

MEETING  
OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE  
CATERPILLAR TRAIL PUBLIC WATER DISTRICT OF WOODFORD  
COUNTY ILLINOIS ON AUGUST 10, 2020 AT 7:04 PM

TELECONFERENCE FROM HOMES PER MODIFIED ILLINOIS OPEN MEETINGS  
ACT REQUIREMENTS BY GOVERNOR J. B. PRITZER'S MARCH 16, 2020 EXECUTIVE  
ORDER 2020-07. EXECUTIVE ORDER IN RESPONSE TO COVID-19 (COVID-19  
EXECUTIVE ORDER NO. 5).

Present: J. Ezzell, J. Schaffer, C. Slagel, R. Sutton, K. Webber and J. Zulu  
Excused Absence: Z. Taylor  
Guest: Jonathan Heiple  
Staff Present: A. Keil, G. Long, T. Stanley and J. Burkhalter

The meeting was called to order by Chairman Bob Sutton at 7:04 pm and declared a quorum present.

**Public Comments**

There were no public comments.

Bob introduced Tiffany Stanley as the CTPWD Treasurer to replace Margaret Gurbal. Bob indicated they had adjusted the bank accounts to indicate Tiffany Stanley as an authorized signatory.

**Minutes Approval**

Motion to approve the July 2020 minutes with one spelling correction, by Kay Webber seconded by John Ezzell, and was unanimously approved.

**Treasurer/Billing**

District Water Billing – 2,019 bills were sent in July totaling 11,992,944 gallons. Water billed was \$138,066.17. Loan service billed was \$10,046.34.

Bills Paid - Tiffany stated the July Financial Statements not completed yet. John Ezzell mentioned that Tiffany had just received the Operations Capital and High Expense Maintenance Budget input, and Tiffany is preparing a FY2021 Budget. John also mentioned they had held a lot of discussions last fall on overall financials, rate increases, and what was needed to be delayed in maintenance and capital items. He asked Tiffany if she would be able to provide a quarterly overall financial and budget status update by forecasting our Cash Flow to end of Fiscal Year. This should help us better manage our business to maintain our Safety Balance at end of Fiscal Year while determining if we could proceed with more or less maintenance or other projects.

**District Superintendent's Report**

Usage report – Greg reported 16,671,000 gallons were pumped in July. Bacterial test was ok and the fluoride was .720 (Target is .6 - .8). The hardness was 4.3 grains per gallon.

Greg indicated the GPS license was renewed, however, maintenance still needed to be addressed.

The S-10 truck was sold for \$3,200.

Greg said he is working on the budget with John Ezzell to get to Tiffany.

Greg has ordered and received COVID safety supplies in bulk from a firm in Quincy, IL.

### **Status Review – Old Business**

#### Capital & Maintenance Budget

John Ezzell discussed the handout he had sent previously on Capital Forecast and High Dollar Items, showing the revisions he and Greg had made to it in August indicating items completed, still to be completed, moved forward in the forecast or removed. John also discussed the spreadsheets on 2020-2024 Removed & Unplanned Capital & High Maintenance Items which had been revised in April, Capital & High Maintenance Items revised in July, and Future Growth and Service Areas. A few of the items discussed were:

The light bars on Greg's truck had not been installed yet due to availability.

John stated we had not been able to put crash guards in front of the office yet, or the wall box insert for payments instead of the door, so customers did not have to handle the door.

UV-C HVAC Duct Disinfection System and Lamp System were completed for \$1,500

Scada Interface for Tank Mixers (wiring) moved to 2021

PLC Cards for WTP PLC Cabinet and for 3-Water Wells' Control Boxes moved to 2021

Auto flushers moved to 2021

Regarding permanent flushers, we will work on the schedule when we determine where they are needed.

### **COVID-19 PPPlan/Late Fees/Shutoffs**

Temporary Billing Policy – Bob referred to the addendum to our Billing Policies Procedure No. 20.3.

Jonathan Heiple reviewed the policy and indicated it was ok. The policy is in effect as of today, August 10, 2020. In answer to John Ezzell's question as to whether the government would be extending the no late fee policy, Jonathan indicated he was not aware of this.

Past Due Notice – Angie sent a letter to those customers that were past due in March indicating full payment will need to be made by September 8, or they need to contact the office prior to September if they need to work out a payment plan. Considerable discussion held. Angie suggested we indicate in the comment box on this month's billing, "Shut-off taking effect." Bob and Angie will work on the wording. In addition, Bob and John Ezzell will call the 8 customers on this list to inform them the shut off will happen, **and emphasize to them this is a one-time call**, we will not be calling them again should they be on this list in the future.

RPZ Shut-Offs – Bob discussed having shut-offs on those customers that have not complied with the RPZ inspection by a qualified plumber. Jonathan Heiple indicated we can legally implement the shut-offs one month after Phase 4 opening, which was July 27. Jonathan also suggested we give the customer suggestions on plumbers that are qualified, should the customer call indicating they have been unable to get a plumber to inspect their RPZs. Angie said we have sent 3 notifications to-date. Greg said Angie could send the letter in August and he would be able to work on shut-offs later in September.

### **New Business**

Procedure 10.006 Terms of Employment – Bob indicated the change on the 401K plan for employees to receive a 6% instead of a 5% non-elective payment based on their earned wages... John Ezzell suggested adding under Safety Equipment to the list of items, hats and parkas. **Motion** by John Ezzell, seconded by Kay Webber to approve the changes indicated. Unanimously approved.

Valley View Proposal – Bob reported we have been contacted by a Mr. Hahn from Valley View to discuss their decaying water system. They indicated there are 37 customers in this community. They had contacted an engineering firm on replacing their system and were quoted approximately \$214,000. They are investigating a hook-up to our water system and to see if we would be able to share some of the costs. Jonathan asked if we would annex. Bob was not certain we want to annex. Bob, John Ezzell and Greg requested an estimate from Farnsworth on both 6” and 8” lines. Farnsworth proposal was \$290,000, about \$40,000 more than the Valley View engineer estimate. Several options were reviewed on how we could share costs, but it will cost the customer considerably more than they are currently paying, partly due to the location of Valley View and the distance from our wells. Jonathan Heiple indicated if we don’t annex, we can sell water to a non-customer, by contract to a non-profit corporation. They would need to be registered as a non-profit entity, plus the contract would hold us harmless should there be an issue with their water lines that we had connected to. Tiffany will put together some information and numbers for the Board to review. A possible special meeting may be called. Bob would like to meet with Mr. Hahn Wednesday afternoon to see if they are still interested. Greg indicated there is also another smaller water system near them that may be able to help.

### **Board Member Items**

Kay Webber asked about sending a card to Margaret Gurbal. She suggested an Amazon credit card rather than flowers. The Board agreed. Bob will take a card to the office for Angie to send with a \$50 Amazon card.

Bob Sutton indicated Tim Beecher, our computer technician informed him to upgrade our system hardware and a new computer will be in the \$2,500 range.

**Motion** to adjourn the meeting by John Schaffer, seconded by Josh Zulu and was unanimously approved. Meeting adjourned at 9:30 pm.

Judy Burkhalter, Board Secretary

Next meeting will be September 14, 2020 at 7:00 pm.

Please call to be excused if you are unable to attend.