

MEETING MINUTES
REGULAR MEETING of the BOARD OF TRUSTEES of the
CATERPILLAR TRAIL PUBLIC WATER DISTRICT of WOODFORD
COUNTY ILLINOIS on April 8, 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 7:03pm, 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

via Teleconference – Angie Keil, Greg Long

Excused – Jason Howard

Guests – Tony Hahn, Atty. Jonathan Heiple

ANNOUNCEMENTS

None.

APPROVAL OF MINUTES

Correction (Page 2): “Valley View” instead of “CTPWD customer” residences...’ under Valley View Project section. Correction (Page 3): “versus” instead of “plus” one (1) year of salary...’ under Old Business regarding current life insurance benefit.

Zach Taylor moved to approve the March 11, 2024, Minutes as corrected above; seconded by John Bellisario.

Motion passed unanimously.

PUBLIC COMMENTS

None.

LEAK ADJUSTMENT(S)

None.

DISTRICT BILLING REPORT

Patti reported a total of 2,036 bills with a read date of March 25, 2024, were sent totaling 7,656,738 gallons. Water billed was \$109,535.68. Loan service billed was \$10,167.33 and penalties billed were \$2,501.40, for a grand total billing of \$122,204.41 for the month of March.

ACH / CREDIT CARD CUSTOMERS

Angie reported for the month of March there were 281 credit card payments (each included a 3% service charge absorbed by the customer) and 303 ACH transactions processed. For these 303 ACH transactions,

CTPWD was assessed a 15¢ fee for each of the 140 non-CEFCU customers (averaging \$20-\$21/month) plus a monthly \$35 fee. Chairman Sutton thanked Zach for his foresight in offering these payment options as it's proven to be a successful cost savings. Angie agreed, stating the system is working well. She stated a reminder of these payment options was included in the March billing, although customers continue to request e-billing. (Not currently available in CTPWD's existing system.) There's also a flyer by the payment basket for customers to take and new customers are informed during sign-up.

FINANCIAL REPORTS

TRANSACTION LIST BY VENDORS / BILLS PAID

Tiffany noted March contained three payrolls. Notations listed in right margin of her report for any unusual expenses or explanations.

No objections regarding the March expenses totaling \$153,257.17.

Kay Webber moved to approve the bills paid in March; seconded by Christine Slagel.

Motion passed unanimously.

BALANCE SHEET / PROFIT & LOSS / CASH FLOW

The C/R for March was 1.36.

Net Income for March was (-) \$11,657.86. Cash flow balance at the end of March was \$722,026.84.

BUDGET VS. ACTUAL

Tiffany explained the “-” sign on the far right of her report indicates a higher-than-expected expense. Likewise, the “+” sign indicates a higher-than-expected savings or revenue. No objections.

DISTRICT SUPERINTENDENT'S REPORTS

USAGE REPORT

Greg reported 10,263,000 gallons were pumped in March. The Bacterial test was good and the average fluoride level was .660 (target 0.6-0.8). Hardness was 4.6 grains per gallon during March.

On Monday, March 18th, the N. Maple Lane water main was compromised by a contractor during boring activities. A Boil Order was issued and emergency repairs were made, restoring water that same evening. The Boil Order was lifted on Wednesday morning, March 20th.

On Monday, March 25th, the High Service pump No. 2 was taken out of service for a rebuild. The seals and impellor needed replaced. Service was re-established on Wednesday, April 3rd, resulting in a performance increase of ten percent (10%). Greg suggested budgeting for the other pump impellor to be serviced in 2025. No objections.

Originally, Greg had budgeted \$20K for the weeping check valves to be replaced; however, the quote received was closer to \$26K. In an effort to disseminate the expense, he'll get a quote for the check valves only. The towers also need to be cleaned but can be postponed until 2026. No objections.

There are three contractors to whom we're currently selling water – Valley View project, G.A. Rich for sewer line between the Butler house and Heartland Bank, and the Ameren substation across from Thornton's gas station. The latter has purchased 240K gallons to date with another 200K expected.

VALLEY VIEW PROJECT

Tony reported the contractor broke ground just over two weeks ago and has installed the line from Leroy to Tazewood (top of the hill), six fire hydrants and a concrete vault which houses the meter and reducer valves. A propane tank and generator that served as emergency backup will be decommissioned upon completion of the project. The existing 2-inch PVC lines to the residences have been inspected and deemed sufficient. The tree next to Well No. 4 needs to be removed and additional reducer valves (to be delivered in early May) installed before work can resume. The estimated completion date is late May. Before the Operator's permit can be issued, the IEPA will need test samples.

The issue of IEPA's alleged requirement to verify the internal lines remains unresolved. Attorney Heiple stated such verification is neither Valley View's nor CTPWD's responsibility; said lines are private property and solely the respective resident's responsibility. Neither Greg nor Curry & Associates has been contacted by the IEPA.

Chairman Sutton reminded the Board CTPWD budgeted \$40K for the Valley View engineering costs paid upfront; however, the actual cost is closer to \$45K. As such, he and Tony have agreed to an offsetting reduction in the CTPWD commitment to provide an additional \$100K over 10 years.

Based on their records, Valley View averages 4,500-5,000 gal./day except during the summer when it increases to approx. 6,000 gal./day. Tony has thoroughly communicated with all Valley View residents (except for two vacant houses currently for sale) the project details and estimated cost of \$135/month. He has not had any negative feedback. The IEPA has agreed to convert the 20-year \$350K loan after forgiveness to a 30-year loan, and since the CTPWD system will also eliminate their need for well water chemicals, routine tests and insurance, the monthly costs per Valley View household will likely be reduced further to just under \$100/month.

In order for CTPWD to sell water to the out-of-district Valley View, Atty. Heiple will draft a \$1.00/year Lease (plus maintenance) for the Valley View line and simultaneously verify property lines. After the CTPWD connection is established, there will be several options going forward to provide service to other nearby residences: (1) Annex additional properties to the CTPWD boundary so those boundaries are contiguous; (2) Valley View may pursue annexing additional homeowners to further reduce costs per household; (3) Valley View may install individual meters (same CTPWD uses) and make necessary changes to their internal lines to be annexed to the CTPWD.

SOLAR ARRAY STATUS

Chairman Sutton recently spoke with Steve Smith of CEDG who confirmed the funding through Tri-Tech is still intact and the anticipated construction schedule (Start: June 30, 2024; Finish: July 31, 2024) remains unchanged; however, Chairman Sutton will confirm the actual schedule by early next month (May).

CEDG also has projects with Dunlap School District, DeKalb County and Champaign, Illinois, on their docket. Atty. Heiple suggested contacting at least the Dunlap School District Superintendent to confirm their project status as compared to CTPWD's. CEDG has not contacted Greg or stopped by recently to reassess our site prior to construction.

Brief discussion was had regarding ground covering underneath CTPWD's solar panels – grass, clover or other material. No decision was made.

Chairman Sutton anticipates the long-awaited Homeowner's meeting will occur the first or second week of June in the Illinois Prairie District Library Conference Room of the Germantown Hills Branch. No discussion.

OLD BUSINESS

Updating terms of employment previously discussed is still a work in progress. Chairman Sutton confirmed a two-year physical and illness disability coverage policy through Country Companies has been established, but wants to ensure mental health disability is also included as well as clarify the wait period differences between Operations staff (31 days) and the Office Manager (91 days). He'll update the Board next month.

NEW BUSINESS

None.

BOARD MEMBER ITEMS

Chairman Sutton announced that after 15 years on the Board, of which the last 10 were as Chairman, his current term expires July 1, 2025, and he will be stepping down. He offered anyone interested in the position to contact him regarding duties and expectations, noting the Board would have final approval. He offered the interested party(ies) to job shadow starting July 2024 if desired.

ADJOURNMENT

John Bellisario moved to adjourn the regular meeting at 8:19pm; seconded by Zach Taylor.

Motion passed unanimously.

NEXT MEETING

Monday, May 13, 2024, at 7:00pm. Please call to be excused if you're unable to attend.

P. Pitcher
Board Secretary