

MEETING
OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE
CATERPILLAR TRAIL PUBLIC WATER DISTRICT OF WOODFORD
COUNTY ILLINOIS ON MAY 11, 2020 AT 7:02 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 7:02 pm and declared a quorum present.

Public Comments

There were no public comments.

Bob stated he had attended Dave Cusac's visitation. He indicated we would be donating \$100 to a memorial for Dave.

Minutes Approval

Motion to approve the April 2020 minutes by John Schaffer, seconded by Christine Slagel and was approved, with one abstention by Kay Weber, who was not at the April meeting.

Treasurer/Billing

Bills Paid - Margaret reviewed the bills paid in April. **Motion** to approve the April bills paid by Kay Webber, seconded by Christine Slagel and was unanimously approved.

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

District Water Billing – 2,012 bills were sent in April totaling 9,567,202 gallons. Water billed was \$113,240.35. Loan service billed was \$10,018.00. No penalties were charged in March due to the guidelines by the Illinois Commerce Commission during the Pandemic. Total billed was \$123,256.36.

District Superintendent's Report

Usage report – Greg reported 11,179,000 gallons were pumped in April. Bacterial test was ok and the fluoride was .714 The hardness was 4.8 grains per gallon.

Greg mentioned he was able to talk to the IEPA about the COVID 19 crisis. They will work with us the best they can should we experience financial difficulties, possibly through government bonds.

Greg stated he had been trying to stock up on some items such as safety gear.

Status Review – Old Business

Bob stated election of new officers normally take place in the May meeting, however, he proposed delaying this year's election until the June meeting. **Motion** to delay the selection of officers until June

by John Ezzell, seconded by Josh Zulu, and was unanimously approved.

Status of COVID – 19 Actions – Bob stated the actions that were in place were working well. The rotation of staff in both the office and plant was working well.

Angie Keil joined the meeting at 7:38 pm.

Payroll Protection Program Loan – Bob stated we had been approved for this loan in the amount of \$48,704, which is payroll for 2 ½ months. There are no payments for the first 6 months and 1% interest per year. If at least 75% of the loan is used on payroll within eight weeks with the remainder on utilities, the loan may be forgiven. We should be able to qualify for this forgiveness.

Drinking Water Class, A & B Course - John Ezzell indicated the Drinking Water Class for A & B has been delayed until September. Scott Friederich will sign up for this class in August.

New Business

Insurance Renewal – Bob and Josh have been working on renewing our insurance. They indicated Corkill has increased our premium \$4,400 including worker comp increased \$2,000 due to the addition of a 3rd operator. They are looking at ways to reduce the cost. They need to clarify which wells are covered under personal property. Currently we have the 2 water towers covered for \$2 million. They are considering whether it needs to be that much. Zach suggested we may be able to adjust the deductible and premium. Josh said they will review and redefine. **Motion** by John Ezzell to authorize Josh and Bob to proceed with renewing our insurance policy, not to exceed \$32,000, seconded by Zach Taylor and was unanimously approved.

COVID-19 Impact (Bob’s guidance on Customer payments) – Bob asked Angie if any customers had asked for help. She indicated no one at this time. Normally we have 35 or so customers on the shut-off list monthly. Although we cannot shut-off customers at this time, she has marked Past-Due on their bills, however, very few have paid. John Ezzell suggested for the May bills, sending a separate letter on yellow paper to those on the Shut-Off list, as well as to Landlords, so they are made aware of the situation. Discussion was held on the wording for this notification. Bob indicated he will prepare the letter.

Re-opening CTPWD Office & Operations – John Ezzell referred to the handout which was discussed in great detail. Bob suggested we go ahead with the following:

1. Comply with “Workplace Health and Safety Guidance for Employees and Staff of Businesses”, April 30, 2020. - Specifically:

- Maintain at least 6 feet of physical separation between yourself and others around you, including your co-workers and customers.
- Mark with signage or tape 6-foot spacing for employees and customers to maintain appropriate distance from one another.
- Provide face coverings to employees, especially when it is not possible to maintain at least 6 feet of space between you and another person.
- Provide hand washing stations with soap, clean water, and single use paper towels and encourage frequent hand washing for 20 seconds or longer.
- Provide hand sanitizer (with at least 60% alcohol) & sanitizing products for employees and customers.

- Regularly clean high-touch surfaces including doorknobs, light switches, shared equipment, toilet handles, sink faucets, and clock in/out areas.
- Employees should not work if they are sick.

2. Continue Social Distancing between Staff and the Public (All Staff & Board members):

- 2a) Continue Closed Office & Lab to Public, & entrance doors locked at all times,
- In-office meeting by pre-arranged appointment only.
 - Only one Visitor at a time
- 2b) Continue masks/ gloves/ sanitizer use when in public areas.
- 2c) Prior to any visitor entering Office or WTP Lab, or Staff member entering customer home or business, an adequate health history of the proposed visitor or visit site must be taken by phone first.
- Has anyone been exposed to Covid-19?
 - On voluntary or other quarantine?
 - Anyone sick or have fever?
 - Has anyone traveled out of state or country or to area of high level of infection (i.e., Chicago) in last 2 weeks?
- High risk visits should just be rescheduled unless dire (emergency) need.
- 2d) To enter Customer home or business: Operators should have available masks, gloves, goggles or face shields, disposable or wash & bleachable coveralls, and “booties” shoe covers.
- 2e) Schedule Customers’ visits late in afternoon or weekends to meet customers’ schedules, and so Operator can go home for shower/clothes change/disinfection.
- 2f) Drive separately to field work sites and work as separately as possible, if more than 1 person needed for work outside of CTPWD buildings.
- 2g) Continue Staff cleaning Office and Lab at end of every shift, and cleaning floors at least weekly per CDC / EPA guidelines
(REF: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>)
- 2h) Remove all non-essential surfaces that may be touched (decor etc) in office to make cleaning easier
- 2i) Consider Message in Bill Window to encourage Customers to social distance by paying their water bill by on-line Credit Card (with penalty) or CEFCU “Bill Pay” system (no penalty?)

C1) Activate ACH (Automatic Clearing House, Auto Account Debit) in current CUSI: CUSI: \$1,000 and CEFCU: \$25.00/Month & \$0.15/transaction (e.g., 1000/month=\$175)

(Angie, Bob, & John S.)

C2) Install professional appearance, permanent “Sneeze Guards”/ Shields mounted 6” above Office Counter to separate Desk Areas from Common area. (John E. with Angie)

C3) Remove Office Carpet (Greg & Zach, week of May 18th)

C4) Move Desks / Work Stations at least 6 feet away from each other in Office, may move a desk into back room and Relocate / Reorient Office Manager Desk to face Office Entrance
Possibly install additional electrical outlets with the relocation of desks (Zach)

C5) Install an improved “Drop Box” through wall so Customers can deposit payments without entering building, or even touching door knobs (Greg & Zach)

C6) Procure UV-C or far-UV-C Disinfection lights to augment cleaning / disinfection efforts in Office & Lab areas: (Greg)

- Contract for In-Air Duct system in office for continuous use (88% Efficiency 1st pass: \$1100, Ref: http://www.comfort-specialists.com/newsystems_indoorairquality.php)

- Order Quantity (2): UV-C Portable Lamps and Timers for use after work in Lab and Office
(Ref: <https://eveescloset.com/products/38w-uv-lamp> or <https://www.sundden.com/products/38w-ozone-ultraviolet-sterilization-lamp> or similar.

C7) Replace MRX Water Meter Reader with Neptune 360 system (\$7500) (Greg).

Motion to approve these suggestions by John Ezzell, seconded by Zach Taylor and was unanimously approved.

Note: Not discussed at this meeting; “Firewall Protection & Security on WTP Plant SCADA Servers” as previously discussed and approved in FY2020 Budget, started in January & put On-Hold in March, would be completed immediately in case of service need. (Greg)

Future Office Technology / Computers / Personnel Duties:

Zach also suggested Angie look at Quick Books as an alternative to CUSI. Margaret was concerned as to whether Quick Books is current with payroll laws and who is responsible. Angie will investigate.

John Ezzell strongly urged (Robert S. & John S. w/ Angie):

- 1) Review Office Job Functions and Personnel now and for foreseeable future, and then:
- 2) Investigate & implement new Accounting Technology:
 - New CUSI-UMS (Server based now OR browser based in Fall 2020) w/ ACH, and On-Line Checks or other system as used by similar water facilities
 - QuickBooks Online
- 3) Recommended 2 computers with all software for redundancy in case of failure as experienced in January, and so Angie and Dee can each have own work station and work / train (Dee) simultaneously.
- 4) Update Margaret’s computer to Windows 10 and add better on-line security.

Motion to adjourn the meeting by John Ezzell, seconded by Zach Taylor and was unanimously approved. Meeting adjourned at 9:34 pm.

Judy Burkhalter, Board Secretary

Next meeting will be June 8, 2020 at 7:00 pm.

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