

MINUTES
OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE
CATERPILLAR TRAIL PUBLIC WATER DISTRICT OF WOODFORD
COUNTY ILLINOIS ON MARCH 8, 2021 AT 7:01 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, K. Webber and J. Zulu
Unexcused Absence: Z. Taylor
Guests: Jason Howard
Staff Present: T. Beechler, A. Keil, G. Long, T. Stanley and J. Burkhalter

The meeting was called to order by Chairman Bob Sutton at 7:01 pm and declared a quorum present.

Public Comments

Bob thanked Tim Beechler, our IT rep. for also accepting the position of Board Secretary, replacing Judy Burkhalter.

Bob introduced our guest, Jason Howard, who is considering becoming a Board member. Jason is a new resident, a K-9 officer in Bartonville, and V.P. of the Police Dept. Pension Plan. He said he enjoyed the tour of the water department earlier, and looked forward to learning more in the meeting.

Bob stated John Schaffer has decided not to renew his term in May. Bob thanked John for his 8 years of service on the Board and all the projects he has worked on. He will be missed.

Minutes Approval

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

Treasurer/Billing

District Water Billing – Tiffany reported 2,016 bills were sent in February totaling 9,030,443 gallons. Water billed was \$111,806.27. Loan service billed was \$10,061.17, and penalties were \$1,607.88 for a total with penalties of \$123,475.32.

Financial Results - Tiffany provided the Board an explanation of the February Balance Sheet, Profit & Loss Statement, and Cash Flow. She indicated forgiveness of the Paycheck Protection Loan had been approved and was paid off. **Motion** to approve the February Financials by John Ezzell, seconded by Christine Slagel and was unanimously approved.

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

Capital Spending 2021 and 2022 – John Ezzell reported on Capital Forecast and High Dollar Items for 2021. He stated the original estimated cost was \$141,181, and is now \$147,381 with the following changes:

- Added \$5,000 for Valley View legal and Farnsworth Engineering
- Moved \$9,000 for Crescent Drive into Existing \$30,000 contingency
- Added \$5,000 for residual chlorine/ammonia tester

Bob stated we plan to proceed with the revised Capital Budget for the year ending June 30, 2021 with the revised \$147,381, purchasing the necessary PLC cards as ours are obsolete, 2 auto flushers, and 1

industrial dehumidifier. Greg reported the Farnsworth bi-annual maintenance was in progress, as they have visited once in November and are scheduled again in May or June.

John said they need to look at permanent flushers for some areas. He also said Dave McMillan of Illinois Rural Water Association will bring a new chlorine residual tester to help determine any changes we may need. Dave had suggested we purchase our own tester, about \$5,000 so we can check our water out in the distribution system when needed. Bob said once Dave McMillan had demonstrated the new tester and made recommendations on our system, we could decide on purchasing our own new tester at that time.

Bob said we have already voted on the budget, but wanted to keep the Board aware of these decisions.

New Business

GPS System Provider Change – Greg reported that our current system through Cloud Point Geographics will require a subscription service, charging us a yearly fee. After checking with Farnsworth, they suggested using the Google Earth platform, which does provide the information we need. We will need to keep the handheld active for satellite access at \$1,600 a year. However, using the Farnsworth GPS/GIS processing service with Google Earth should save us quite a bit of money. **Motion** to switch from Cloud Point to Google Earth with Farnsworth by John Ezzell, seconded by Josh Zulu and was unanimously approved.

Treasurer/Billing - Capital Spending 2021 and 2022 (continued) – John Ezzell next discussed the 2022 Capital Forecast and High Dollar Items, indicating the new cost is \$216,436. Following are the changes:

Removed \$39,500 for painting Lime Silo

Moved \$9,000 Crescent Drive into Existing \$30,000 CONTINGENCY

Added \$40,000 Valley View Design Phase Expenses

Added \$5,000 Valley View Loan Supplement Payment

John said they have not heard from Valley View since the February meeting. John and Jonathan Heiple have completed the contract and just needs signatures. The second contract is being worked on.

2/24/2021 Changes: Removed \$1,000 CUSI-IT Support, and Combined with IT Maintenance.

Regarding the Painting of the Ground Storage Tank and Head Tank, eighteen bids were sent/four returned. 2 bids from each Contractor bidder were requested; their best “Realistic” bid and their “Not To Exceed” price if additional work is discovered during the actual painting process. Best Bid was from Niles Industrial Coatings, LLC for brush blasting, clean up and paint, coming in at Realistic Bid of \$81,802 and Not To Exceed \$102,253.00 Max. **Motion** by John Ezzell to accept the Bid from Niles Industrial Coatings LLC to paint the Ground Storage Tank and Head Tank for \$81,802, not to exceed \$102,253; with Greg Long and John Ezzell authorized to receive and approve appropriate price increases if and as they occur up to the maximum \$102,253.00, **seconded** by John Schaffer and was unanimously approved. This bill will be paid after July 1, our next fiscal year.

Bob, John Ezzell, Greg and Tiffany met to discuss the changes to the total budget of \$216,000. John referred to the FY2021 Budget P&L by Month revised 2/24/21. John said Tiffany had looked at the 5-year projected cash flow with rate increases this year and next year (3% per year) to see if we will be able to maintain \$500,000 end of year reserve. It looks feasible and we will continue to monitor the budget.

Tim mentioned he would like to add an IT section to the monthly agenda if possible.

District Superintendent's Report

Usage report – Greg reported 9,951,000 gallons pumped in February. The bacterial test was ok and the Fluoride test was .720 (target is 0.6-0.8). The hardness was 4.9 grains per gallon.

Security Risk Assessment – Due 6/30/2021 – Greg said the Security Risk and Resilience Assessment is almost complete, and he is working on a response plan.

Oldsmar, Florida – Security Hack – Greg said the Water company in Oldsmar, Florida also uses a SCADA system. Someone from outside hacked the company and a staff member saw what was happening and corrected it. Bob stated this is part of the reason for the security system we have installed and ongoing bi-annual security assessment of our SCADA systems, and planning an additional laptop procurement.

Status Review- Old Business

Part-time Employee – Angie said the new part time employee, Barb Crippen, starts on Monday, March 15. Barb has a background with another water company and Angie is excited for her to start. Tim has updated Barb's computer. Angie said she is happy with the new reader for billing.

Angie said the ACH project has more requirements than originally thought, and will be more time consuming for Angie. She will work on this project soon.

Office System Upgrade – Bob reported Tim installed the APC UPS system, a high-capacity battery back-up to Angie's computer. Tim said there is an issue with the old one, which he is looking at. If he can fix, he will put it on Barb's computer. If not, he will purchase a new one for Barb's computer as is also planned for Tiffany's computer.

New Business

Virtual Meeting Access – John Ezzell's subscription to "GoToMeeting" videoconference system will be expiring this month. After a discussion on "GoToMeeting" and "Zoom", it was decided to keep "GoToMeeting". John will renew his subscription and add Tim as administrator so he can set these meetings up in the future.

Board Members

Kay Webber asked if John Ezzell and Scott Friedrich had the results back from the Class A Water Testing yet. John replied they were still anxiously awaiting the results.

Bob asked Jason Howard if he would be interested in joining the Board as a Trustee. Jason said after sitting in on the meeting, he would like to be a Board member.

Motion to adjourn the meeting by Christine Slagel, seconded by John Ezzell and was unanimously approved. Meeting adjourned at 8:58 pm.

John D. Ezzell, Vice Chairman, for

Judy Burkhalter, Board Secretary

Next meeting will be April 12, 2021 at 7:00 pm

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