

•

**OFFICIAL MINUTES**  
OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE  
CATERPILLAR TRAIL PUBLIC WATER DISTRICT OF WOODFORD  
COUNTY ILLINOIS ON **OCTOBER 11th, 2021.**

Meeting was conducted with board members and staff via teleconference attendance. A Quorum of the Board was present.

Board Members Attending by Videoconference: R. Sutton, K. Webber, Z. Taylor and J. Ezzell  
Staff Attending by Videoconference: T. Beechler, G. Long, T. Stanley, and A. Keil  
Guest Attending by Videoconference: J Heiple.  
Excused Absence: J. Howard, J. Zulu, & C. Slagel.

The meeting was called to order by Chairman Bob Sutton at 7:03 pm and declared a quorum present. **Public Comments**

**Leak Adjustments:**

There was a leak adjustment on Lakeview Drive for \$21.97. Customer had leaky basement toilet which was repaired.

A renter was past due on water bill and then moved within the district. Past due transferred to new address. Landlord renovating the apartment found the leak. \$15.13 request approved for credit for two months after renter moved out.

**Minutes Approval**

Change month from July to August in District Superintendents total gallons pumped report. No other reported changes to be made.

**Motion** to approve the September monthly minutes by John Ezzell, seconded by Zach Taylor and the motion was unanimously approved.

**Treasurer/ Billing**

**District Water Billing** – Angie reported 2,024 bills were sent in September totaling 10,916,410 gallons. Water billed was \$132,087.98. Loan Service billed was \$10,080.33, and Penalties were \$1,920.22, for Total With Penalties of \$144,088.53

**Financial Results September** - Tiffany Stanley provided the Board with explanations for both of the month of September. A \$3,000 payment was made to Sikich for audit fee purposes.

**Balance Sheet:** Current ratio is 1.65.

**Profit & Loss:** No specific items to report

**Statement of Cash Flows:** \$803,155.78 in cash beginning of period and \$836,356.67 cash on hand at the end of period for a net cash period increase of \$33,200.89.

- t
- 

**2022 Budget** – A quarterly review of the budget is preferable with 3% allocated being used between Budgeted vs Actual. Bad debt is currently being spread across all 12 months.

**Motion** to approve the financials paid in September by John Ezzell, seconded by Zach Taylor, and the motion was unanimously approved.

**Bills Paid September** – Transaction by vendors were \$123,774.62.

**Motion** to approve the bills paid in September by Kay Webber, seconded by Zach Taylor and the motion was unanimously approved.

### **Procedure Change**

Procedure 1106 Bank Accounts: Made correction to include both closed CEFCU accounts. Changed cash restricted account status to non restricted at Commerce Bank.

**Motion** to approve the changes to Procedure 1106 Bank Accounts by Zach Taylor seconded by John Ezzell and the motion was unanimously approved.

### **IT Report**

Tim Beechler reported on the backup system & the need for further study of software used to deploy a weekly imaging that does not interfere with the current updating & operating conditions of the primary desktop after hours.

Angie Kiel has reported that 63 customers have signed up for ACH payment solution.

### **District Superintendent's Report**

#### **Water Leaks**

No leaks to report for month of September.

**Usage Report** – Greg reported 13,580,000 gallons pumped in September. Fluoride test was .783 (target is 0.6-0.8). The hardness was 4.8 grains per gallon. Bacteria samples were good with no issues.

**Maintenance** – Humidifier purchased in 2018 had blower motor fail in it. Greg purchased replacement 3 speed motor from Armature Motor & Pump. Motor has to be specifically wired to fit into system and is still in the process.

Greg has been processing on average 10-20 JULIE locates per week to mark CTPWD lines.

## **Capital Spending**

- 
- 

There were no Capital spending items on the agenda for discussion.

## **Old Business**

**Drop Off Box** – John Ezzell proposes to table & revisit discussion in December on adding outside drop off location for customer payments.

**Valley View Project** – CTPWD has complete set of plans & specifications that has been agreed on for the project. Plans **have** been submitted to the EPA for review.

## **New Business**

No new business on the agenda for discussion.

## **Board Members**

No items for review by board members.

## **Meeting Close**

**Motion** to adjourn the meeting by John Ezzell, seconded by Kay Webber and was unanimously approved. Meeting adjourned at 8:32 pm.

Tim Beechler, Board Secretary

Next meeting will be November 8th, 2021 at 7:00 pm  
Please call if you will not be able to attend.

• t