

MEETING MINUTES  
REGULAR MEETING of the BOARD OF TRUSTEES of the  
CATERPILLAR TRAIL PUBLIC WATER DISTRICT of WOODFORD  
COUNTY ILLINOIS on February 12, 2024 at 7:00 PM, via GoTo and at  
404 TEN MILE CREEK ROAD, EAST PEORIA, IL 61611-9240

**CALL TO ORDER**

Chairman Sutton called the meeting to order at 7:00pm, noting a Quorum was present.

**ROLL CALL / ATTENDEES**

Physically present – Bob Sutton, John Bellisario, Patti Pitcher, Christine Slagel, Tiffany Stanley, Zach Taylor, Kay Webber, Josh Zulu

Excused – Jason Howard

via Teleconference – Angie Keil, Greg Long

**ANNOUNCEMENTS**

None.

**APPROVAL OF MINUTES**

Zach Taylor moved to approve the January 8, 2024, Minutes; seconded by Josh Zulu.

Motion passed unanimously.

**PUBLIC COMMENTS**

None.

**LEAK ADJUSTMENT(S)**

A leak due to a water softener malfunction (which has since been bypassed) occurred at 906 Mulberry Court. Chairman Sutton authorized a \$100.30 credit. No objections.

**DISTRICT BILLING REPORT**

Patti reported a total of 2,034 bills with a read date of January 25, 2024, were sent totaling 8,521,363 gallons. Water billed was \$117,773.78. Loan service billed was \$10,154.16 and penalties billed were \$1,756.04, for a grand total billing of \$129,683.98 for the month of January.

Chairman Sutton reported there are currently 11 homeowners on the shut-off list for this Wednesday. The homeowner at 900 Mulberry Court has been on this list repeatedly, resulting in a letter in 2023 offering a payment plan, which homeowner accepted but never pursued. This property is currently for sale by owner. Attorney Heiple was consulted. He suggested seeking the homeowner's permission for a lien on the house, allowing extra time to pay the current \$1,066.79 balance; otherwise, CTPWD will be forced to terminate water service. Per CTPWD's policy, balance paid in full plus a \$75 reconnection fee would be required to reinstate service. No objections.

## **FINANCIAL REPORTS**

### **TRANSACTION LIST BY VENDORS / BILLS PAID**

No objections regarding the December expenses totaling \$134,624.91.

Kay Webber moved to approve the bills paid in January; seconded by John Bellisario.

Motion passed unanimously.

### **BALANCE SHEET / PROFIT & LOSS / CASH FLOW**

The C/R for January was 1.26.

Net Income for January was \$63,125.14, including initial insurance reimbursement for the lightening damage of \$52,575.65 less the \$2,500 deductible. Cash flow balance at the end of January was \$638,333.55.

Josh Zulu moved to approve the financial reports as presented; seconded by Christine Slagel.

Motion passed unanimously.

### **COST OF PRODUCING WATER**

Tiffany reviewed the analogy of the 2020 and 2023 cost comparisons. In 2020 the cost per 1,000 gallons was \$9.87; in 2023 it increased to \$11.91. However, questions were raised regarding the step-fixed and incremental costs requiring further review (possibly spreadsheet formula discrepancy).

## **DISTRICT SUPERINTENDENT'S REPORTS**

### **USAGE REPORT**

Greg reported 11,091,000 gallons were pumped in January. The Bacterial test was good and the average fluoride level was 1.662 (target 0.6-0.8). Hardness was 3.8 grains per gallon during January.

### **LEAK REPAIR**

A repair was made at the intersection of Eller and Far Hills on February 5<sup>th</sup>. No boil order required. This is the second repair at this location which will be addressed in further detail at a future meeting.

### **LIGHTNING STRIKE / INSURANCE CLAIM UPDATE**

The scales to be replaced are expected to arrive later this week.

The Farnsworth I/T technician has been searching for a replacement of a now obsolete part.

Last month the transducer that was ordered in September 2023 arrived, but as the wrong one. Greg returned it, contacted the manufacturer to confirm the correct part number which is now being sent.

Unrelated to the lightning strike, the high-service impeller repair is expected to occur by the end of March 2024.

## **SOLAR ARRAY STATUS**

Josh has been informed construction will begin June 30, 2024, and in service July 30, 2024. However, what was also discovered was Ameren notified CEDG of these dates in January 2023 based on an email forwarded to him, so it was CEDG who delayed notifying CTPWD.

It's been confirmed the Ameren switch is a DER 11833 and will have the proper capacity for the Woods in Germantown subdivision, Valley View and the sports complex additions to the CTPWD system.

## **OLD BUSINESS**

### **PART-TIME EMPLOYEE**

Angie reported the ZipRecruiter platform produced 38 responses which ultimately resulted in three interviews, two selections, one job offer rejection and one job offer acceptance. Debbie Jolly from Spring Bay is the new part-time employee who started February 5<sup>th</sup>. Thirty-day performance evaluations will be performed for the first three months. Upon successful completion, she will be eligible for the 401K effective May 1, 2024. So far, training is going well.

## **NEW BUSINESS**

Tiffany explained the new Illinois Paid Leave Act that took effect January 1, 2024. For every 40 hours worked, employees are entitled to one (1) hour of paid leave for any reason with a cap of 80 hours. After reviewing CTPWD's current policy, this isn't applicable since CTPWD employees are already "front loaded" with their paid time off at the start of each new calendar year. The one scenario that needs clarification is whether a balance is paid to the employee or forfeited by the employees upon termination. Tiffany will continue to research this detail.

Chairman Sutton also stated life and disability insurance coverages will be reviewed to ensure they are still adequate.

## **BOARD MEMBER ITEMS**

None.

## **ADJOURNMENT**

Zach Taylor moved to adjourn the regular meeting at 8:10pm; seconded by Christine Slagel.

Motion passed unanimously.

## **NEXT MEETING**

Monday, March 11, 2024, at 7:00pm. Please call to be excused if you're unable to attend.

*P. Pitcher*  
Board Secretary