

MEETING
OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE
CATERPILLAR TRAIL PUBLIC WATER DISTRICT OF WOODFORD
COUNTY ILLINOIS ON DECEMBER 14th, 2020 AT 7:00 PM

TELECONFERENCE FROM HOMES PER MODIFIED ILLINOIS OPEN MEETINGS ACT
REQUIREMENTS BY GOVERNOR J. B. PRITZKER'S MARCH 6, 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, Z. Taylor, and K. Webber
Excused Absence: J. Zulu
Staff Present: A. Keil, G. Long, T. Stanley and J. Burkhalter

The meeting was called to order by Chairman Bob Sutton at 7:00 pm and declared a quorum present.

Public Comments

There were no public comments.

Minutes Approval

Motion to approve the November minutes by Christine Slagel, seconded by John Schaffer and was unanimously approved.

Treasurer Report

District Water Billing – 2,016 bills were sent in November totaling 8,445,261 gallons. Water billed was \$102,959.00. Loan service billed was \$10,051.18, and penalties were \$1,815.31 for a total with penalties of \$114,825.49.

Bills Paid – Tiffany reviewed the transaction list of bills paid in November. Discussion was held on the cost of the audit and if any decision had been made to lower our fees, since our audits have taken less time in the last several years. Tiffany indicated the auditors are under new management and nothing had been mentioned about lowering our fees. She will call them to discuss. **Motion** to approve bills paid in November made by Kay Webber, seconded by Zach Taylor, and was unanimously approved.

Financials - Tiffany provided the Board an explanation of the November Profit & Loss statement, Balance Sheet and Cash Flow statement. **Motion** to approve the financial statements by John Ezzell, seconded by Kay Webber, and was unanimously approved.

Other Comments – Angie mentioned communication about the rate change had been sent in the note section of the November bill, and had received only one comment. She suggested sending the same note in the December bills as was sent in the November bills about the rate change. The Board agreed. Bob asked how the extended payment plans were going. Angie replied, quite well; 3 customers would be paying off their bills this month. One had paid off already, one customer still owes for about another 6 months. One customer is now on the shut-off list as they did not make a payment in November, and now

due.

District Superintendent's Report

Usage report – Greg reported 10,503,000 gallons pumped in November. The bacterial test was ok and the Fluoride test was .697 (target is 0.6-0.8). The hardness was 3.6 grains per gallon.

Greg mentioned they are still on a rotation cycle for COVID at the plant. The system is fairly quiet.

Bi-Annual SCADA Maintenance Report – Greg said the alarm system had not been calling out. After contacting Farnsworth, they worked on the system on November 19th. After rebooting the system, it seems to be working. The issue is with Windows 10 and they are concerned it could crash everything if forced to upgrade now. Greg said an upgrade is needed, but is hoping to wait for 2 to 3 years, when it was originally scheduled. In the meantime, Greg will continue to work with Farnsworth when he needs to reboot.

Status Review - Old Business

Global Positioning Alternative Analysis - The Farnsworth-CTPWD meeting to look at our GPS/GIS system was cancelled in November, but hope to meet this week. The Farnsworth system is based on Google Earth, and we will be checking to see if they get the same results as our current system.

Office Automation Process – Migration is not completed yet. Angie said Tim Beechler of Germantown Hills PC was in today, removed the old computer from her desk and set up new monitors. Still need a camera and microphone for her desk. Angie said the first of the year she would like to concentrate on setting up ACH for our customers.

Tiffany said QuickBooks is now online. The reports are a little different allowing her to add additional information. Tiffany did mention the reports show individual payrolls now instead of as a whole. John Ezzell praised the expanded detailed payments reports; but, would prefer to see a total salary summary and not individual salaries, and Board agreed. Tiffany will make the change. It was mentioned that Quick Books online is being provided by one of Tiffany's subscriptions for her customers. She is only charging us \$25-

Update on Valley View – John Ezzell mentioned Bob and Greg had met with the engineer for Valley View to go over ideas. John met with Tony Hahn last week and he indicated they are still interested in purchasing water from us as a wholesale supplier. He has asked their engineer to apply for IEPA loan with possible principal forgiveness aspect that Greg had gathered information on. Bob said he will go over Scenario 7 with Tiffany for her analysis.

New Business

Prior to the Executive Session, Bob asked Greg to report on Ryan and Scott. His comments will be reflected in the Executive Session.

Executive Session

Regular meeting called to order by Chairman Sutton after the Executive Session. **Motion** to approve Salary adjustments effective January 1, 2021 and year-end bonuses for staff by John Ezzell, seconded by

Kay Webber and were unanimously approved.

Motion to approve the reinstatement of John Ezzell as Vice Chairman effective January 1, 2021 by Kay Webber, seconded by Zach Taylor and was unanimously approved.

Board Member Items

No comments were made.

Motion to adjourn the meeting by John Ezzell, seconded by Christine Slagel and was unanimously approved. Meeting adjourned at 9:03 pm.

Judy Burkhalter, Board Secretary

Next meeting will be January 11, 2021 at 7:00 pm

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