

MEETING
OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE
CATERPILLAR TRAIL PUBLIC WATER DISTRICT OF WOODFORD
COUNTY ILLINOIS ON JANUARY 10TH, 2022 AT 7:00 PM, VIA VIDEOCONFERENCE AND
WITH A QUORUM IN PERSON AT 404 TEN MILE CREEK ROAD, EAST PEORIA, IL 61611-9240

Board members attending in person: C. Slagel, R. Sutton, Z. Taylor, J. Zulu, J. Ezzell, J. Howard, T. Stanley

Excused Absence: K. Webber

Staff attending via Teleconference: G. Long, A. Keil

Guest: Julie Burton

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

Public Comments

A leak request at 712 Somerset was approved for \$95.01 for a running toilet. Julie Burton was our guest as a possible future board secretary.

Minutes Approval

Motion to approve the December 2021 Board minutes by John Ezzell seconded by Zach Taylor was unanimously approved.

Treasurer/Billing

District Water Billing – Bills with read date 12/27/21 were sent. 2,025 bills were sent totaling 9,782,779 gallons. Water billed was \$118,865.10. Loan service billed was \$10,088.34, and Penalties billed were \$1,812.86 for a total bill of \$130,766.30.

Bills Paid – Tiffany reported on the bills paid in December 2021. **Motion** to approve the bills paid made by Jason Howard seconded by Christine Slagel was unanimously approved.

Financial Results – Tiffany reviewed the financials for December 2021. Tiffany mentioned that the Sikich statement for the audit was at the low end of the verbal estimate provided by SIKICH prior to the audit even though extra effort was required to resolve issues that were handled differently by the previous audit firm. Tiffany also reviewed the 1st and 2nd quarter of FY2022 Budget vs Actuals. Bob Sutton noted that the repairs (general ledger account 5170) have been above budget and this is likely reflecting the necessary repairs of an aging system. John Ezzell noted that in the audit report, there was mention that the district does not have a deposit policy in effect for accounts in excess of FDIC insured amounts. However, the district does have mention of this in their policy and it's practiced other than the semi-annual situation where there is a large balance in an account awaiting a loan payment of over \$250,000 (large IEPA loan payment). Tiffany will make note to discuss this with Sikich at next year's audit. **Motion** to approve made by Zach Taylor, seconded by John Ezzell was unanimously approved.

Terms of Employment – Signatures needed – Angie has forms that all employees of the district need to sign regarding the new changes to Terms of Employment. This does not apply to non-compensated board members.

District Superintendent's Report

Usage report – Greg reported 10,762,000 gallons were pumped in December. Bacterial test was ok and the fluoride was 0.760 (target 0.6-0.8). The hardness was 4 grains per gallon.

Repairs to Plant- Greg reports that Fritch Heating & Cooling came out to replace two thermostats on furnaces and perform maintenance of furnaces. They noted lots of corrosion in the units and suggested short term planning to replace these aging units (original 2007). Greg will work on getting an estimate on two overhead units and this will be discussed at the budget meeting.

Joe Mikulecky from Farnsworth performed a tank inspection on both of our water towers. The access tube in the tall tower is showing corrosion/paint failures but the tanks themselves otherwise are in relatively good shape.

The biannual SCADA maintenance report on Dec 22nd (done remotely) showed no major issues. However, the alarm system wasn't calling out so the phone company checked the lines. It turned out the phone numbers to call didn't have the prefix which became required in October 2021 so this was easily corrected.

Distribution System Repairs- In anticipation of the GTH Village Veterans Memorial estimated to begin Spring 2022, Greg is working to gather data of the water system that could be buried by that construction. Lot 2 deed was recorded in 1994 so it will all be on paper and he'll have to try to find it at the courthouse which is expected to be a daunting task. Greg is checking with Rich from the Village of GTH to determine where the concrete slabs are because they may cover water lines. If so, the Village of GTH may be asked to be responsible for movement of the monument for repairs of water lines affected in that area if necessary. It is unknown if zoning or code enforcement will catch this and preserve the water utility right of way. Jonathan may be called upon to address this.

Capital/High Maintenance Status/Budget Update – This week, Bob, Greg, John, and Tiffany will meet to go over and make adjustments to the capital and high maintenance items budget again, keeping the furnace in mind.

Status Review – Old Business

Village Board/American Rescue Fund- CTPWD's request for 7% of the received American Rescue Fund monies was denied by the GTH Village Board in a vote of 2:1 (1 abstained).

Woodford County Grants- Bob presented a synopsis of the projects that were submitted to Woodford County to be considered. One project (connecting Lourdes Road to Nofsinger Road) did not qualify because it was considered "growth." Two others projects originally submitted are still being consider. Three additional projects (automatic flushing stations, tank mixer monitoring and control for water storage tanks, and new backup SCADA laptop computer) have now also been submitted for consideration.

Board Secretary Position – A potential candidate is considering employment with CTPWD.

IT Support Proposals – Four potential candidates have been interviewed and three proposals were submitted and presented to the board. Angie and Tiffany both discussed their thoughts on the two options. Heart's 3yr contract would be \$380/month and the CTPWD office would be covered by a large company. TechWorks, a self-employed entity with no employees, proposed a 2 year contract at a cost of

\$150/month. Tech Works has a contract with another company to step in when he is not available. Zach Taylor asked if references would be available and if that could help with decision making. John Ezzell would like to know who TechWorks would use as their back up company when not available personally. Zach Taylor made a **motion** that Tiffany, Bob, and Angie can pursue this further and have the authority to choose between Heart Technologies, Inc and TechWorks SMB, Inc. This motion was seconded by Josh Zulu and approved unanimously.

New Business

Water Rates – Princeton/Forsythe/Virginia – Bob presented a summary of current water rates by plants similar to CTPWD comparing commercial (20,000 and 50,000 gallons) and residential (800, 4700, and 10,000 gallons) rates. CTPWD rates were very similar. As an average, CTPWD were somewhat lower in the residential categories and slightly higher with the high usage commercial accounts. It was discussed that larger commercial rates may need to be negotiated if such a commercial customer would ever want to develop within the water district.

Past Due/Shut off Policy- Excerpts from Procedure 20.3 (Section V. Late Payment Penalty) and Connection and Disconnection of Water Service were reviewed. It was noted on several examples of current customers' bills that our policy was being mis-used in an attempt to continue to carry large balances on their accounts without facing shut off. John Ezzell proposed that we move the shut off date to 60 days (at 2nd billing). This would shorten the time that an account can be overdue to 2 billing cycles. Customers would need to pay the entire balance to avoid shut off. The shut off would occur within 72 days if not. If shut off, reconnect fees would still apply. Office staff will need to consider this further to determine if this is executable based on our current billing methods. It was also discussed to require a \$100 tenant deposit to reduce the burden on landlords left with large unpaid accounts by their tenants. This would only apply to new tenant accounts. **Motion** made by John Ezzell to shorten time to shut off as available in our software system and add \$100 new tenant fee. Motion was seconded by Zach Taylor and unanimously approved. Further details will need be discussed and voted on at the February meeting, as Jonathan will need to make an ordinance change.

Board Member Items

John Ezzell reviewed a proposal for CTPWD and Village of GTH Interactions. Additional discussion will be required.

Jonathan asked if the Valley View loan has been submitted. We think it's been reported and awaiting approval. Jonathan was asked to go ahead with the separate five annexes to the district, four of which are related to the Valley View proposal.

Motion to adjourn the board meeting made by John Ezzell, seconded by Zach Taylor was unanimously approved. The meeting was adjourned at 9:30 pm.

Christine Slagel for Board Secretary

Next meeting will be February 14th, 2022 at 7:00 pm.
Please call to be excused if you are unable to attend.