

Curran Gardner Townships Public Water District Minutes
 Board of Trustees Regular Monthly Meeting
 Tuesday, July 14, 2015 at 7:00 p.m.

CGTPWD Administrative Office
 3384 Hazlett Road
 Springfield, Illinois 62707

The following members were present: Chairman Jim Mitchell, Vice Chair Todd Folder, Trustee Diane Valois, Trustee Bob Green, Trustee Eric Oswald, Trustee Dennis Dorr, Trustee Jim Mayes, Engineer Max Middendorf and Business Manager Cherril Graff
 Guests: Katherine Elsner, Don Rogers, Wayne Benanti, Carrie Brazil, Rose Hammit, Mike Hammit, Shaela Dunne, Brad Gubin and Mary Folder.

I. The Pledge of Allegiance was said.

II. Secretary: Minutes from June's regular meeting were presented. A motion was made by Trustee Diane Valois to accept the minutes with proposed changes. With seven yes votes, the motion passed.

III. Treasurer's Report. Cherril Graff presented budget report which reflected June 11, 2015 through July 14, 2015 for expenditures and income. The total for accounts payable was \$52,105.32.

She also presented a budget report which reflected May 13, 2015 through June 9, 2015 for expenditures and income. The period's accounts payable was \$59,042.13 plus \$82,232.69 liability to the Springfield Metro Sanitary District (SMSD). The total equals \$141,274.82.

Chairman Mitchell asked about the liability of \$82,232.69 due for February, March, April and May's bill to Springfield Metro Sanitary District. It was explained that the fees due for Springfield Metro Sanitary District are collected monthly and paid retroactively. While all fees were actively collected, they were not paid monthly to SMSD, however, we are now in good monthly standing with Springfield Metro Sanitary District.

Cherril Graff recommended that the Board pass the May 1 – April 30 Budget Report. Trustee Oswald asked why the pension wasn't funded for the month.

Trustee Dennis Dorr made a motion to table the budget report for June 11 – 14. Trustee Folder second the motion. A roll call vote was taken:

1. Vice Chair Todd Folder: Yes
2. Trustee Diane Valois: Yes
3. Trustee Bob Green: Yes
4. Chairman Jim Mitchell: Yes
5. Trustee Dennis Dorr: Yes
6. Trustee Jim Mayes: Yes
7. Trustee Eric Oswald: Yes

With seven yes votes, the motion passed.

Cherril Graff presented bills for payments, reflecting payables due from June and July totaling \$141,274.82

Vice Chair Folder asked about Line #70 in the budget which showed \$10,398.25 to Therma-Store for three Dehumidifiers

Vice Chair Folder made a motion to pay the bills. Trustee Valois second the motion. A roll call vote was taken:

1. Vice Chair Todd Folder: Yes
2. Trustee Diane Valois: Yes
3. Trustee Bob Green: Yes
4. Chairman Jim Mitchell: Yes
5. Trustee Dennis Dorr: Yes
6. Trustee Jim Mayes: Yes
7. Trustee Eric Oswald: Yes

With seven yes votes, the motion passed.

IV. Superintendent's Report (Dalton): There was only one bid received for the lagoon cleaning. It was from Merrell Brothers which was passed out for the Board's consideration.

Access to Well Number 2's platform has been limited due to the increase in rain.

The Farmingdale Road Water Tower is showing signs of additional rust. Options will be discussed in the future.

To provide protection for equipment and vehicles, it may necessitate an additional building to the property.

A water main break occurred on Clipper Road and impacted eight residences. A boil order was issued to those residents. This was a ductile iron water main. A portion of that main was removed and on display in the conference room everyone to view.

A map of Cockrell Lane was printed by CWLP Water Utility on July 13. It was passed out to the Board for consideration of annex. Options were discussed. It was the consensus of the Board to move forward with this project.

The USDA approved the temporary, preliminary application for a forty year loan. Chairman Mitchell commented that he believes interest rates will begin to rise and we should accept the USDA terms. He felt that any further delay could hinder the old plants ability to perform, namely the electrical panel. He felt the board should accept the 2.87% rate. Engineer Max Middendorf explained in detail how the USDA defines the four different rates that may apply to a district:

- 1.) Poverty Rate; which means the medium household income in the District is below \$46,478.00 with a loan rate of 2.25%.

- 2.) Intermediate Rate: which means the medium household income in the District is \$58,435 with a loan rate of 2.87%.
- 3.) Market Rate: which means the medium household income in the District is above \$58,435... which is where the District *qualified* during the last Census. The current Market Rate is 3.625%.

The EPA still has our request in que. The EPA asked for additional information such as permit and clearance information. Superintendent Dalton said these are normal things we will have to do later if the District goes with the USDA loan. Chairman Mitchell said he would look into this matter further with USDA, Bobett Dunphy (area specialist for the USDA) and George Lambert.

There were two interviews for the Operations Manager position.

The Village of New Berlin-SSWC-CG Emergency Interconnection had a draft agreement sent over for review.

Centennial Pointe has all the materials necessary for the installation of the water main.

The staff met with YMCA to go over their meter issues since they had unusually high bills. CWLP agreed to test the meter. We will continue to work with them on this matter.

V. Business Manager Graff: An inventory control systems was started at the advisement of the auditors. Also, a daily deposit of receipts is now entered into the Alliance billing system. It shows daily cash received along with remote deposits. It puts a tighter control on where the funds are going and identifies sources of income.

VI. District Engineer's Report (Middendorf): The State Revolving Fund Log number for application is L-175-325. This was given to Chairman Mitchell for further investigation.

Engineer Middendorf said that the new dehumidifiers will protect the drive gear among other things at the Plant.

Karl D'arcy is working with GCTPWD to complete FCC paperwork on the SCADA system.

Engineer Middendorf is working with Pat Gleason at Rural Community Assistance Program (state level) to compile requested clearance documentation for the EPA loan request.

The final cutoff date is August 1, 2015 for signatures regarding the Menard Co. Water CoOp. There were approximately ninety residents interested in this.

An inventory of some fire hydrants within CGTPWD has been incorporated into the GIS data. A special thanks to Carrie Brazil for this. It was noted that the flush timeline will be embedded into this data.

Coldwell Tanks touched up paint on the water towers on the Curran Tower and PP 5.5 Tower (Old Covered Bridge Road). The punch list for these items has been completed by Coldwell.

The Farmingdale 200,000 gallon elevated tank and the possible pump station were both discussed at the corner of Old Jacksonville Road and Farmingdale Road (identified in the first PER in the USDA application). Engineer Middendorf said one thing to consider is the negative impact of a pump station. Another variable was acquiring a new site (possibly one acre) for this tank site; preferably closer to Berlin. Engineer Middendorf noted that some Districts actually cut the tank off at the base. Then used cranes to lift the bowl off along with the four legs and struts (horizontal beams) bay by bay. Once dismantled it is taken off site for rehab, brought back and re-erected. Chairman Mitchell asked about the structural integrity of the unit from a safety point of view. Engineer Middendorf said it had been accomplished in Missouri. He also asked Engineer Middendorf to research the many options on this potential project.

VII. Guests: none

VIII. Chairman, Vice Chairman and Committee Reports:

A customer was told there was damage to a meter pit which would cost him/her \$300.00. When the Chairman and Vice Chair Folder met with the resident, they found that the residential meter was changed out. The old meter had 75,000 gallons of water pumped through it and was still good. It was clarified that residents do not pay for a meter if it is broken due to the District's own wrong doing. Chairman Mitchell said he wanted the bill waived since the original cap to the meter was the wrong type.

Vice Chair Folder suggested the formation of the bargaining committee and a policies and procedure committee.

Finance (Valois): Trustee Valois met with the auditors and will be going over details in executive session.

Planning: no report.

Personnel: will be discussed in executive session.

Systems Oversight: no report.

IX. New Business:

Credit/Debit Card: Trustee Eric Oswald made a motion to appropriate \$199.00 for the web service, \$200.00 for the walk-in/initial set-up, and \$29.00 activation fee to set up the credit/debit card processing option. In accordance with other municipalities who have started using this type of service, all third party fees for processing purposes would go to the card holder. The total charge would be \$428.00 to the District. The motion was then amended to include that the Business Manager would have the authority to implement the program. She would like to see it happen when there is a permanent Treasurer in place since it requires opening a new account. Trustee Eric Oswald highlighted the company offers a 90-day grace period to promote the new service. While Trustee Bob Green initially second the original motion, Trustee Jim Mayes second the amended motion. A roll call vote was taken on both the motion and the amendment:

1. Vice Chair Todd Folder: Yes

2. Trustee Diane Valois: Yes
3. Trustee Bob Green: Yes
4. Chairman Jim Mitchell: Yes
5. Trustee Dennis Dorr: Yes
6. Trustee Jim Mayes: Yes
7. Trustee Eric Oswald: Yes

With seven votes, the motion passed.

Vasconcelles Engineering Superintendent's Contract (Oswald): Trustee Eric Oswald said he would like to extend the Superintendent's contract to the District for six months. Trustee Bob Green second the motion. Chairman Mitchell said he would like to propose a new organizational chart in the future. Chairman Mitchell would like rename the Superintendent's position to Interim-Manager. Trustee Dorr would like to see this Superintendent's contract become a month to month contract. A roll call vote was taken:

1. Vice Chair Todd Folder: No
2. Trustee Diane Valois: No
3. Trustee Bob Green: Yes
4. Chairman Jim Mitchell: No
5. Trustee Dennis Dorr: No
6. Trustee Jim Mayes: No
7. Trustee Eric Oswald: Yes

With five no votes and two yes votes, the motion and the amendment failed.

A new motion was made by Trustee Eric Oswald to renew the Superintendent's contract for three months then it will become a month to month contract until the new Plant Manager is hired and up-to-speed with the district. Trustee Bob Green second the motion. A roll call vote was taken:

1. Vice Chair Todd Folder: No
2. Trustee Diane Valois: No
3. Trustee Bob Green: Yes
4. Chairman Jim Mitchell: No
5. Trustee Dennis Dorr: No
6. Trustee Jim Mayes: No
7. Trustee Eric Oswald: Yes

With five no votes and two yes votes, the motion failed.

Trustee Dennis Dorr countered the previous proposal with a motion to extend the Vasconcelles contract with Superintendent Dalton for one month which is until the end of August. Trustee Mayes second the motion. A roll call vote was taken:

1. Vice Chair Todd Folder: No
2. Trustee Diane Valois: Yes
3. Trustee Bob Green: Yes
4. Chairman Jim Mitchell: Yes
5. Trustee Dennis Dorr: Yes
6. Trustee Jim Mayes: Yes
7. Trustee Eric Oswald: No

With five yes votes and two no votes, the motion carried.

Lime Sludge Removal Bid (Graff): A motion was made by Trustee Dennis Dorr to accept the lime sludge removal at .1169/per gallon. There is a minimum of 250,000 gallons per hauling event as written in the contract. Trustee Bob Green second the motion. No other bids were received prior to the deadline. A roll call vote was taken:

1. Vice Chair Todd Folder: No
2. Trustee Diane Valois: Yes
3. Trustee Bob Green: Yes
4. Chairman Jim Mitchell: Yes
5. Trustee Dennis Dorr: Yes
6. Trustee Jim Mayes: Yes
7. Trustee Eric Oswald: Yes

With one no vote and six yes votes, the motion carried.

Storage Building: tabled.

Farmingdale Elevated Tank Painting: pending.

Berlin Area Chlorine Residuals/Water Pressure: pending.

Organizational Chart: a document was passed out for the Board to review. It will be discussed at the next meeting.

A motion was made to go into Executive Session by Vice Chair Folder. It was second by Trustee Diane Valois. A roll call vote was taken:

1. Vice Chair Todd Folder: Yes
2. Trustee Diane Valois: Yes
3. Trustee Bob Green: Yes
4. Chairman Jim Mitchell: Yes
5. Trustee Dennis Dorr: Yes
6. Trustee Jim Mayes: Yes
7. Trustee Eric Oswald: Yes

With seven yes votes, the motion carried.

[The Board exited at 9:17 p.m. for Executive Session.]

At 10:41 p.m., a motion was made by Vice Chair Folder to come back into the Regular Meeting. Trustee Valois second the motion. A roll call vote was taken:

1. Vice Chair Todd Folder: Yes
2. Trustee Diane Valois: Yes
3. Trustee Bob Green: Yes
4. Chairman Jim Mitchell: Yes
5. Trustee Dennis Dorr: Yes
6. Trustee Jim Mayes: Yes
7. Trustee Eric Oswald: Yes

With seven yes votes, the motion carried.

A motion was made by Trustee Jim Mayes to reimburse Business Manager Cherril Graff for mileage at the current state rate along with a salary increase due to additional fiduciary responsibilities. It was second by Trustee Diane Valois. It was also a motion to increase her salary.

1. Vice Chair Todd Folder: Yes
2. Trustee Diane Valois: Yes
3. Trustee Bob Green: Yes
4. Chairman Jim Mitchell: Yes
5. Trustee Dennis Dorr: Yes
6. Trustee Jim Mayes: Yes
7. Trustee Eric Oswald: Present

With six yes votes and one present vote, the motion carried.

A motion was made by Vice Chair Folder for Chairman Mitchell to contact a possible candidate to offer him/her the position of Operations Manager. If the individual accepts the position, he or she will start August 1, 2015. The salary will be disclosed contingent upon his/her acceptance.

Trustee Valois second the motion. A roll call vote was taken:

1. Vice Chair Todd Folder: Yes
2. Trustee Diane Valois: Yes
3. Trustee Bob Green: Yes
4. Chairman Jim Mitchell: Yes
5. Trustee Dennis Dorr: Yes
6. Trustee Jim Mayes: Yes
7. Trustee Eric Oswald: Yes

With seven yes votes, the motion carried.

A motion was made by Trustee Bob Green to adjourn. Trustee Jim Mayes second the motion. In unanimous agreement, the motion passed for adjournment.