

Curran-Gardner Townships Public Water District
3384 Hazlett Road | Springfield, Illinois | 62707-2522 | 217.546.3981
Tuesday, July 13, 2021 – 7:00 p.m. – Regular Board Meeting

Audio: None

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

Guests: Todd Folder and Wayne Benanti

I. Call to Order at 7:02 p.m. and the **Pledge of Allegiance** was said.

II. Secretary (Jessica Ryg)

A motion was made by Trustee Oschwald to approve the May 11, 2021, Regular Meeting Minutes with changes. Trustee DiMarzio second the motion. The motion passed.

A motion was made by Trustee DiMarzio to approve the June 8, 2021, Regular Meeting Minutes with changes. Trustee Irwin second the motion. The motion passed.

III. Treasurer (Katherine Elsner)

The CGTPWD Budget Report reflects 2.5 months or 21% of FY'22 activity. Treasurer Elsner gave the following Income and Expenses Report for June 9, 2021 – July 13, 2021, which are listed on this Profit and Loss Budget Performance Report.

Income:

Month End District Water Income: \$214,172

Fiscal YTD Water Income: \$399,097

Month End District Income (including other income): \$224,077

Fiscal YTD for all income: \$427,533 = 21% of Budget

Expenses:

Month End Operating Expenses: \$105,534

Fiscal YTD Expenses: \$215,792 = 17% of Operating Budget

Net Operating Income (Loss):

The YTD FY21 Unaudited Net Operating Income: \$211,761

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

Capital Expenses for the period: \$22,031

Unaudited Net Gain for period: \$49,535

Bills – Total Payments to Vendors (June 9, 2021 – July 13, 2021): \$123,598.63

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 Valois second the motion. The motion carried.

A monthly unaudited financial statement of the operating account for July 1-31, 2021 was provided for board members.

IV. Operations Manager's Report (Aaron Smith)

Water Report for May 18, 2021 – June 15, 2021:

- Amount of Treated Water Sent to Distribution System: 12,590,000 gallons (Note: This was a 29-day billing cycle.)
- Amount of Water Billed to Customers: 10,779,721 gallons (includes bulk water sales)
- Amount of Water Loss: 14.38%
- Amount of Water Loss: 1,810,279 gallons
- Amount of Water Loss by Gallons per Minutes: 43.35 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 have been two fires within CGTPWD since the last board meeting. One was on Fraase Road and the other fire was at the corner of North Farmingdale Rd. and Black Dog Lane.

A water main broke on Hazlett Lane which effected approximately 150 customers. This issue was handled promptly by the operations staff and office staff who sent boil order notices. The service was restored promptly. The water main was flushed, and samples were taken. All samples passed.

A water service was installed for the Village of Curran at their sanitary sewage lift station.

Veenstra & Kimm Engineering inquired about service availability on Old Jacksonville Road for a possible medical facility. Operations Manager Smith responded with the size of water main in front of the proposed property along with its exact location. Additionally, the engineering firm sought information on flow data, so Engineer Middendorf assisted with a hydraulic model for the area.

A new equipment trailer was purchased at approximately \$4,000 under budget.

The contractor for the phase two of Centennial Point subdivision completed the water main installation. In addition, the contractor pressure tested, flushed and took bacteria samples.

V. Business Manager's Report (Graff)

Hazlett Road had a water main break on June 22, 2021, so the office alerted media sources about the boil order and sent public alert notices via voice mail and email notifications.

Historical documents were analyzed, scanned and downloaded to the network. This includes documentation of how the District was formed and organized along with easements and boundary maps of past and present.

Illinois Comptroller's Office – Debt Recovery Program: The Business Manager is awaiting a response from the Comptroller's office on the intergovernmental agreement for debt recovery.

There are 445 active cellular meters installed to date. The office may need to reevaluate if they need to order more.

Yearly Audit: Eck, Shafer & Punke, LLP (227 South 7th Street, Springfield, Illinois, 62701, phone: 217-525-1111, email hkern@espwm.com) is finished with this year's audit.

Sangamon County Water Reclamation District (SCWRD): A recent audit found a customer who required additional correspondence with SCWRD.

Customers: There is now a division code to search for customers. This was a result as an internal audit to inspect rates and analyze other data.

The office uses Laredo software to research and access real estate records on-line. Trustee Mike Irwin discussed the original founding forefathers vs. present day in regard to how each understood easement language.

VI. District Engineer's Report (Max Middendorf)

Engineer Middendorf referenced that around 2008 or 2009, the District obtained a legal opinion drafted by the water district's attorney regarding the District's "Right-Away/Easement Package".

There is no update on the (new) water plant.

Tim Kelley of Brotcke Well & Pump: The materials are on-site, but not accessible. There will be heavy work ahead (crane to set the platform on well, ladder, seal plates, pump motor, along with an annular case [the space between the inside casing and the outside casing to seal out the water] that will be filled with cement). Tom Otto from Advanced Automation has the schematics to fabricate parts for the SCADA controls. Current conditions at the site are restricted due to high water and wet conditions.

Pay Application #10; the only remaining pay item (Schedule of Values) is Item #4, pump and pitless adapter, presently 48.79% complete. This pay application references the furnishing and installing the platform at Well #7: \$24,236.78

The Illinois Department of Transportation (IDOT) has approved HDPE Casing for water districts. This product facilitates easier installation of the inner carrier pipe. Due to current production limitations, extruders are focusing on production of the thinner wall schedule pipes at this time.

There isn't an updated quote from Petersburg Plumbing on the River's Crossing. This can be studied at a later date. The fused polyethylene (also referred to as HDPE – see the bottom of plastic water bottles to understand) could be used for the pipe across the river. It has ultra-violet resistance. In the past, it was used more for service lines, but with time, the AWWA approved it for water districts. It is a thermal plastic, so it is not as brittle as PVC and ductile iron (water main pipe).

Operations Manager Aaron Smith and Todd Folder were discussing a pre-approved set of standards for pipe and such from the IEPA. which will serve as a blueprint for permit review time.

It was clarified that Well #7 will have a flow capacity of over 250 gallons per minute (GPM). That is the benefit of having brand new data as it will serve as benchmark for the well long-term.

VII. Chairman and Vice Chairman Reports

- a. Chairman (Mitchell): He has contacted Attorney Cap O'Keefe regarding the easements needed for Well #7.
 - a. Sloan Crossing Update: No updates from the contractors, City or CWLP.
 - b. CGTPWD/CWLP Intergovernmental Agreement Status: Chairman Mitchell said that he believes in hand-delivering letters such as CWLP correspondence and will continue to document the process.
 - c. Committee Assignments: Chairman Mitchell distributed a draft of committee assignments to the Board.
 - d. Committees' Mission Statements and Duties: Chairman explained the goals of using committees. He asked Trustees to work with Treasurer Elsner and Business Manager Graff on issues and encouraged them to ask questions.
 - e. Possible Growth in District: Operations Manager Smith reached out to a possible medical business looking to expand into the District about servicing water.
- b. Vice Chairman (Davis):

He will speak more about issues in Executive Session. He has been working with Business Manager Graff to research the cost involved to digitize the ordinances. By doing this, the ordinances will be searchable. Trustee Irwin reminded the Board that the District has blanket easements and plat easements. There is no coordination of easements with real estate parcels. Those two items do not overlap in any software program.

VIII. Ongoing Business

- a. Water Main Ordinance Update Status: Still working on it.
- b. Water Main Easement Update: Still working on it.
- c. Open Topic

IX. New Business

- a. Pay Application #0, Well #7 Brotcke Well & Pump (Middendorf):

Trustee Oswald made a motion to pay \$24,236.78 for Pay Application #10. Vice Chair Davis second the motion. The motion carried.

b. Open Topic for Discussion

X. Guests – n/a

XI. Executive Session

Chairman Mitchell made motion to go into Executive Session. Vice Chair Davis second the motion. A roll call vote was taken:

Trustee DiMarzio: Yes

Trustee Irwin: Yes

Trustee: Valois: Yes

Chairman Mitchell: Yes

Vice Chair Davis: Yes

Trustee Moss: Yes

Trustee Oswald: Yes

With seven yes votes, the motion carried.

(Board exits room at 8:09 p.m.)

(Board returns to the room at 8:33 p.m.)

Chairman Mitchell said that during Executive Session there was discussion on various contractors, boundaries, easements and further litigation.

Chairman Mitchell asked Operations Manager Aaron Smith about easements. Operations Manager Aaron Smith said he replied that he sent five letters to respective property owners. There was one letter for Hazlett Road, three letters for the corner of Koke Mill Road and one letter to a property owner on Moore Road. He has received a correspondence from the church along with an email from the attorney re: the Moore Road easement.

XII. Open Session

XIII: Adjournment of Meeting 8:35 p.m.

Chairman’s Signature and Date: _____

Secretary’s Signature and Date: _____