

**MEETING**  
OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE  
CATERPILLAR TRAIL PUBLIC WATER DISTRICT OF WOODFORD  
COUNTY ILLINOIS ON OCTOBER 12, 2020 AT 7:00 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, 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**

A leak adjustment was approved for:  
207 S. Lakeview Drive for \$237.97

**Minutes Approval**

Motion to approve the September 2020 minutes by Christine Slagel, seconded by John Ezzell, and was unanimously approved.

**Treasurer/Billing**

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

**Financial Results** - Tiffany provided the Board an explanation of the September Profit & Loss Statement, Balance Sheet and Cash Flow. **Motion** to approve the September Financials by Josh Zulu, seconded by Kay Webber and was unanimously approved.

**District Water Billing** – 2,018 bills were sent in September totaling 10,665.081 gallons. Water billed was \$124,179.83. Loan service billed was \$10,047.17, and penalties were \$2,415.35 for a total with penalties of \$136,642.35.

**District Superintendent's Report**

**Usage report** – Greg reported 13,711,000 gallons were pumped in September. Bacterial test was ok and the fluoride was .787 (Target is .6 - .8). The hardness was 4.2 grains per gallon.

Greg reported the generator stopped working. Altorfer replaced a dead control panel on September 24 and the generator is now working properly.

Greg also mentioned they are having issues with the GPS disconnecting regularly, causing a lot of time being wasted trying to reconnect. He contacted Cloud Point, which loaned a My Fi Hotspot which seemed to work well, holding the connection. Greg plans to return the loaner once he has ordered a My Fi for the plant. The cost is \$100 plus a subscription through Verizon for \$36/mo on the cell phone bill.

**Status Review – Old Business**

**Office Automation Progress** – Bob said we are making good progress. Greg had moved the electrical

outlets in the back room, and the refrigerator and microwave had been moved. A desk had been purchased and placed in the back room for Tiffany. Friday, October 16<sup>th</sup>, CUSI will install new software on the new computer, which has been placed on the Treasurer's previous desk. Neptune 360 will also be incorporated into our process at the same time as our office automation upgrades. If successful, we will read meters on October 26<sup>th</sup> with the new system and process. Bob stated we are also purchasing two 24" monitors for Angie's desk.

Status of Valley View Proposal – Bob said they have followed up with Mr. Hahn but had not heard back. He indicated Greg had investigated and provided Mr. Hahn with valuable information on a IEPA program that might lower their rates, with possible principle forgiveness.

Audit Results – Tiffany had given us information on the audit last month. She has now received the official audit report and informed the Board that copies of this report are now available in the office should they be interested.

### **New Business**

IEPA Loan Refinancing – Bob and Tiffany met with Bernardi Securities last month regarding refinancing the IEPA Loan. Recently they also met with First Mid State Corporation. Tiffany indicated First Midstate had been able to answer many of her questions, that were not answered by Bernardi. Tiffany reviewed with the Board the processes we would need to complete in order to qualify for the bond program. After reviewing the pros and cons of refinancing, Bob recommended we not proceed with the alternative bond and keep the IEPA loan. **Motion** by Bob Sutton to continue with the IEPA loan and not to pursue the Bond refinancing. Seconded by John Ezzell and was unanimously approved. Tiffany indicated the Bond loan might be worth pursuing should we have a huge project in the future.

Vacation Days – One Time Carry-Over Exception – The Board adjourned the regular meeting to discuss in an Executive Session which began at 8:16 pm.

### Executive Session

Regular meeting called to order by Chairman Sutton after the Executive Session.

**Motion** by John Ezzell to add a one-time carry-over of an additional 5 days to our Vacation Policy from 2020 to 2021 due to the COVID 19 virus in 2020. Seconded by Josh Zulu and unanimously approved.

**Motion** by Zach Taylor, seconded by Kay Webber and was unanimously approved, to provide the 401K plan to Tiffany Stanley.

### **Board Member Items**

No comments were made.

**Motion** to adjourn the meeting by John Ezzell, seconded by John Schaffer and was unanimously approved. Meeting adjourned at 8:34 pm.

Judy Burkhalter, Board Secretary

Next meeting will be November 9, 2020 at 7:00 pm.

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