Curran Gardner Townships Public Water District Minutes

Board of Trustees Regular Monthly Meeting

Tuesday, April 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 Diane Valois, Trustee Todd Folder, Trustee Bob Green, Trustee Eric Oschwald, Trustee Carol Helmerichs, Treasurer Scott Schuett, Engineer Max Middendorf and Business Manager Cherril Graff. Absent: Trustee Kurt Taraba and Superintendent Bob Dalton

Guests: Wayne Benanti, Dennis Dorr, Jim Mayes, Rose Hammit and Mike Hammit

I.The Pledge of Allegiance was said.

II. Secretary Minutes: Trustee Bob Green made a motion to accept the January 28, 2015 minutes as corrected. Trustee Oschwald second it. The motion carried.

Trustee Todd Folder made a motion to accept the March 10, 2015 minutes as corrected. Trustee Bob Green second the motion. The motion carried.

III. Treasurer's Budget Report: Treasurer Scott Schuett said that March had total income of $220,716.01. The year-to-date reflects 2,179,928.44. The total expenditures were $197,237.93 for the month of March. The year-to-date expenditures reflect $2,313,596.73. Mr. Schuett warned that the cost of the new meters will be deducted from the budget next month.

The gallons pumped for March equal 11,000,006. The gallons billed for March total 10,429,261. The difference is 5.19%. The District invoiced customers for $144,426.52.

It was clarified that Line Item #6042 shows FY15 Budget for Office Support as $10,000.00. The year-to-date is actually $40,351.09 due to the personnel contract with Vasconcelles Engineering. It was also pointed out that Salaries and related employee benefits is approximately $99,000 under budget.

Trustee Bob Green made a motion to accept the budget report pending audit. Trustee Eric Oschwald second the motion. The motion passed.

III B. Treasurer's Bills: Treasurer Schuett stated he is researching direct deposit options for employees with Illinois National Bank.

Also, Midwest Meter (Line Item #46) had their first installment of $9,981.50. The second installment will be due next month.

BlueCross/BlueShield had a premium of $2,796.80 for April 1 – May 1, 2015.

Line Item #26 bill from Caterpillar shows that there is one more payment of $1,413.77 left on this contract.

Trustee Eric Oschwald made a recommendation to the Board that if any employees attend additional training which costs over $1,000.00, then the Board should publicly vote on it. Chairman Mitchell put this topic under New Business.

Trustee Eric Oschwald moved to pay the bills. Trustee Bob Green second the motion. The motion passed.

IV. Superintendent's Report (Bob Dalton): Chairman Mitchell said Superintendent Dalton was on vacation, but left a report for the Board.

Chairman Mitchell went over the report submitted by Superintendent Bob Dalton. It highlighted the water plant, wells and water mains. It also included updates on USDA/IEPA Loan Application Documentation, Village of New Berlin-CG Emergency Interconnections, CWLP Interconnection, Menard Rural Water Coop, SCADA, Plant Manager, Tampering of Meters, Centennial Pointe and more.

Some highlights of the report include a training on the GPS units which was held on March 31, 2015. Engineer Middendorf is working with the District on the format for the transmittal of data to their GIS mapping.

Mike McCarthy worked with Sunbelt Rental to determine the cost and proximity of a temporary pump that would serve the needs of the District to assure the ability to fill the water towers from a CWLP main during an emergency. Their nearest pump is located in Granite City. They suggested a lease/maintenance agreement. A detailed proposal is coming soon.

The office staff prepared a recommendation for a credit/debit card machine since customers continue to request it. It will be put on the agenda soon.

As required by the EPA, the CCR notice has been placed in the South County Publication. The annual water quality report is available online at www.ilrwa.org/ccr/cgtpwd.pdf or by calling 217-546-3981 to have it mailed to an individual. Also, customers will be notified on their next bill about this public notice.

Trustee Bob Green made a motion to accept the Superintendent's report. Trustee Eric Oschwald second the motion. The motion passed.

V. Manager's Report (Vacant)

VI. Business Manager's Report (Cherril Graff): combined with Superintendent Dalton's report.

VII. Engineer's Update (Max Middendorf): the IEPA for Permit #2015-0569-0 was received. The Water District will continue to consider implementation options.

SCADA has additional improvements requested by CGTWPD staff. It includes valve actuation at two new tanks and retrofit valve installation at Old Jacksonville tank. There continues to be communication issues that must be addressed and the staff continues to work with FCC to complete documentation.

The New Berlin Emergency Interconnection is pending a draft of an Intergovernmental Agreement to be reviewed by all parties.

The District continues to address final construction plans with CWLP and Technology Park. The developer is in contact with Superintendent Bob Dalton regarding construction permits.

The USDA Pre-App for Phase I WTP Improvements have Trustee Eric Oschwald and Engineer Max Middendorf working on information to be submitted to the IEPA SRF program.

The Menard County Water Co-op has a final cutoff date for signatures to be established. Engineer Middendorf recommended the District firm up a deadline. Trustee Todd Folder suggested that the past user contract may have been confusing to potential residents. It was directed for Cherril Graff to draft a memorandum of intent. Also, Trustee Folder would like to strike the word contract or petition to make it clearer. It was confirmed that 12 signed the user contract, 46 committed by petition, 8 expressed interest and 32 attendees had no commitment. 98 contacts have been submitted out of approximately 207 households. Engineer Middendorf said they may need an advocate to better explain it to residents.

Trustee Bob Green brought up past pipe concerns from December of 2012 and wanted to make sure all pipe was properly purchased and accounted for. Business Manager Graff reassured the Board that there are checks and balances on pipe purchases along with sign-off and storage procedures.

The punch list for the 750M water Towers will be addressed in spring 2015.

VIII. Chairman's Report (Jim Mitchell): Chairman Mitchell received a resignation letter from Trustee Taraba dated March 11, 2015. It was notarized on March 11, 2015 and will be put in the CGTPWD files.

IX. Guests: none

X. Unfinished Business

A. Employee Handbook Policy: will be working on the handbook soon.

B. Voting Rights: pending Attorney O'Keefe

C. Financing Options for Plant Expansion Loan (Oschwald): continues research.

XI. New Business

A. Retention of Max Middendorf of MECO for Engineering Services: Trustee Folder made a motion to retain MECO Engineering for the next year. Vice Chair Valois second the motion. The motion carried.

B. Trustee Folder made a motion that the preparation of plans and bid documents for Well #2 Platform would not to exceed $1,400.00. Vice Chair Valois second the motion. The motion passed with five yes votes (Trustee Folder, Vice Chair Valois, Trustee Green, Chairman Mitchell and Trustee Carol Helmerichs) and one no vote (Trustee Eric Oschwald).

C. Right-of-way acquisition for interconnection with CWLP: a discussion ensured on the pros/cons of purchasing property.

D. School/Education. Trustee Eric Oschwald said that if an employee goes to training which exceeds $1,000.00, it should be Board reviewed. It will be put under new business next month.

E. The budget will go on next month's agenda.

XII. Guests: Dennis Dorr asked about the possible loan expansion of approximately $9/increase in regard to the different demographics of the District. He wanted to see the District could explore the idea of breaking down the usage into a tiered system and charge accordingly. Trustee Folder would like to see Illinois Rural Water do a rate study. It would be free. Business Manager Graff will look into this option. Engineer Middendorf mentioned that there is a Missouri rate-maker program and it is worth looking into to save money. He emailed this webpage to Trustee Folder for further review.

XIII. Executive Session: a motion was made by Vice Chair Valois to go into Executive Session and Trustee Folder second the motion. A roll call vote was taken:

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

6. Trustee Helmerichs: Yes

Having six yes votes, the Board went into Executive Session at 8:39 p.m.

The Board returned at 9:29 p.m.

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

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

The motion passed.

Trustee Bob Green made a motion to hold the following executive minutes, and Trustee Eric Oschwald second the motion. :

The executive minutes from April 22, 2014

(No executive meeting minutes from May of 2014)

The executive minutes from June 26, 2014.

The executive minutes from June 30, 2014

The executive minutes from July 28, 2014

The executive minutes from August 12, 2014

The executive minutes from August 20, 2014

(No executive meeting minutes from September of 2014)

The executive minutes from October 14, 2014

The executive minutes from November 11, 2014

The executive minutes from December 9, 2014

The executive minutes from January 20, 2015

The executive minutes from February 10, 2015

A roll call vote was taken on this motion:

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

The motion to close executive minutes mentioned above passed.

The Board adjourned at 9:33 p.m.