

CURRAN GARDNER TOWNSHIPS PUBLIC WATER DISTRICT  
BOARD OF TRUSTEES REGULAR BOARD MEETING  
JANUARY 14, 2014, 7:00 P.M.

CGTPWD Administrative Office  
3384 Hazlett Road, Springfield, Illinois 62707

The following trustees were present: Todd Folder, Diana Valois, Robert Green, Eric Oschwald, Carol Helmerichs, and James Mitchell. Also present Treasurer Scott Schuett, Manager Bob Beard, Engineer Max Middendorf, and Secretary, Betty Johnson.

Guests of this meeting are: Rose Hammitt, Wayne Benanti, Dennis Dorr, and Water Superintendent from New Berlin.

**CALL TO ORDER**

The January 14, 2014 special meeting of the Curran Gardner Townships Public Water District (CGTPWD) was called to order at 7:00 p.m. by Chairman James Mitchell, at the CGTPWD Administrative Office.

**1. Pledge of Allegiance.**

**2. Secretary**

November 12, 2013 regular meeting. Motion was made by Trustee Oschwald to accept the minutes of the November 12, 2013 minutes, with noted corrections. Trustee Green seconded the motion. Motion carried.

December 10, 2013 regular meeting. Motion was made by Trustee Oschwald to accept the minutes of the December 10, 2013 minutes, with noted corrections. Trustee Green seconded the motion. Motion carried.

December 19, 2013 special meeting. Motion was made by Trustee Folder to accept the latest revised minutes of the December 19, 2013 special board meeting, with noted corrections. Trustee Green seconded the motion. Motion carried.

**3. Treasurer**

Mr. Schuett asked for prayers and to keep in our hearts, George Little, who had a heart attack last night and is in the hospital. Mr. Little had a stint put in and is doing fine.



## **A. Budget Report**

Mr. Schuett presented the Budget Report. We are budgeted to be at 66% for the year. Our Water Revenue is at 68%. Total income is down because of the holiday schedule, the snow storm and extremely cold weather, which inhibited the staff from reading meters. The next billing will be approximately \$190,000. Mr. Schuett explained that the "gallons billed" for December is an estimate, he was unable to get the real numbers.

Trustee Oswald asked when the Loami Project was going to be wrapped up. Mr. Schuett advised that Mr. Beard was going to be meeting with a representative from CWLP to finalize the project. Mr. Schuett pointed out that he did not believe that the budgeted number on Line 5325 Spfld-Loami Phases: \$641,733.00, was a correct number. That number will need to be look at as it may have been the total project revenue over 2 fiscal years. Mr. Schuett thinks it was more like \$300,000. Mr. Beard is going to be checking on closing out that project and seeing where we are at.

Mr. Schuett referred to Line 6220 - Water Purchased - relating to the City of Springfield - approximately. We paid \$4,000 in December and then received another bill for approximately \$7,000. Mr. Schuett learned that the City of Springfield was flushing out the new line and they are sending us the bill for the flush. Mr. Schuett does not believe that we should be paying for flushing. He and Mr. Beard are going to look at the Agreement to see if there is any clarity.

Mr. Schuett also pointed out that the payment to the Springfield Metro Sanitary was omitted. Mr. Schuett thinks that amount is approximately \$17,000 for last month.

Trustee Oswald questioned Line 6042 as to why office support is over budget. Mr. Schuett explained that is the expense to Vasconcelles Engineering. Mr. Oswald was unaware that they were still being paid. Trustee Oswald pointed out that there is going to come a point in time that we discontinue their services. It was understood that his services would continue until such time as Mr. Beard was up to speed. Chairman Mitchell commented that this will be taken up later in the meeting.

Trustee Oswald made a motion to approve the budget report. Trustee Green seconded the motion. Motion carried.

## **B. Bills**

Treasurer Schuett presented the bills for discussion and approval. Expenditures totaled \$71,000, and it does not reflect Springfield Metro Sanitary District. Treasurer Schuett pointed out the expenditure, \$9,032, was for a new motor for well #1.

Trustee Oswald asked if Lee Electrical's expense was part of the SCADA \$90,000 bid; and if so are we expecting a little more than our original budgeted amount. Mr. Schuett advised that this was in addition to the bid amount.



Mr. Schuett pointed out the payment to Selective Insurance was \$13,328.00. The first payout in the new year is always the largest payment.

Trustee Oswald asked why we paid \$1,880 to Amco Fence, when through the minutes we approved \$300 for that fence. Mr. Beard reminded everyone that insurance had paid \$1,500 toward the improvement. Mr. Schuett pointed out that on Line 5320 there is \$1,615 received from insurance that went towards that fence.

Trustee Folder requested that Mr. Schuett provide a breakdown of the legal expense each month differentiating between bargaining and other District items. Mr. Schuett will provide that information to all.

Mr. Schuett explained that W-2s and 1099s are prepared and ready to be mailed.

Trustee Green made a motion to pay the bills. Trustee Helmerichs seconded the motion. Motion carried.

### **C. Rate Increase**

Treasurer Schuett advised that the rate increase will have the usual COLA, plus a half percent. This is an automatic increase reported to the Board. The increase is 66¢.

## **4. Manager's Report**

### **A. Curran Gardner Water Plant and Wells**

Replaced the motor on Well #1. The well will be treated and is expected to be back on line the first part of February.

Well #6 failed again. A quote of \$20,500 was received from Brotcke Well and Pump for rehabilitative services. The quote includes the labor and material for brushing and airlifting screen, high velocity injection acid treatment (HVI), multiple step HVI phosphate/sediment dispersant treatments, and chlorine HVI treatment. Basically, disinfect the well. Manager Beard highly recommends that a down hole video inspection be done on the well. The estimated cost is \$1,700. This would show any breaks or any damage to the screen and explain why the well isn't passing the tests. If we do the video inspection first, we may learn that it needs to have a screen replaced, and it would be cheaper to replace the screen than to spend \$20,500 to clean it. Trustee Oswald asked whether this had to go out for bid. Mr. Beard pointed out that the quote was over \$20,500, so had to go out for bid, however the video could be done anytime.

The Bradfordton Elevator pay meter installation was pushed back because of the weather. It should be installed this week. Trustee Folder asked whether a meter was



going to be put down in the pit at the Bradfordton Elevator and Manager Beard advised that it was going to be put down in the pit.

Amco Fence has completed the work, and the gate works great.

Both sulfuric acid and fluoride bulk feed systems have been received and installed. The fluoride bulk system will be transferred over when we use up all the remaining carboys.

The scale for the sulfuric acid failed, and has been replaced and is now working properly.

Waiting for the plumbers to complete the installation of the replacement valves in the plant.

The leak on New Salem Church Road has been fixed.

Installed two service taps; one on Old Salem Lane and the other on Route 97.

Currently working with the installation of the updated SCADA system.

#### **B. Winch Lane**

Working with the IDNR to obtain the license for the mains that cross the old railroad alignment.

Winch Lane surcharge was established at \$29.48 per month for 120 months. A communication needs to go out to those customers as to this surcharge with their bills.

#### **C. CWLP/Loami/CG Project**

The project is complete. The line has passed all the bac-t tests. An operating permit has been received from the State. Manager Beard will be meeting with Mike Johnson from CWLP to finalize the payment this week. Trustee Oschwald inquired about the deadline of December 31, 2013, to get the Loami project dug in. Did that include passing, or just get it dug in? Mr. Beard indicated passing. Mr. Benandi advised that it was taken care of by December 31, 2013.

Village of Pleasant Plains emergency interconnection is currently on hold due to weather conditions.

Spaulding Orchard Road Extension. Construction permit has been received. The extension is scheduled to commence the 3<sup>rd</sup> week of January, pending weather conditions.



The office received a letter of resignation from the former District Office manager dated December 25, 2013. The letter of resignation was accepted effective December 25, 2013. Job posting has been published.

Trustee Green made a motion to approve the Manager's Report. Trustee Valois seconded the motion. Motion carried.

**5. Interim Manager - No Report**

**6. Engineer's Report**

**SCADA**

Engineer Middendorf advised that Pay Estimates #1 and #2, which correspond to the first two invoices from Advanced Automation & Controls and was approved last Board meeting. Chairman Mitchell will need to sign off.

Mr. Middendorf presented pay estimate in the amount of \$11,655.00. Their total claim to date is \$74,000, however the 10% retainage has not been held back. Pay estimate will hold 10% or \$7,400, in retainage.

Mr. Middendorf will be requesting a number of manuals at the completion. He suggested that Lee Electrical be provided a manual as they will be called upon for SCADA service.

Winch Lane: No further reported.

Spaulding Orchard Road: Construction permit received.

Trustee Folder inquired regarding the sampling results regarding Booth Road water quality and was advised by Mr. Beard that the results had been received.

Trustee Green made a motion to approve the Engineer's Report. Trustee Oschwald seconded the motion. Motion carried.

**7. Chairman Vice Chair and Committee Reports**

Chairman Mitchell reported that he has appointed Bob Beard as the temporary FOIA Officer until we hire an office manager who will then become the FOIA Officer.

Chairman Mitchell received a letter from Mr. Dalton of Vasconcelles Engineering stating that he felt that Mr. Beard has gained sufficient knowledge of the plant and system and that Vasconcelles services were no longer needed. Chairman Mitchell did ask that Mr. Dalton attend a January 21, 2014 meeting with Mr. Beard regarding the Loami Project just



to help wrap things up. Chairman Mitchell recommended that Mr. Dalton's services end January 31, 2014.

Since the time that the office manager's position has been vacated, Chairman Mitchell has noted that Mr. Beard is working long hours. Mr. Beard has taken over many of the duties of the office manager. Chairman Mitchell is asking the Board to approve a \$500 a month stipend for Mr. Beard until such time as an office manager is hired.

Vice Chair/Trustee Folder acknowledged the passing of one of our founding board members: Harold Cloyd, who passed away on December 14, 2013.

Vice Chair/Trustee Folder pointed out that the Board needed to adopt a tie breaking event, and suggested that it be placed on February's agenda. Chairman Mitchell stated that since there are only six members presently on the board, and if something came up as a tie, there would have to be a tie breaking event. There are several ways to break a tie i.e. a guest member flip a coin, or draw straws.

Vice Chair/Trustee Folder pointed out that in the November 12<sup>th</sup> minutes we talked about sending out all of the cost information to Illinois Rural Water for their input. Further, the board vacancy notice was to be placed on our water bills. Mr. Beard advised that they did attempt to do that but there is not enough space on the bills. In order for it to be put on the bills some text would have to be deleted. Trustee Folder pointed out that the verbiage on the bills could have been substituted with the vacant board seat notice and still suggests that we put that information on the bills, if at all possible.

Vice Chair/Trustee Folder advised that the well field inspection has not yet taken place.

Vice Chair/Trustee Folder pointed out that since we are in union negotiations, any time that we put an ad out we should include in it whether the position is a union or non-union position.

Vice Chair/Trustee Folder explained that he was not comfortable with the office manager position. He feels there needs to be some discussion about that position. Chairman Mitchell suggested that we leave the ads as they are and once the union is in place we can adjust those ads accordingly.

## **8. Guests**

Mr. Benanti has pointed out that a lot of time is spent on the minutes. He explained that there are books that contain board minutes, but they have not been maintained for the past 10 to 15 years. Someone needs to take the responsibility to bring these records up to date. Back then when someone needed information they can go back and look in the book. Now most of these board minutes are laying in a box someplace in this building.



Trustee Folder interjected that minutes need to be accurate. Mr. Benanti stated that these board minutes need to be bound.

Chairman Mitchell explained that the minutes are not required to be bound and kept in books. He would like the minutes kept in a consistent fashion that they can be viewed by anyone who is interested in reviewing them. Mr. Schuett suggested that they could be put on a CD or flash drive and they could be archived and use minimal space.

Engineer Middendorf requested copies of the approved minutes once they are modified and he can place them on the website. He further pointed out that the minutes back to 2007 are available on the website.

Mr. Schuett suggested that a flash drive or CD could be put in that year's audit and every year's audit would then have a copy of the minutes in it.

Mr. Dorr noted that there have been no minutes published since January and that he understands that there has been change over in staff, but asked when might the minutes be published.

Chairman Mitchell explained that the Board Secretary, Mrs. Johnson, has advised him that she has obtained a new job and her job will not allow her to do our minutes anymore. A job posting ad has been placed for this position. Mr. Dorr asked whether the major holdup was staff or something else. Chairman Mitchell felt that it was due to staff turnover.

Mr. Dorr inquired about the 2% rate increase and what portion of the bill is affected. It was explained that the rate increase is tied only to the base rate.

Mr. Dorr asked if we had much interest in the trustee position? Chairman Mitchell indicated that he had received one so far from Mr. Dalton who indicated that he would be more than happy to carry out Mr. Craven's term.

9. Old Business

1. Pleasant Plains
2. Salisbury - waiting to weather to clear up. Pipe has been purchased.
3. Organized labor: Next meeting January 29, 2014. Trustee Valois asked whether our attorney attends also and how long are the meetings. The meetings last an average of two to three hours.
4. Daniel Mlacnik: Manager Beard reported that tests results were good. It appears to be in line. Results were sent to Engineer Middendorf. There does not appear to be an explanation as to why one household has the issue, but none of the other households do.



Trustee Oswald reported that he has had two calls and several face to face encounters regarding the lights on top of the Farmingdale Water Tower. Customers are thankful.

## **10. New Business**

Trustee Folder made a motion for Engineer Middendorf to prepare bid documents to repair Well #6. Trustee Helmerichs seconded the motion.

Trustee Oswald asked for discussion on whether we were going to approve the video first or get the bids and video.

Trustee Folder advised that he would strongly suggest the video.

Trustee Oswald pointed out that this was within the budget and suggested that a bid be put together, but in the meantime do the video inspection.

Trustee Folder asked if it was Well #6 that had failed because of BAC-T results and not failed mechanically? Mr. Beard indicated that it was because the BAC-Ts had failed.

Trustee Folder made a motion for Engineer Middendorf to prepare bid documents to repair Well #6, with the amendment to add the process of pre-videoing the well first. Trustee Helmerichs seconded the motion. Motion carried.

Trustee Folder made a motion to allow the #3 pay order for the SCADA system to Advanced Automation & Controls for the amount of \$11,655.00. Motion seconded by Trustee Helmerichs. Motion carried.

Trustee Oswald made a motion that we stipend Manager Beard \$500 a month, retroactive to the date that the office manager was suspended, and then readdress it at the next board meeting in February to see if it is meeting his expectations and ours. Motion seconded by Trustee Green. Motion carried.

Guests - No requests were received to add to next month's agenda.

No Executive Session necessary.

Trustee Green made a motion to adjourn. Trustee Helmerichs seconded the motion. Motion carried.

Respectfully submitted,

Betty A. Johnson



Jan. 14, 2014

Visitors

Rose Hammitt

Dennis Dorr

Wayne Benante

Water Sup from New Berlin

Saturday  
6261679

New Berlin