

MEETING
OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE
CATERPILLAR TRAIL PUBLIC WATER DISTRICT OF WOODFORD
COUNTY ILLINOIS ON JANUARY 11, 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, K. Webber, AND J. Zulu
Guests: K. Hannel and 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

There were no public comments.

Minutes Approval

Motion to approve the December monthly minutes by John Schaffer, seconded by Kay Webber and was unanimously approved.

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

Treasurer Report

District Water Billing -- 2,018 bills were sent in December totaling 10,135,600 gallons. Water billed was \$117,393.90. Loan service billed was \$10,048.67, and penalties were \$1,636.57 for a total with penalties of \$129,079.14.

Bills Paid - Tiffany reviewed the transaction list of bills paid in December. **Motion** to approve the bills paid in December by Zach Taylor, seconded by Kay Webber, and was unanimously approved.

Financial Results - Tiffany provided the Board an explanation of the December Profit & Loss Statement, Balance Sheet and Cash Flow. Tiffany then reviewed the updated FY2021 Budget, updated to include actual through December 2020. **Motion** to approve the December Financials and the updated budget by John Ezzell, seconded by Josh Zulu and was unanimously approved.

District Superintendent's Report

Usage report – Greg reported 11,045,000 gallons pumped in December. The bacterial test was ok and the Fluoride test was .737 (target is 0.6-0.8). The hardness was 4.3 grains per gallon, after Greg adjusted a little to bring it up.

Greg mentioned if there are no leaks in January and February, they plan to compare the readings from last year's January and February to see how doing.

Bi-Annual SCADA Maintenance Report – Greg said the system had remained quit.

Status Review - Old Business

Office Automation Progress – Bob mentioned the 2nd computer was up and running, the laptop had a new battery. The 2nd access to CUSI was not installed yet. Tiffany still needs upgrade of Microsoft on her computer. Angie said she still needs a camera and microphone. John Ezzell and Angie will discuss if he will order or she will through Office Depot, where she has an account. Angie indicated she is anxious to get started on ACH.

Global Positioning Alternative Analysis – Greg Long has met with Farnsworth and provided input data for trial G.I.S. Plotting and documentation. If successful, would be a significant cost reduction.

New Business

New part time office assistant – Bob indicated we need to get a new assistant for Angie as soon as possible. In addition, the Board Secretary has given notice and will be retiring March 1, so they will also need to hire a new Board Secretary. Discussion was held on whether to combine the two positions, but this was not advised by several. Two positions will be advertised for. Angie stated she would like to bump up the hours for the Office Assistant to 16-20 hours a week. The pay discussed would be \$15/hr. The Board Secretary position requires about 6-10 hours a month.

Modified Executive Session

Regular meeting called to order by Chairman Sutton after the Executive Session. **Motion** by John Ezzell to support Valley View as a wholesale water customer of the Caterpillar Public Water District by providing up to \$40,000 payment on invoices and up to an additional \$100,000 over the period of the loan and successful Contracts completion according to the Significant bulleted information provided. Zach Taylor seconded the motion, and was unanimously approved.

Motion to adjourn the meeting by John Ezzell, seconded by Josh Zulu and was unanimously approved. Meeting adjourned at 9:15 pm.

Judy Burkhalter, Board Secretary

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

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