

MEETING  
OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE  
CATERPILLAR TRAIL PUBLIC WATER DISTRICT OF WOODFORD  
COUNTY ILLINOIS ON JUNE 8, 2020 AT 7:00 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, Z. Taylor, K. Webber and J. Zulu  
Staff Present: G. Long, M. Gurbal 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 at 107 High Street for \$106.

**Minutes Approval**

Motion to approve the May 2020 minutes by Christine Slagel, seconded by Josh Zulu and was unanimously approved.

**Treasurer/Billing**

**Bills Paid** - Margaret reviewed the bills paid in May. **Motion** to approve the May bills paid by Kay Webber, seconded by John Ezzell and was unanimously approved.

**Financials** – Margaret provided the Board an explanation of the May Profit & Loss statement, Balance Sheet and Cash Flow statement. **Motion** to approve the financials by John Ezzell, seconded by Christine Slagel and was unanimously approved.

**District Water Billing** – 2,015 bills were sent in May totaling 10,693,098 gallons. Water billed was \$123,647.17. Loan service billed was \$10,023.35. No penalties were charged in March due to the guidelines by the Illinois Commerce Commission during the Pandemic. Total billed was \$133,670.52.

**District Superintendent's Report**

**Usage report** – Greg reported 12,216,000 gallons were pumped in May. Bacterial test was ok and the fluoride was .738 The hardness was 4.7 grains per gallon.

Greg stated operations were fully staffed as of June 1, 2020.

Greg reported a water main leak at 248 Parkway. It was repaired on May 20<sup>th</sup>. No Boil Advisory issued.

**Status Review – Old Business**

**Current Assessment of Past Due Accounts/Request for Assistance** – Angie joined the meeting and reported there are 28 on shut-off, 7 of which are rental accounts. Bob Sutton suggested we have them come in and develop a payment plan with Angie. He will work with Angie to get a letter out to them.

Re-opening CTPWED Office & Operations – John Ezzell should have the sneeze guards up by the first week of July. He indicated Greg and Angie have a process for supplier visits to the lab, and for our Techs visiting homes/businesses, and for dealing with Customers, allowing people into the Office. He feels even after the sneeze guards are up the process should continue.

Angie left the meeting at 8:06.

Insurance Renewal – Josh Zulu and Bob Sutton discussed the new insurance package approved with Corkill Insurance. The premium did increase \$4,400. We do have \$150,000 coverage on each well 4, 5 and 6. There is \$2 million coverage on the water towers, \$13 million on the plant. \$1.5 million on personal property, and \$262,000 in field. Josh indicated we do have coverage for data compromise included; which was not in the old policy.

Procedure on Billing Policies – Margaret reported on the updated Billing Policies, Procedure No. 20.3. She highlighted the change indicating rate shall increase at the discretion of the board of trustees, at the rate of 3% each year, effective with each subsequent January billing cycle. **Motion** to approve the new verbiage of Billing Policies by Kay Webber, seconded by Christine Slagel and was unanimously approved.

### **New Business**

Election of the Officers – Bob indicated it was time to elect the officers again this year. Kay Webber proposed we keep the same slate of officers for next year. John Ezzell stated he would be unable to serve as Vice-Chairman next year. Bob asked if any of the other trustees would be willing to serve as Vice-Chairman with no one able to perform this duty. Bob stated we have not always had a Vice-Chairman, so would continue without a Vice Chairman this next year. **Motion** by Kay Webber to have Bob Sutton, as Chairman, Margaret Gurbal as Treasurer (until her retirement), and Judy Burkhalter as Secretary. Seconded by John Schaffer and was unanimously approved.

Kay, Margaret and Angie will work on getting an ad in the Courier for a replacement Treasurer. The Board would like to have a replacement in place by July 1. A copy of the ad will also be sent to Bob and Kay. Margaret and Kay will conduct the interviews.

Budget Discussion – Margaret asked if anyone had knowledge of expenses, to send this information to her. She will be contacting the auditors, Heinhold and Banwart to see if they will be physically conducting the audit this year, or if they will conduct by email.

Bob suggested John Ezzell and Greg look at the last projections they put together, reviewing capital expenses. John and Greg indicated a review of expenses was not possible until a decision on updating Office IT systems and hardware was made - - then could review overall priorities and expenses.

Regarding possible replacements for CUSI, John Schaffer indicated he had contacted two water companies about the programs they were using. Forsythe Water District, customer base of 1,600, was using LOCIS and were happy with. Princeton Water District, customer base of 4,500, used Clarity by Civic Systems. He indicated neither organization use a cloud-based version of the respective systems. Bob and John S. will get together with Tim Beechler (computer support) on Friday to discuss options. Margaret suggested when looking at these programs, if on more than one computer to be certain only able to make changes on one computer at a time, or address this. John Schaffer indicated a lot of newer

business programs are allowing simultaneous work on a single data file with concurrent reporting – will need further investigation.

**Board Member Items**

Kay asked for an update on the water filling station. Greg indicated this has been tabled for now and put on the long-term plan.

Bob indicated he had received a notification from the State of Illinois, indicating they are now requiring Sexual Harassment Training. He will send information to Judy to review to see if it is adequate for us. If it is, we will need to take, then receive a certificate for file.

**Motion** to adjourn the meeting by John Ezzell, seconded by Josh Zulu and was unanimously approved. Meeting adjourned at 8:41 pm.

Judy Burkhalter, Board Secretary

Next meeting will be July 13, 2020 at 7:00 pm.

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