

MEETING MINUTES  
REGULAR MEETING of the BOARD OF TRUSTEES of the  
CATERPILLAR TRAIL PUBLIC WATER DISTRICT of WOODFORD  
COUNTY ILLINOIS on August 8, 2022 at 7:00 PM, via Zoom and at  
404 TEN MILE CREEK ROAD, EAST PEORIA, IL 61611-9240

Physically present – Robert Sutton, Patti Pitcher, Christine Slagel, Tiffany Stanley, Kay Webber, Josh Zulu

Guest – John Bellisario

via Teleconference – Greg Long

Excused – Jason Howard, Zach Taylor

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

**PUBLIC COMMENTS**

None.

**NEW BOARD MEMBER**

Mr. Bellisario is expected to be officially appointed during tomorrow’s Woodford County Board meeting and, therefore, is considered a guest this evening. He is currently a 43-year Caterpillar employee and lives in Woodford Heights at one of the furthest points of the CTPWD water system. Board members and staff welcomed John and introduced themselves.

**LEAK ADJUSTMENT**

A resident at 211 Elizabeth Pointe Dr. experienced a leaky basement toilet while out of town for two months. The matter has been repaired and CTPWD credited the customer for \$39.75 and \$45.48 respectively.

**APPROVAL OF MINUTES**

Josh Zulu mentioned under “Old Business” in the July 11, 2022, DRAFT Minutes that he had already visited the Lincoln College site.

Kay Webber moved to approve the July 11, 2022, Minutes as corrected; seconded by Josh Zulu.

Motion passed unanimously.

## **DISTRICT BILLING**

Patti Pitcher reported 2,033 bills with a read date of July 25, 2022, were sent totaling 11,488,612 gallons. Water billed was \$141,244.12. Loan service billed was \$10,138.50 and penalties billed were \$1,935.40, for a grand total billing of \$153,318.02.

## **FINANCIAL REPORTS**

### **Transaction List by Vendor / Bills Paid**

Other than routine expenses, Tiffany highlighted several notable transactions for the Board:

- Two hanging heaters were capitalized for \$12,500;
- Generator repairs were paid to Altorfer for \$4,455.70;
- These generator repairs were submitted to our insurer for which our deductible is \$2,500;
- The \$1,810 insurance premium to CFC is an annual premium;
- The Hach SL 1000 Water Testing Kit was purchased for \$4,422.54.

Christine Slagel moved to approve the bills paid in July; seconded by Josh Zulu.

Motion passed unanimously.

### **Balance Sheet / Profit & Loss / Cash Flow**

The Balance Sheet shows an increased C/R ratio of 1.46, just slightly above last month's ratio. The July P&L shows a Net Income of \$42,006.43 and the Cash Flow shows a balance of \$719,284.32.

We experienced a 34% increase in Automobile Expense due to recent gas prices. Bank Service Charges will continue to increase as customers make electronic payments.

Kay Webber moved to approve the Financial Reports; seconded by Christine Slagel.

Motion passed unanimously.

### **Fiscal Year 2023 Budget**

Tiffany explained "Fully Adjusted" indicates she has already made most, if not all, adjustments to bring books to full accrual basis for the annual audit as a clearer starting point going forward. Budget items with notations of "SALY" means same as last year.

Chairman Sutton suggested a 4% increase for 2023 Salaries line items.

CTPWD's Projected 5-Year Profit & Loss report through 2027 reflects a 3% increase for most line items, excluding asset depreciation, investment and financing activities. The projected Net Income for 2023 is \$213,254 and \$311,750 in 2027.

In 2027, CTPWD will make its final payment to IEPA for Loan #1. Loan #2 will mature in 2032.

Chairman Sutton reported money forecasted through the American Rescue Fund for CTPWD hasn't materialized. To date, it's been distributed to various departments of the Woodford County Courthouse, including an HVAC upgrade. Superintendent Long will also be updating the Board on chemical expenses tonight. As such, Chairman Sutton recommended not approving the FY 2023 Budget at this time until these items can be reviewed further:

- 4% increase for salaries
- \$175K Waterworks system
- Chemical expenses
- Capital forecast

No Motion was made for approval of the FY 2023 Budget.

### **BANK ACCOUNTS PROCEDURE MODIFICATIONS**

Tiffany Stanley explained the transition of Josh Zulu accepting the Vice Chairman position previously held by John Ezzell, requires bank documents to reflect this change in Officers (Procedure No. 11.07) at all banks/credit unions CTPWD uses – CEFCU as well as Heartland, Commerce and Goodfield State Banks. Additionally, all checks or other withdrawals from any CTPWD financial account require two authorized signatures, even if the financial institution doesn't have such a requirement. Furthermore, Tiffany will need to set up online access for the Commerce Bank accounts to allow her sufficient time to reconcile and prepare the Treasurer's Reports in a timely manner for CTPWD's monthly meetings because the paper statements often come in the mail after the deadline for the Treasurer's Reports.

Christine Slagel moved to approve Bank Accounts Procedure No. 11.07; seconded by Josh Zulu.

Motion passed unanimously.

## **DISTRICT SUPERINTENDENT REPORT**

### **USAGE REPORT**

Greg Long reported 13,281,000 gallons were pumped in July. The Bacterial test was good and the average fluoride level was .685 (target 0.6-0.8). The Hardness was 5.6 grains per gallon.

### **PLANT UPDATES**

The chemical industry remains very volatile. While Greg can secure guaranteed lime prices, freight costs have increased significantly. As a result, he operates on a month-to-month basis rather than a contract after learning a supplier had been covering freight costs for us since October 2021 – which isn't sustainable. He'll continue to work with suppliers as best he can while holding our costs down as much as possible.

These freight costs are also why he scheduled the replacement of two heaters in the plant in mid-July. Quoted price from AAA Northgate was only valid for 60 days and equipment costs were expected to increase 20 percent by Fall. He reported AAA Northgate did an excellent job and had no issues whatsoever.

The generator's engine exercising control panel failed and was replaced August 3<sup>rd</sup>. Greg is trying to determine if this failure was a direct result of the voltage regulator failure previously repaired.

Staff was successful in locating the buried conduit for the tall tower and will begin pulling the wires. This is necessary so control of that tank mixer can be incorporated into SCADA.

No further updates other than MTCO continues to bury lots of fiber requiring CTPWD staff's time.

Staff has completed mapping the GPS coordinates for White Oak, Hickory Hills and White Oak subdivisions. Holland Road is currently in progress.

Greg also explained the "safety net" created by Illinois Rural Water Association regarding the "forever contaminants" should they ever leak into our aquifer. To date, our water doesn't even test for traces of it, but if it ever should, a treatment system would need to be installed. CTPWD has joined this initiative should we ever need financial assistance to combat this issue.

## **OLD BUSINESS**

### **Electrical Usage/Cost**

Chairman Sutton reported our contract with AEP at an effective rate of 6.78 cents/kWh expired in June and converted to Ameren which is currently an effective rate of 18.5 cents/kWh. AEP did, however, extend our Well #6 contract for an extra month at an effective rate of 20.2 cents/kWh to match the start of Ameren billing on that account.

### **Solar Alternative Investigation/Approval**

Josh Zulu distributed a packet entitled “Caterpillar Public Water District (CTPWD) Solar Installation” outlining data regarding the solar array installation to mitigate rising cost of public utility supplied electric power. Within the document, Josh and his team calculated the cost of installing an on-site system as proposed by Clean Energy Design Group (CEDG) as well as projected savings compared to remaining with Ameren instead. He also noted during the eighth year of operation panels will likely begin to decrease capacity and, therefore, the Board will need to implement a subsequent plan for installing additional panels to keep the capacity rolling with minimal interruption.

Chairman Sutton also distributed a copy of a letter dated 3 August 2022 received from CEDG containing responses to CTPWD’s additional questions.

Greg Long stated he hasn’t received numbers from Farnsworth on the Well #5 upgrade or the possible new Well #7 installation. If the former, he guesstimates the cost to be in the \$75K - \$100K range, however, he will expedite this matter before next month’s meeting.

Attorney Heiple previously advised Chairman Sutton no other bids are needed should the Board choose to support the CEDG Proposal since CTPWD wouldn’t have ownership nor required to provide any upfront costs.

After much discussion, a roll call vote was taken:

Yays – Slagel, Sutton, Webber, Zulu (4)

Nays – None

Absent – Howard, Taylor (2)

Kay Webber moved to approve continuing CTPWD’s relationship with CEDG with the intention to pursue installation of an on-site solar panel system at 4.5¢/kWh as proposed; seconded by Josh Zulu.

Motion passed.

Chairman Sutton clarified it's expected the system will be installed and fully operational by mid-year 2023.

## **NEW BUSINESS**

None.

## **BOARD MEMBER ITEMS**

Patti Pitcher announced her Notary Commission was recently renewed. [Expires June 2026.] She'll be available to notarize documents for members before or after monthly CTPWD meetings or other arrangements can also be made.

## **ADJOURNMENT**

Christine Slagel moved to adjourn the meeting at 9:10pm; seconded by Kay Webber.

Motion passed unanimously.

## **NEXT MEETING**

Monday, September 12, 2022, at 7:00pm. Please call to be excused if you're unable to attend.

*P. Pitcher*  
*Board Secretary*