

MINUTES
OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE
CATERPILLAR TRAIL PUBLIC WATER DISTRICT OF WOODFORD
COUNTY ILLINOIS ON FEBRUARY 8th, 2021 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
Guests: J. Heiple
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

A leak adjustment was approved for:
274 Redbud Dr., E. P. for \$536

Minutes Approval

Motion to approve the January monthly minutes by John Ezzell, seconded by John Schaffer and was unanimously approved.

Motion to approve the January Executive Minutes by Zach Taylor, seconded by John Schaffer and was unanimously approved.

Treasurer Report

January Rate Adjustment – Angie reported there was no negative feedback on the rate increase. She stated customers were getting anxious to see the ACH working however.

District Water Billing - – 2,018 bills were sent in January totaling 8,137,270 gallons. Water billed was \$103,627.25. Loan service billed was \$10,052.67, and penalties were \$1,920.12 for a total with penalties of \$115,600.04.

Financial Results - Tiffany provided the Board an explanation of the January Balance Sheet, Profit & Loss Statement, and Cash Flow. **Motion** to approve the January Financials by Kay Webber, seconded by Christine Slagel and was unanimously approved.

Bills Paid -Tiffany reviewed the transaction list of bills paid in January. Bob asked about the fees from ADP and whether we should compare with other companies. Tiffany said she would put a summary together of all they provide and bring to the next Board meeting. This would provide a good baseline before checking other companies. **Motion** to approve the bills paid in January by Zach Taylor, seconded by Christine Slagel, and was unanimously approved.

PPP Loan Forgiveness – Tiffany said she had submitted to CEFCU a one-page loan forgiveness application. She stated it would take 60 days for them to review.

Audit Fees – Tiffany indicated Heinold Banwart had been purchased by Sikich, a national firm. She believes we can scale back to a maximum of \$12,000 next year, with increases no more than 3% in future years.

District Superintendent's Report

Usage report – Greg reported 10,723,000 gallons pumped in January. The bacterial test was ok and the Fluoride test was .698 (target is 0.6-0.8). The hardness was 4.7 grains per gallon.

Greg said Scott Friedrich was going to Springfield tomorrow to take the Class A exam. John Ezzell will also be taking this exam. The results will be sent thru the mail.

Greg also mentioned he has sent a list of employees to the Woodford County Health Department to receive COVID vaccine.

Status Review - Old Business

Capital Forecast Update – John Ezzell updated the Board on the Capital Forecast, indicating two major additions:

Add \$5,000 for expenses with Valley View project

Add \$5,000 for residual chlorine testing instrumentation

Moved \$9,00 from Crescent drive water main repairs to Contingency Funding

The forecast has changed from \$141,181 to \$147,381

Plans to start bidding now on painting of storage tanks to be completed next year.

John feels next year's plans of \$218,936 expense is still too high and will need to be reviewed.

Bob reported regarding the office automation, Tiffany's computer still needs the upgrade to Microsoft and ACH needs started. The cameras and microphones have been purchased. They will still check into the Mail Drop Slot in the Office wall.

Part Time Employee – Angie reported an ad was placed in the Courier. She has received 3 applications to-date. Angie is impressed with one. Bob said it is ok for Angie to hire. Should she want to interview others, Tiffany could interview them.

Board Secretary – Bob indicated he has two people in mind. Once he has a candidate, he would like Judy and himself to meet with them.

Status Valley View Proposal – Bob reported we had met with the IEPA about low-interest loans, which we do not qualify for, but believe Valley View may qualify for one. Valley View is interested in our proposal where we would pay up to \$40,000 for the initial design and up to an additional \$100,000 (e.g. \$10,000/year for 10 years) toward the loan, not to exceed what Valley View would pay.

Action items:

1. Valley View will meet with all neighbors to see if they will support our proposal.
2. The Engineers for Valley View will prepare a Project Plan and Timeline.
3. John Ezzell and Jonathan Heiple will work on 2 contracts (one is long term). The second

contract cannot be signed until a loan is approved.

Board Members

John Schaffer thanked everyone for all the work they have performed on this.

Motion to adjourn the meeting by John Ezzell, seconded by Zach Taylor and was unanimously approved. Meeting adjourned at 8:02 pm.

Judy Burkhalter, Board Secretary

Next meeting will be March 8, 2021 at 7:00 pm

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