

OFFICIAL MINUTES
OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE
CATERPILLAR TRAIL PUBLIC WATER DISTRICT OF WOODFORD
COUNTY ILLINOIS ON SEPTEMBER 13th, 2021.

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

Board Member Attending at CTPWD Office, and available for Visitors, with Videoconference: J. Ezzell
Board Members Attending by Videoconference: R. Sutton, C. Slagel, K. Webber, Z. Taylor and J. Zulu.
Staff Attending by Videoconference: T. Beechler, G. Long, T. Stanley, and A. Keil
Guest Attending by Videoconference: J Heiple.

The meeting was called to order by Chairman Bob Sutton at 7:01 pm and declared a quorum present.

Public Comments

Leak Adjustments:

There was a leak adjustment for address on Old Germantown Road with 2 leaky toilets. Customer fixed 1st toilet with 2nd toilet left still to be repaired. CTPWD informed customer repair on second toilet needs to be completed before using. They were issued a \$148.63 credit.

A leak occurred on Whispering Oaks Dr. right after the May billing. A high June bill was believed to be caused by use of a blowup pool. When the July bill was also high three toilets were repaired. We agreed to a two month credit of \$378.86.

Minutes Approval

No changes were suggested for the August minutes.

Motion to approve the August monthly minutes by John Ezzell, seconded by Kay Webber and the motion was unanimously approved.

Treasurer/ Billing

District Water Billing – Angie reported 2,025 bills were sent in August totaling 10,438,525 gallons. Water billed was \$126,896.10, Loan Service billed was \$10,085.66, and Penalties were \$1,940.78, for Total With Penalties of \$138,922.54

Financial Results July and August - Tiffany Stanley provided the Board with explanations for both of the months of July and August.

For the Month of July:

Balance Sheet: Current ratio is 1.51.

Profit & Loss: No specialized items to report

Statement of Cash Flows: \$627,000 in cash end of period & \$719,000 cash on hand

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Budget: A suggestion was made to look at the budget versus actual quarterly instead of monthly because normal weather fluctuations have an impact relative to budget projections. (per example: summer heat difference one year leading to increase in water)

Motion to approve the financials paid in July by Zach Taylor, seconded by Kay Webber, and the motion was unanimously approved.

Bills Paid July – Transaction by vendors were \$77,477.11.

Made notation of SIKICH audit fee of \$5,000 paid at end of August, as CTPWD was billed before work was completed in full.

Refund for \$452.68 was on foreclosed property with lien. Realtor bought property, pre-paid the debt to CTPWD to get water service restored; but, had already paid lien to title company at property closing. When Title Company forwarded debt payment they received at closing to us, we repaid the Realtor.

Motion to approve the bills paid in July by Christine Slagel, seconded by Jason Howard, and the motion was unanimously approved.

Financial Results for the Month of August:

Balance Sheet: Current ratio is 1.61. Cash reserves increase until another loan payment is made. Account 1404 labeled “Work In Process” is account ready for possible grant projects that may get approved.

Profit & Loss: Operating supplies for chemicals slightly abnormally high due to July purchases being carried over for payment in August. Also included check to Ferguson for \$6,000. Maintenance costs were carried over due to timing from July and paid in August

Statement of Cash Flows: \$719,805.58 in cash (BOP) & \$803,155.78 cash (EOP).

Bills Paid August – Transaction by vendors were \$95,514.98.

Motion to approve the bills paid in August by Kay Webber, seconded by John Ezzell, and the motion was unanimously approved.

2022 Annual Budget

Budget completed on Aug 31st.

Budget calculated with 3% inflation. Engineering fees increased due to grant opportunities/projects we are looking into. Utility cost increased due to normal annual increase rate. Chemicals are normally 6.5% of total sales so 8% was allocated in the 2022 budget. Depreciation expense was modified to include depreciation for items projected to be added in 2022.

Maintenance: \$45,000 has been base cost for prior years. The FY2022 estimate was increased to \$47,500.

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Capital items budget is good. Total for 2022 fiscal is projected net income \$309,000.

Some items were spread costs of 12 months evenly with a 3% increase anticipated.

Motion to approve the 2022 budget by Zach Taylor, seconded by Josh Howard, and the motion was unanimously approved.

Audit Results:

SIKICH Auditors considering issuing a Qualified opinion due to Fandel Farms + Coventry, missing primary developer build infrastructure costs donated to CTPWD on our balance sheets. Cost information for donated items to CTPWD should have been delivered from developer. Our new auditing firm suggests they might have to change to an adverse opinion which could affect grants for funding or loans. Discussions are continuing.

IT Report – Tim Beechler reported that network shelf was completed & all hardware items were moved to it. Western Digital NAS cloud system was installed on a RAID 1 & all system image backups were completed. Acronis backups to be installed on desktop system. GTOWNPC cloud based software removed from water plant laptop. Credit to be issued on next years service contract. Covered Windows 11 release. Suggestion to not upgrade any machines as only 1 machine is compatible for Windows 11. Leave all machines on Windows 10 final build until at least next fiscal year.

District Superintendent's Report

Water Leaks

1) Service line to GH Village Hall repaired on August 23rd. No boil order or shutdown.

2) August 25th two service line leaks reported on 109 Fandel Road & 704 Bayside Drive. No boil orders. Repaired without shutdown.

Usage Report – Greg reported 13,299,000 gallons pumped in August. Fluoride test was .763 (target is 0.6-0.8). The hardness was 3.9 grains per gallon. Bacteria samples were good with no issues.

High Cost Maintenance Items : CTPWD is in line with other major water plants in the country.

Lime Lagoons : Previous contract with a commodities broker to clean out the lagoons and dispose of the waste lime slurry had expired. Currently, a local farmer is cleaning our lime lagoons and hauling away lime. As our NPDES permit for lime disposal holds us responsible even after it leaves our possession, John/Greg drafted & negotiated a contract to provide/purchase exclusive rights to our lime, annually negotiate pricing for excavation of lime, clearly detail the NPDES Permit requirements for disposal of the lime slurry removed, that the farmer will pay for trucking, and provided a 10 year exclusive contract with no price on the lime as the farmer is investing in the storage and new spreader equipment for the lime. With our new contract, the NPDES requirements are clearly detailed so that the ownership/liability of the lime transfers to the client, and CTPWD is better protected from legal requirements set by law.

Chemicals : Current supplies of sodium hypochlorite (bleach) are very volatile. CL is going up .20 cents per gallon, as market supply is in high demand. Hurricane damage and resultant power outages have disrupted production plants located in the US Gulf region and their raw material acquisition. Assumption is this is a temporary issue due to supply/demand. Prices expected/hoped to return to normal around December.

Capital Spending

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

Old Business

Valley View Project -

Technical:

- 1 IEPA Construction Permit Application signed by Tony Hahn, Valley View, and is waiting completed Plans, Specifications, and Cost Estimate for our signature.
- 2 Technical Review Meetings: CTPWD Greg & John, and Kevin Hannel, Farnsworth Engineering:
 - a With Judd Giffin on July 16th to review initial water main plans, and drove/walked planned water main route down Ten Mile Creek Road.
 - b With Catherine Terando, Engineer at Judd Giffin Engineering, on August 16th to review their August 5th revised plans and provided guidance on Specifications and Plans content and format (Judd Giffin had COVID).
 - c With Tony Hahn, on September 8th, to review latest Sept 3rd Giffin Engrg provided Plans, Specifications, and updated Cost Estimate – numerous changes and updates requested.
 - d Expect revised plans, specifications, basis of design summary, and cost estimate Sept 13 from Giffin Engineering – will review and respond.
- 1 Need to complete Plans, Specifications, and Bill of Material/Cost Estimate to submit IEPA Construction Permit Application and IEPA Loan Application in time for IEPA Bypass Funding qualification.

Financial:

- 1 Total Overall Design & Construction Project Cost Estimates:
 - a 1-25-2021 CTPWD/Farnsworth: \$307,544.
 - b 9-3-2021 Judd Giffin Engineering: \$369,594 – expect this to go down
- 1 Met September 10, 2021 with Tiffany, Greg, John, and Tony Hahn, Valley View, and Tiffany had organized and presented our Design Phase invoices & costs as 2 categories:
 - a Project Acquisition Costs incurred prior to signing Design Phase Contract with Valley View:
Total \$5,600.88
 - b Project Design Phase Costs, accounted against our contracted \$40,000 obligation: Paid to Farnsworth Engineering and Heiple Law as of September 10th: \$2,346.25
 - c Accounts Payable / Expected Bills Owed:
 - i Judd Giffin Engineering Invoice, dated July 30th: \$21,000
 - ii Farnsworth Engineering: expect charges of ~\$1,000

Sum = ~\$24,346.25
 - a Our \$40,000 Design Phase minus ~\$24,346 = ~\$15,654 remaining CTPWD obligation

- - b FYI, Valley View & Judd Giffin Engineering Contract was \$35,000, minus \$21,000 billed (and which we will probably pay this week) = \$14,000 remaining owed

New Business

American Recovery Fund:

Submitted \$51,000 in grant proposals to Village of Germantown Hills for funds to be allocated out of the \$450,000 infrastructure grant they are to receive. Its been reported that the Village Board has decided not to fund CTPWD projects, as they will use all grant funds for sewer system improvements. Bob Sutton, Greg Long, and Zach Taylor to meet with Village Board on October 28th to explain the rationale for the three projects.

ACH (Automatic Clearing House / Auto Account Debit): September 5th had 15 people sign up for payment. October 1st, has 32.

Board Members

John Heiple

There is currently a pending annexation petition for 5 houses on Schmitt Lane and Ten Mile Creek Road.

Meeting Close

Motion to adjourn the meeting by Kay Webber, seconded by Jason Howard and was unanimously approved. Meeting adjourned at 8:49 pm.

Tim Beechler, Board Secretary

Next meeting will be October 11th, 2021 at 7:00 pm
Please call if you will not be able to attend.