

MEETING
OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE
CATERPILLAR TRAIL PUBLIC WATER DISTRICT OF WOODFORD
COUNTY ILLINOIS ON NOVEMBER 9th, 2020 AT 7:05 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
Staff Present: A. Keil, G. Long, & T. Stanley
Excused Absence: J. Burkhalter

The meeting was called to order by Chairman Bob Sutton at 7:05pm and declared a quorum present.

Public Comments

A leak adjustment was denied on the basis that the claim was the second request this calendar year.

Minutes Approval

Motion to approve the October minutes by Zach Taylor, seconded by John Ezzell and was unanimously approved. **Motion** to approve the Executive October session minutes by Kay Webber, seconded by Zach Taylor, and was unanimously approved. The minutes from the executive session will need to be signed by board members in the office as possible.

Treasurer Report

Bills Paid – Tiffany reviewed the transaction list of bills paid in October. Tiffany explained to the Board that a stop payment had to be issued on the current IEPA loan payment due to a fraud concern. The IEPA has recommended setting up ACH for loan payments due to increased fraud activity. **Motion** to approve bills paid in October made by John Ezzell, seconded by Josh Zulu, and was unanimously approved.

Financials - Tiffany provided the Board an explanation of October Profit & Loss statement, Balance Sheet and Cash Flow statement. Tiffany explained that she had added a budget column to the P & L and re-categorized some items. Bob commented that the Commerce Bank Reserve Cap/Depreciation MM account is now strictly our own reserve account as the loan requiring \$53,000 reserve capital had been paid off. **Motion** to approve the financial statements by John Ezzell, seconded by Christine Slagel, and was unanimously approved.

District Water Billing – Will be reported when available.

District Superintendent's Report

Usage report – Greg reported 12,761,000 gallons pumped in October. The bacterial test was ok and the Fluoride test was .0713 (target is 0.6-0.8). The hardness was 3.7 grains per gallon. Greg plans to take gradual action to increase the hardness to reduce line corrosion.

Greg indicated a water leak at 113 Murphy Lane on October 29 and one at 288 Far Hills Drive on November 2 were repaired with no boil advisories necessary.

SCADA Maintenance/Capital Improvements – Greg reports the ball is rolling although no time is nailed down yet for Farnsworth to come check it out.

Global Positioning Status – Greg reports several more areas accomplished such as Oak Grove, Fandel Farms, and Hay Meadows. All those south of 116 are done. Some areas such as Audubon Hills-Woodland Knolls, White Oak Lake, Far Hills, and Thornridge are yet to be mapped.

Subscription Cost for Geopositioning – Greg shared with the Board that post processing fees have increased with CloudPoint. The smallest block of hours would be 24hrs for \$3600. Unused hours would be forfeited at the end of the year. In order to maintain a living document of our system, the annual CloudPoint fees would be necessary. In addition to that, the ArcGIS online subscription fee of ~\$1500 and the Trimble Unit Equipment ~\$1800 could result in a yearly cost of \$6900-7000.

Farnsworth Option – Greg took the initiative to start exploring an alternative, lower cost option. Ty Aeschleman of Farnsworth has developed a way to use Google Earth for this process. The encrypted map would be password protected and shareable with anyone. Post processing fees could be significantly less with current Farnsworth time and material processing rates. All of the previously collected data could be converted to this system. Ty will come look at our system in order to confirm that this would be an option for CTPWD. John Schaffer asked about the security of this system. Both John Ezzell and Greg Long had been assured by Farnsworth of the safety.

Status Review - Old Business

Office Automation Process –

Angie reports the automation process is going well. Neptune 360 installed in October on the new computer works well and October bills were done with that in place. A few interface issues getting into CUSI are being worked out so currently Angie is working on two computers. Angie is anxious to see what new reports can be ran after 3 months of data collection. John Ezzell asked if Tiffany's computer had been updated. It is not updated yet as new Microsoft has to be installed yet.

Second Seat License-

The license is already paid so Tim will take the old computer and clean it up for use once everything is converted to the new one. This will be convenient if ever needed for additional part-time help. Bob confirmed with Angie that 6 machines can be added to this Microsoft license.

ACH – Angie will make sure the new computers are working as anticipated prior to proceeding with ACH.

New Business

401K Plan Compliance (10.00.6) – A discussion was held explaining a disconnect between the

employee 401K plan documents and CTPWD Terms of Employment Procedure. Under the plan document, all employees are eligible for the 401K benefit after 3 months of employment. A month is defined as 1 hour of work in any 1 month of employment. A **motion** was made by John Ezzell to edit Procedure 10.007 XVII first sentence to read “Following successful completion of a 3-month probationary period, all employees shall be eligible to participate in the 401(K) Plan maintained by the Water District.” The second sentence “Part-time employees can be given this benefit at the discretion of the Board of Trustees” will be removed. Seconded by Zach Taylor and approved unanimously.

Rate Authorization January 2021 - Bob reported the January 2020 rate increase resulted in 16.5-30.7% revenue growth per 1000 gallons of water when evaluated month to month January to May. Overall a 21.1% increase was seen which was close to the estimate 23.1% anticipated by Margaret Gurbal. Bob proposed a January 2021 3% increase in rates above minimums but no change in the minimum charges. Discussion was had about the number of maintenance items becoming necessary to ensure continued smooth plant operation. Greg Long pointed out that while there was \$137,000 capital-maintenance budget in 2020, the capital budget for 2021 is \$217,000 and 2023 is \$182,000. It was also discussed that the current levels of water sales may not be sustained. As COVID restrictions are changing, there is not much certainty. John Ezzell made a **motion** to increase water rates 3% across the board effective for the January 2021 billing cycle which would also increase the minimum charges by 3%. The motion passed with a vote of 4:3. Kay Webber, Zach Taylor, Christine Slagel, & John Ezzell voted in favor. John Schaffer, Josh Zulu, and Robert Sutton voted against.

Board Member Items

Bob Sutton reminded the Board that he will be doing staff member performance reviews in December. Please contact him with any input you may have.

Motion made by John Ezzell to adjourn the meeting, seconded by Zach Taylor, and was unanimously approved. Meeting adjourned at 8:58p.m.

Christine Slagel

Board Member (In the excused absence of Board Secretary Judy Burkhalter)

Next meeting will be December 14, 2020 at 7:00 pm

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