

MEETING  
OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE  
CATERPILLAR TRAIL PUBLIC WATER DISTRICT OF WOODFORD  
COUNTY ILLINOIS ON NOVEMBER 8TH, 2021 AT 7:00 PM, VIA ZOOM AND  
AT 404 TEN MILE CREEK ROAD, EAST PEORIA, IL. 61611-9240

Board members attending in person: C. Slagel, R. Sutton, Z. Taylor, K. Webber, J. Zulu, John Ezzell, J. Howard

Staff attending via Zoom: G. Long, A. Keil, T. Stanley

Guest attending via Zoom: Jonathan Heiple,

The meeting was called to order by Chairman Bob Sutton at 7:02 pm and declared a quorum present.

**Public Comments**

One (water powered?) sump pump leak at 102 Marvin Court. \$243.00 credit was approved. After John asked how the Leak Adjustment Procedure applied to this leak settlement, Bob agreed to review the written procedure for detail in order to make future adjustment approvals consistent.

**Minutes Approval**

**Motion** to approve the October 2021 Board minutes by Kay Webber seconded by Zach Taylor was unanimously approved.

**Treasurer/Billing**

District Water Billing - 2,023 bills were sent totaling 9,909,317 gallons. Water billed was \$121,109.48. Loan service billed was \$10,017.83, and Penalties billed were \$2,218.62, for a total bill of \$131,181.31.

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

Financials – Tiffany reviewed the financials for October 2021. **Motion** to approve made by John Ezzell, seconded by Zach Taylor was unanimously approved.

**Information Technology**

Bob Sutton informed the board our IT consultant, Tim Beechler had resigned. He will be asking Tiffany and Angie to work with him to come up with a recommended path forward for board review.

**District Superintendent's Report**

Usage report – Greg reported 11,409,000 gallons were pumped in October. Bacterial test was ok and the fluoride was .717. The hardness was 4.3 grains per gallon.

Greg reported a water main break on 815 Holland Road. 180 homes were affected. Customers were notified October 19<sup>th</sup> and boil order issued. Repairs were completed October 20<sup>th</sup> and the boil order was lifted October 21<sup>st</sup>.

**Status Review – Old Business**

Three old and worn office windows were replaced with new ones.

Valley View Water Main Project Status

John Ezzell presented the following detailed report to the board:

1. October 26, 2021: Giffin Engineering submitted complete Project Plan Packet for IEPA Construction Permit Application and Loan Application, including: IEPA Loan Application, Water Sales Agreement between CTPWD & VVWWA, Basis of Design Summary, detailed Plans, Specifications, Cost Estimate, Wetlands Inventory map, & Flood Insurance map.
2. Valley View has requested an IEPA Low Interest Loan with 50% Debt Forgiveness.
3. Valley View and Giffin Engineering have requested consideration for America Rescue Program grant assistance from Woodford County.
4. Per 9-8-2021 notice, the following schedule is anticipated:
  - Submit Pre Application 11/1/21**
  - Submit Project Plan 11/1/21**
  - Project Plan Approval 2/1/22
  - Loan Application Submittal 2/1/22
  - Advertise for Bids 2/4/2022
  - Notice of Intent to Award 3/4/2022
  - Notice to Proceed 4/1/2022
  - End of Contract 10/15/2022
5. Financials:
  - a. Total Overall Design & Construction Project Cost Estimates:
    1. 1-25-2021 CTPWD/Farnsworth: \$307,544.
    2. 10-18-2021 Judd Giffin Engineering Revised: \$492,600
  - b. Design Phase invoices & costs, 2 categories:
    1. Project Acquisition Costs incurred prior to signing Design Phase Contract with Valley View: Total \$5,600.88
    2. Project Design Phase Costs, accounted against our contracted \$40,000 obligation:
      1. Judd Giffin Engineering
        - a. Invoice, dated July 30<sup>th</sup>: \$21,000.00
        - b. Invoice, dated October 26<sup>th</sup>: \$7,000.00
      2. Farnsworth Engineering:
        - a. Invoice, dated August 10<sup>th</sup>: \$995.00
        - b. Invoice, dated Sept 7<sup>th</sup>: \$995.00
        - c. Invoice, dated Sept 24<sup>th</sup>: \$1,890.50
        - d. Invoice, dated Oct 28<sup>th</sup>: \$1,194.00
      3. Jonathan Heiple,
        - a. Project Videoconferences, Contract: \$356.25
        - b. Research Deeds/Right-of-Way, BdMtg, Sept 30<sup>th</sup>: \$437.50
      4. John Ezzell, Mileage reimbursement: \$119.28

**Sum = \$33,987.53**

  3. CTPWD \$40,000 Design Phase Obligation minus \$33,987.53 Spent = **\$6,012.47** remaining.
  4. FYI, Valley View & Judd Giffin Engineering Contract was \$35,000, minus \$21,000 +\$7,000 billed and paid to date = **\$7,000 remaining owed** to Giffin Engineering by Valley View Water Works Association.
  5. Greg will follow up with Tony for status on Valley View's IEPA Low Interest Loan application.

Germantown Hills Village Board Meeting

Bob Sutton, Jonathan Heiple, Greg Long and Zach Taylor attended a Germantown Hills Village Board

meeting to seek funding from the American Rescue Fund. Initial response from the village board had been that all of the rescue funds were allocated to the village's sewer system update. When asked to rethink, the Village Board agreed to consider funds for three projects – 1- Automatic flushing Stations, 2 – New Backup SCADA Laptop and 3 – Tank Mixer Monitoring and Controls for Water Storage Tanks. The total cost for the three projects was \$51,373.

A second request for American Rescue funding was sent to Woodford County Board

Three projects worth about \$700,000 were presented. However, the County Board's consultant indicated projects focused on system growth would not qualify under the guidelines of the Drinking Water State Revolving Fund (DWSRF) which is being used as criteria. Our projects will be further reviewed for compliance with that guidance.

Greg reported a continuing interest for our water from property owners near Schmitt Lane. Jonathan reminded the board the need for due diligence before going for annexation into our water distribution. Greg will follow up with interested property owners and report back.

**New Business**

Terms of Employment 10.00.7 Revision – document was presented for input from members of the board which resulted in several changes and clarifications. The document will be updated to reflect proposed changes and reviewed again at the December meeting.

Gift Card Receipt & Acknowledgement Form – Bob introduced the form as a method for employees to formally acknowledge receipt of gift cards for CTPWD business purpose.

New residential and commercial water rates - will go into effect January 2022. The rates will reflect a 3% overall increase. There will be an additional \$5.00 loan service fee for each account. Bob also presented a chart showing how competitive CTPWD rates are compared to nearby towns of Princeton and Metamora.

**Motion** to adjourn the board meeting made by Zach Taylor, seconded by Kay Webber was unanimously approved.

Executive Session

The regular meeting was called to order by Chairman Sutton after the Executive Session. Motion to approve salary adjustments for staff effective with the first pay period in January 2022 by John Ezzel, seconded by Christine Slagel was unanimously approved.

Josh Zulu for Board Secretary

Next meeting will be December 13th, 2021 at 7:00 pm.  
Please call to be excused if you are unable to attend.