

MEETING
OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE
CATERPILLAR TRAIL PUBLIC WATER DISTRICT OF WOODFORD
COUNTY ILLINOIS ON SEPTEMBER 14, 2020 AT 7:01 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
Guest: Jonathan Heiple
Staff Present: 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

A leak adjust was approved for:
504 Ten Mile Creek Road for \$158.47

Minutes Approval

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

Treasurer/Billing

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

Financial Results – July and August 2020 - Tiffany provided the Board an explanation of the July and August Profit & Loss statement, Balance Sheet and Cash Flow statement individually.

Budget 2021 – Tiffany reviewed the 5 Year Profit and Loss FY2021 Budget. She then discussed the 5 Year Cash Flow Forecast and Profit and Loss for FY2021 to FY2025. Tiffany indicated the year 2022 shows a cash decrease as capital and high maintenance items were pushed forward to that year.

John Ezzell thanked Tiffany for putting this information together so quickly and feels we have good cash reserves. He mentioned as we get closer to 2023 – 2025 we will be able to better forecast and move some of the capital and high maintenance items forward to those years. **Motion** to approve the Financial presentation by Josh Zulu, seconded by Kay Webber and was unanimously approved.

District Water Billing – 2,018 bills were sent in August totaling 13,836,859 gallons. Water billed was \$155,579.24. Loan service billed was \$10,047.32, and penalties were \$2,809.24 for a total with penalties of \$168,435.80.

District Superintendent's Report

Usage report – Greg reported 17,113,000 gallons were pumped in August. Bacterial test was ok and the fluoride was .753 (Target is .6 - .8). The hardness was 4.3 grains per gallon.

Greg indicated a water leak at 1220 N. Maple had been repairs on August 31. No boil order was issued.

Status Review – Old Business

Shut-off for Past Due / RPZ Certification – Angie reported she had sent 41 shut-off notifications. Of the 41, 6 were shut-off, 2 of the 6 are still shut-off. Five customers did make a payment plan. John Schaffer and Christine Slagel thanked Angie for all the work on creating the payment plans with the customers.

Jonathan Heiple stated we are still consistent with Illinois American Water by not extending non-shut-offs beyond September 1. He indicated we should keep all of our data for several months should we be required to provide reasoning for the shut-offs. Greg and Angie stated we have all the documents.

Regarding the RPZ Certification, Angie stated we are finished with these, with no shut-offs necessary. She said some customers had disconnected the systems, and Greg had been able to verify these by taking pictures of the disconnects.

Office Automation Progress – Bob, John Schaffer and Tim Beechler ordered a new work tower which should be delivered September 23rd. Tim will install all the software. He will also assist with installation of the Neptune 360 software, and CUSI software.

John Schaffer asked if we will complete the new billing cycle before installing, and then run the system to confirm information is accurate. Greg indicated we will not be able to run two billings.

Bob stated we will be getting remote access for the laptop, as well as an extra seat license for a second computer so two operators can work in CUSI at the same time. Bob said we will upgrade Quick Books later.

Status of Valley View Request – Bob, John E. and Greg have started discussions with Mr. Hahn. He asked Bob for an additional two weeks to review. After checking with the IEPA on what they might offer for low interest loans with possible principle forgiveness, Greg sent information to Mr. Hahn, Bob and John Ezzell on what the State Loan Program can do.

In answer to Jonathan Heiple's question as to whether the Valley View group had formed an entity with the Secretary of State, Greg responded Mr. Hahn said yes recently. Bob said we will keep in contact with them, and for now wait to see if they are interested in our proposals. Bob believes they should apply for the Government loans and then see what we can do to help.

New Business

Presidential Memorandum on deferring Social Security tax – Jonathan Heiple discussed the memo and the ability to defer the withholding deposit and payment of certain payroll taxes. He said if we withheld these, they would be payable the first quarter of 2021. **Motion** by Zach Taylor, seconded by Christine Slagel, not to defer payroll taxes. Motion approved unanimously.

Audit Results – Tiffany stated we have not received the final results yet, however, the auditors indicated there were no issues, similar to last year. Christine asked if the auditors had indicated since we have done so well the last few years if the price would come down. The wording of the contract indicates not to exceed \$15,000. Tiffany will check with the company on pricing once we receive the final audit.

Selective Insurance – Selective Insurance had contact Bob and Tiffany regarding setting up contract

with our major suppliers. Presently we have certificates of insurance with our suppliers. Greg and Tiffany will look at our major suppliers to determine who to contact.

Bernardi Securities – Tiffany and Bob were contacted by Bernardi Securities, Municipal Bond Specialists, about reducing the interest rate on our primary loan by selling municipal bonds to replace the Illinois EPA loan. Tiffany investigated some of the companies they have done business with. They also contacted Jonathan Heiple about their proposal. He indicated there are some loose ends. Tiffany will continue to investigate including talking to additional Municipal Bonds companies for comparison.

Board Member Items

Kay Webber said she had been in contact with Margaret. She is doing better, but still having pain in her legs. Margaret thanked everyone for the Amazon card and had been able to purchase 15 Kindle Books.

Greg mentioned the laptop in the plant was very sluggish and may need to be replaced. The Board suggested he talk to Tim Beechler about a new one, and procure as necessary, as price will probably be below the approved Spending Policy level.

Motion to adjourn the meeting by Kay Webber, seconded by John Schaffer and was unanimously approved. Meeting adjourned at 8:26 pm.

Judy Burkhalter, Board Secretary

Next meeting will be October 12, 2020 at 7:00 pm.

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