

MEETING MINUTES  
REGULAR MEETING of the BOARD OF TRUSTEES of the  
CATERPILLAR TRAIL PUBLIC WATER DISTRICT of WOODFORD  
COUNTY ILLINOIS on October 10, 2022 at 7:00 PM at  
404 TEN MILE CREEK ROAD, EAST PEORIA, IL 61611-9240

**CALL TO ORDER**

Chairman Sutton called the meeting to order at 7:01pm, noting a Quorum was present.

**ROLL CALL / ATTENDEES**

Physically present – Bob Sutton, Jason Howard, Greg Long, Patti Pitcher, Tiffany Stanley, Zach Taylor, Josh Zulu  
Excused – John Bellisario, Christine Slagel, Kay Webber  
via Teleconference – Not available

**ANNOUNCEMENTS**

MTCO internet has been offline for several hours, therefore, teleconferencing is unavailable for this meeting.

**APPROVAL OF MINUTES**

Zach Taylor moved to approve the September 12, 2022, Minutes without revision; seconded by Jason Howard.

Motion passed unanimously.

**PUBLIC COMMENTS**

None.

**LEAK ADJUSTMENT(S)**

None.

**DISTRICT BILLING REPORT**

Patti reported a total of 2,031 bills with a read date of September 26, 2022, were sent totaling 10,961,240 gallons. Water billed was \$135,569.91. Loan service billed was \$10,129.50 and penalties billed were \$2,381.45, for a grand total billing of \$148,080.86.

**FINANCIAL REPORTS**

## **TRANSACTION LIST BY VENDORS / BILLS PAID**

Tiffany stated the increased payroll cost was due to there being three pay periods in September.

She transferred \$300 in interest earnings from Goodfield State Bank to the Commerce Money Market to help maintain the \$250K FDIC threshold for the account. This is a routine, dual-signature process.

Tiffany explained the \$1,073.00 check to Farnsworth for the NPDEA permit renewal and Well review is now being tracked in Quick Books' "Classes," after the auditor stated we should be expensing the design phase. She has created various categories – Annexation, Grants, Solar Project, Valley View, etc.

Total checks written for September totaled \$89,813.42.

Next audit is Monday, October 17, 2022.

Josh Zulu moved to approve the bills paid in September; seconded by Zach Taylor.

Motion passed unanimously.

## **BALANCE SHEET / PROFIT & LOSS / CASH FLOW**

Tiffany stated if the current September 30<sup>th</sup> Balance Sheet were to be compared to the July or August Balance Sheets, minor and various discrepancies would appear. This is due to her making year-end audit adjustments once a year, not monthly.

The C/R is 1.64 currently. With a November loan payment coming due, this will decrease slightly. Current Net Income is \$20,646.41.

Tiffany has been working with the engineering firm and the Village to properly document the monthly depreciation expense on water infrastructure donated to CTPWD not previously recorded on the books. These records go back to the development phases of Fandel Farms and Coventry Farms between 2002-2008 as well as CEFCU in 2013.

## **QUARTERLY BUDGET vs. ACTUAL**

Tiffany reviewed the Budget vs. Actuals for FY 2023, highlighting utilities, depreciation, system maintenance and repair expenses as these occur unexpectedly or unscheduled and, therefore, are hard to accurately budget monthly or quarterly. While currently under-budget, these will likely be over-budget in future reports.

Jason Howard moved to approve the September Financial Reports as presented; seconded by Zach Taylor.

Motion passed unanimously.

## **DISTRICT SUPERINTENDENT'S REPORTS**

## **USAGE REPORT**

Greg Long reported 12,579,000 gallons were pumped in September. The Bacterial test was good and the average fluoride level was .670 (target 0.6-0.8). Hardness was 4.9 grains per gallon.

## **PLANT / SYSTEM UPDATES**

Both the plant and water system are running smoothly. Recent water samples tested 0% lead and only 20% copper of the maximum allowed.

GPS work is approximately 85% complete and has been integrated with the MTCO locates to streamline efforts. The data has been uploaded.

Staff is reconditioning the concrete footings of the short tower (originally poured in 1958) based on last year's inspection report. The tops will be angled to ensure water runoff.

Brief discussion was had regarding the annual cathodic protection inspections of the tower. Greg suggested eliminating them going forward as a cost-saving measure.

## **WELL #5 UPGRADE**

Because the Well #5 Upgrade bidding process itself will significantly increase the overall cost, Greg consulted Jonathan Heiple. It was suggested Greg price pumps then purchase one separately. The residual installation work, then, would be considered maintenance, so Greg will price the pump [at Layne-Western and another reputable vendor] this week. Cost is expected to be around \$13,000. The upgrade project will include a new (100 hp) pump with warranty, a new air line and piping; the existing motor and electrical are sufficient. Layne-Western doesn't think the screen will need extensive cleaning, but it will be televised to confirm. Any cleaning or other screen-related costs will be a separate, "optional" line item. Due to anticipated price adjustments in 2023 and the solar array system not being installed until Spring 2023, this will be scheduled after January 1<sup>st</sup>.

Greg confirmed with the IEPA that increasing the capacity of Well #5 is a non-issue. Farnsworth will file the necessary permit paperwork.

## **SOLAR ARRAY**

### **STATUS**

Josh Zulu reported Ameren is still working on the connection infrastructure, the cost of which will be CEDG's responsibility.

A footprint of the solar array system will be requested for our records. Greg has all historical records in hard copy and CD format for the entire facility.

Jonathan will review any and all documents to ensure CEDG honors the rate originally agreed upon.

## **OLD BUSINESS**

## **Electrical Usage/Cost**

Chairman Sutton stated the September Ameren bill was \$10K again, noting the solar system is needed soon.

## **NEW BUSINESS**

None.

## **BOARD MEMBER ITEMS**

None.

## **ADJOURNMENT**

Zach Taylor moved to adjourn the meeting at 8:11pm; seconded by Jason Howard.

Motion passed unanimously.

## **NEXT MEETING**

Monday, November 14, 2022, at 7:00pm. Please call to be excused if you're unable to attend.

*P. Pitcher  
Board Secretary*