

Curran Gardner Townships Public Water District Minutes
Board of Trustees Regular Monthly Meeting
Tuesday, October 14, 2014 – 7:00 p.m.

CGTPWD Administrative Office
3384 Hazlett Road
Springfield, IL 62707

The following board members were present: Chairman James Mitchell, Vice Chairman Diane Valois, Trustee Todd Folder, Trustee Bob Green, Trustee Eric Oswald, Trustee Carol Helmerichs, Engineer Max Middendorf, Treasurer Scott Schuett and Business Manager Cherril Graff. Unavailable: Trustee Kurt Taraba

Guests: Attorney Roland Cross, Wayne Benanti, Don Rogers, Rose Hammitt, Mike Hammitt, Carolyn Spann, Tom Spann, Dennis Dorr and Jim Mayes.

The meeting was called to order at 7:03 p.m.

The Pledge of Allegiance was said.

II. Secretary's Report: A motion was made by Vice Chair Valois to accept the August 12th draft after the corrections were documented. Trustee Oswald second the motion. The motion carried.

Trustee Green made a motion to accept the September 9th draft of meeting minutes with corrected notations. Trustee Oswald second the motion. The motion carried.

III. Superintendent: Superintendent Dalton went over his report with Trustees.

Trustee Oswald asked for further clarification on the rain gutter needs at the District. Superintendent Dalton explained the options of incorporating the new gutter system into the old one. Chairman Mitchell asked if the building had a snow barrier/ice barrier and it was explained that there was not any on the building.

Superintendent Dalton said he was made aware that some locations are in direct contradiction to the current wording of Section 14 of Ordinance 12. The wording of Section 12, paragraph 2, and Section 14 from the original Ordinance 12 and as Section 14 have been modified to its current wording by Ordinance 55. He asked for guidance from the Board to research specific locations and desired actions. Trustee Oswald asked Superintendent Dalton to give options. It was clarified that the meter in question serves two separate houses on two parcels of land, but at one time both properties were owned by one family. Trustee Green and Trustee Folder both said that there may be an EPA rule (at the time minutes were taken, this rule could not be verified, but has been since then) where each home must have its own meter. Trustee Oswald suggested that we put the meter in at our own cost and give the customers 90 days to comply. He suggested that if the Ordinance is changed or amended, it needs to have documented repercussions to ensure all

customers conform with the time frame. It was decided that the business manager would call both of the households and explain the situation and resolution.

An inquiry was made by Mike Carter regarding what he perceived as low water pressure at this home on Farmingdale Road. Austin Ruzic indicated that the meter was operating properly. He also pulled the meter to check for any obstruction in the inlet screen.

After the USDA Plant Tour, it was determined that three dehumidifiers were needed at the plant. Mike McCarthy obtained an estimate for 3 new dehumidifiers for the plant (\$8,817.00). A copy of the quote was attached to the Superintendent Dalton's report and distributed.

Interviews with candidates for plant manager went well, but neither candidate had a Class A Water License as the current ad requests. While it takes three years to earn such a license, sometimes a strong past history at a water plant helps forgo some requirements from the State of Illinois for part of this license. The current employees are willing to help train the new plant manager to obtain such a requirement. Chairman Mitchell asked if he could change the ad to "Class A License Preferred" instead of "Class A License Mandatory". Attorney Cross said if we are changing the qualifications for the position, then it should be advertised as such. Trustee Bob Green made a motion to say *preferred* in the future ad. Vice Chair Valois second the motion. A roll call vote was taken:

1. Trustee Helmerichs: Yes
2. Trustee Oswald: Present
3. Chairman Mitchell: Yes
4. Trustee Green: Yes
5. Vice Chair Valois: Yes
6. Trustee Folder: Yes

IV (A): Treasurer's Report: Treasurer Scott Schuett said the budget's total income for the year-to-date is \$1,007,644.62. The September 1 – September 30 income was \$178,266.42. It was clarified that the fiscal year starts May 1 and ends May 30. Trustee Oswald suggested that if the District takes on any large scale projects, like a potential water plant, it would be in the District's best interest to create a separate account in order to properly track and record the receipts and disbursements related to the project. Trustee Green made a motion to accept the budget report pending audit. Vice Chair Valois second the motion. The motion carried.

IV (B): Treasurer's Bills Report: Treasurer Schuett said the total paid out for bills in September was \$74,872.61.

IMCO – Illinois Meter Company is still working on their billing to the District. Treasurer Schuett will continue to go over supplies ordered and question bills sent. He will have more to report next month.

Line #21, Brotcke Well & Pump, showed Well #4 with a bill of \$1,350.00 for a well sampling device.

Line #32, DeZurik Inc., is for valves.

Line #79 and #80, United Systems, show more training on software support for employees at \$2,245.00 and \$450.00.

A motion was made by Trustee Oswald to pay the bills of \$74,872.61. Trustee Green second the motion. The motion carried.

VI. Business Manager Graff said that Mike McCarthy and Carrie Brazil have been working with the OSHA compliance officer to ensure top notch safety protocols. Together they have drafted a new Emergency Action Plan and submitted it to Superintendent Dalton and Chairman Mitchell for review and future implementation.

The employee health insurance program has been reviewed regarding cost and it was recommended to renew our Blue Cross/Blue Shield coverage. The deadline for renewal is tomorrow, October 15, 2014.

All staff attended a Hazmat Training Session on October 22, 2014.

The personnel handbook is being updated with more policies and procedures. The attorney has been involved in each step of the way.

VII. Engineer's Update: Engineer Middendorf went over his monthly report. It referenced wells, water treatment plant, Scada, New Berlin Emergency Interconnect, Technology Park, Wesley Chapel, USDA Pre-App for Phase I WTP Improvements and Menard County Water Co-op.

Wells: Field survey, measurements taken of Well #2 platform, structural evaluation and preliminary plans are in productions for safety measures.

SCADA: Mitigation of punchlist items.

New Berlin Emergency Interconnection: Pending drafting Intergovernmental Agreement review by all parties.

Technology Park: Awaiting final constructions plans from developer and concurrence from CWLP.

Wesley Chapel Water Main Exentsion: Plans complete; IEPA Construction Permit Application submitted to IEPA.

USDA Pre App for Phase I Water Treatment Plant Improvements: Revised the SF424 document and now completed. Awaiting the hydraulic calculations from Mike Johnson of CWLP.

Menard County Water Co-op: Joint meeting scheduled for Thursday, October 16 at Greene and Bradford.

VIII. Chairman and Committee Reports

- A) Chairman Mitchell spoke on how some constituents felt that the District should help them finance water with monthly payments, but asked for the board for to have a discussion on the topic. Trustee Green referenced that the board is not in the finance business. It will be further discussed under new business.
- B) Vice Chair Valois said she is working on the newsletter with Business Manager Graff. They will include a piece on why customers have to pay the monthly minimum usage fee.
- C) Committee of the Whole: no report.

IX. Guest Tom Spann wanted to thank the board for the water and said the pressure is good.

Guest Mike Hammit said that he would like to see a copy of the reports that are emailed out to each board member. Engineer Middendorf said that there is a lot of transparency at this District. Attorney Rob Cross agreed. Guest Dennis Dorr said he agreed with Mr. Hammitt. It was noted in the minutes for regular meetings with have both the audio version and the print version on the web.

X. Unfinished Business

- A. Handheld Meter Reader/Review Bids: A motion was made by Trustee Folder to accept the bid from Midwest Meter, Inc. for \$27,100.00. It includes four Trimble Ranger Hand-holds at \$6,775.00 per unit. A second was Vice Chair Valois. A roll call vote was taken:
 - 1. Trustee Helmerichs: Yes
 - 2. Trustee Oswald: Yes
 - 3. Trustee Bob Green: Yes
 - 4. Vice Chair Valois: Yes
 - 5. Trustee Folder: Yes
 - 6. Chairman Mitchell: Yes
- B. Authorization/Raw Water Influent Valves Plant 1 & 2: Middendorf already has authorization on this project.
- C. Employee Request to Organize Labor: Document is ready for review.
- D. Employee Handbook Policy/Review and Update: Pending review of documents.
- E. Extending Voting Rights to All Registered Voters: Pending
- F. Policy for Water Main Extension Payment Plan: No action taken.

11. New Business

- A. Discussion of Ordinance #55: No action taken.
- B. Dehumidifiers for the Plant: Ressler & Associates has three dehumidifiers (HI-E Dry 195 Humidifier) for \$2,939.00 each. Trustee Folder made a motion to for \$8,817.00, but amended it since it would need three bids because the three units are over \$3,000.00. The Board asked Business Manager Graff will look into two more bids.
- C. Health Insurance Costs: The District's costs have gone up over 48%. Office Manager Graff spoke to R.W. Troxell about health insurance quotes and compared them financially to what we currently have at the District. The employee coverage went up from \$378 per person to \$515 per person for renewal. The best choice is stay with the current Blue Cross/Blue Shield coverage. A motion was made by Trustee Folder to renew the coverage with R.W. Troxell. A second was made by Trustee Oswald. A roll call vote was taken:
1. Trustee Helmerichs: Yes
 2. Trustee Oswald: Yes
 3. Trustee Bob Green: Yes
 4. Vice Chair Valois: Yes
 5. Trustee Folder: Yes
 6. Chairman Mitchell: Yes
- D. Water Plant Building Gutters: This is under review. A bid came in and there could be a special board meeting on this topic in the future.

XII. Guests: Mike Hammit asked if there was a ten year plan for the plant. Trustee Oswald said there is a framework being developed. Trustee Taraba and Treasurer Schuett are working on it now. Guest Hammit asked about employees using the property for personal use. Business Manager Graff explained that there was a policy on that in the handbook.

A motion was made by Vice Chair Valois to go into Executive Session. Trustee Folder second the motion. The motion carried.

At 8:55 the board broke off for executive session with Attorney Cross.

[Board Exits.]

[Board Returns.]

The regular meeting came back into session at 9:47 p.m.

A motion was made by Trustee Green to come back into session. Vice Chair Valois second the motion. A roll call vote was taken:

1. Trustee Helmerichs: Yes

2. Trustee Oswald: Yes
3. Trustee Bob Green: Yes
4. Vice Chair Valois: Yes
5. Trustee Folder: Yes
6. Chairman Mitchell: Yes

Chairman Mitchell said Executive Session had personnel matters and labor negotiations. He then adjourned the meeting at 9:50 p.m. on Tuesday, October 14, 2014.