current Fiscal Year	507	646	783	906	1035	1195	1/9/2024
Customers Currently Set for Disconnect	36	9	53	TBA	40	33	1/9/2024
Disconnects Still Shut-off from Last Month	2	1	4	1	1	1	1/9/2024
Disconnect Fees Applied for Current Billing Period	\$600 (12x\$50)	\$550 (11x\$50)	\$200 (4x\$50)	\$350 (7x\$50)	\$200	\$400 (8x\$50)	1/9/2024
Letters Sent to Update Contact Info.	0	0	0	1	0	0	1/9/2024

Contact Information Updated	0	0	0	1	0	0	1/9/2024
Current Liens	16	16	16	16	16	17	1/9/2024
Notice Letter(s) Sent to File Lien	1	0	2	2	1	0	1/9/2024
New Liens Filed This Mo.	1	2	0	3	0	1	1/9/2024
New Liens Filed Current Fiscal Year	x	x	x	x	x	8	1/9/2024
Liens Released Current Fiscal Year	2	4	4	7	6	6	1/9/2024
Total Cellular Meters Installed	1463	1489 (+26)	1490 (+1)	1519 (+29)	1521 (+1)	1,524 (+3)	1/9/2024
Manual Meters	241	241	241	230	230	230	1/9/2024
Radio Meters	887	868	869	858	850	853	1/9/2024
Deduct Meters/Cellular /Radio	43/3/40	43/3/40	43/3/40	43/3/40	43/3/40	43/3/40	1/9/2024
New Tap-ons this Month	1	2	2	1	0	0	1/9/2024
New Tap-ons	2	5	7	8	6	7	1/9/2024
Total Active Customers	2555	2556	2557	2556	2558	2559	1/9/2024
New Accounts Created	23	27	19	15	2	5	1/9/2024
New Accounts Created Fiscal Year '24	54	81	100	115	110	100	1/9/2024

A part-time billing clerk position was opened. The position will report directly to the Business Manager. The position will be posted in multiple places and applications are being accepted until January 31, 2024.

Trustee Oswald asked if the auditor could present the audit findings at the next meeting on Tuesday, February 13, 2024.

Trustee Oswald asked about any updates to our billing system software. Business Manager Graff said the new program has a monthly expense of appx. \$1,100 since its web-based and secure. It is appx. \$14,000 to get the software program started at CGTPWD office which includes training. Business Manager Graff explained Tonna Kloeden can assist too. Also, while it was noted that some preferred the simplicity of use within the UV Max billing system since the software program was written with smaller customer client base. The new, proposed software program will take time to master. MECO's Engineer Max Middendorf said he could ask IL Rural Water to see what other water districts have used for software billing along with their feedback.

The Illinois Rural Water conference is the third week in February. Business Manager Graff will research when the administrative conference will take place. It was previously bundled within the northern conference timeframe.

(7:12 p.m.)

IX. District Engineer's Report (Middendorf)

Meco Engineer Middendorf continues to work with Bolton and Menke on GIS mapping project. Engineer Middendorf would like to go over progress and annotations with the CGTPWD Board.

SRF 22.01: Finalizing bid documents. Soliciting proposals from the Osage Nation approved archeologists.

SRF 22.03 Project is April 2024 funding list. IEPA permit was issued.

SRF 22.03: Curran Pressure Zone Improvements – Project scope elements and design recommendations being finalized to present to CGTPWD staff for feedback. Preparing scope of work document and updating cost estimates.

Treasurer Stacy Stremsterfer would like to discuss have a discussion with the Board about possibly amending the budget to include additional line items. This goal would be to separate financial items to ensure GIS-related mapping and hydraulic analysis costs are not associated with current billing..

X. Guests - none

XI. Committee Reports

- a. Chairman Mitchell: Thanked the field staff and office staff for continuing to assist MECO on their project. He welcomed new Trustee Jim Mayes back onto the board.
- b. Vice Chair Irwin: He spoke about the power of constructing water main loops along with continuing the district's growth. Operations Manager Aaron Smith and the CGTPWD Board discussed the approximate cost of 8'inch pipe in today's market. It was noted that pipe prices started to drop last year.
- c. Finance Committee (Oschwald/DiMarzio): The auditor's annual audit indicated that we need to approve the 'draft' audit (in-hand) prior to receiving the final copy. This will be added to the next meeting's agenda.
- d. Planning Committee (Valois/Mitchell): Engineer Middendorf asked if we could have a planning meeting. The Board has met previously regarding loops on April 22, 2022, and May 9, 2023. They will meet again as a Committee of the Whole on Tuesday, February 17, 2024, at 6:00 p.m.
- e. Personnel Committee (Mitchell/Moss): The office position was posted.
- f. Systems Oversight Committee (Irwin): no report
- g. Policy and Procedures Committee (Valois/Irwin): A new policy will be discussed regarding the abandoned meter policy.

- h. Ordinance Committee (Mitchell/Oschwald): Trustee Oschwald asked about codification project. Chairman Mitchell asked Trustee Mayes to serve on the Ordinance Committee. Trustee Mayes previously sat on this committee.
 - a. Outstanding Leins Policy on removing meters (referenced in Ordinance 12)
 - a. There was a motion made by Vice Chair Irwin to approve the policy on outstanding liens. Trustee DiMarzio second the motion. The motion carried.
 - b. Business Manager Graff would like to see a policy on renters.

XII New Business: none

XIII. Guests: none

XIV. Executive Session

Vice Chair Irwin made a motion to go into Executive Session. It was second by Trustee Moss. Chairman Mitchell took a roll call vote:

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

With five yes votes, the motion carried.

(Board exited at 7:57 p.m.)

(Board returned at 8:45 p.m.)

XV. Return to Open Meeting

Vice Chair Irwin made a motion to go into Regular Session. It was second by Trustee Oschwald. Chairman Mitchell took a roll call vote:

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

With five yes votes, the motion carried.

It was noted that during executive session the CGTPWD Board discussed personnel matters and union negotiations.

XVI. Adjournment

Chairman Mitchell said having no further business, they adjourned at 8:46 p.m.