

MEETING MINUTES
REGULAR MEETING of the BOARD OF TRUSTEES of the
CATERPILLAR TRAIL PUBLIC WATER DISTRICT of WOODFORD
COUNTY ILLINOIS on May 8, 2023 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 7:01pm, noting a Quorum was present.

ROLL CALL / ATTENDEES

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

via Teleconference – Angie Keil

Excused – Greg Long, Zach Taylor

ANNOUNCEMENTS

None.

APPROVAL OF MINUTES

John Bellisario asked for clarification of the amounts noted in the Credit Card/ACH Usage section. It was determined “per month” should be added after both dollar amounts [credit card payments and ACH payments] for the record.

Jason Howard moved to approve the April 10, 2023, Minutes with corrections as noted; seconded by Christine Slagel.

Motion passed unanimously.

PUBLIC COMMENTS

None.

LEAK ADJUSTMENT(S)

None.

DISTRICT BILLING REPORT

Patti reported a total of 2,033 bills with a read date of April 24, 2023, were sent totaling 9,043,147 gallons. Water billed was \$119,037.18. Loan service billed was \$10,128.67 and penalties billed were \$1,478.01, for a grand total billing of \$130,643.86.

FINANCIAL REPORTS

TRANSACTION LIST BY VENDORS / BILLS PAID

As usual, Tiffany noted additional details within her reports where necessary.

The Board reviewed the April expenses totaling \$120,818.24. No objections.

Christine Slagel moved to approve the bills paid in April; seconded by Josh Zulu.

Motion passed unanimously.

BALANCE SHEET / PROFIT & LOSS / CASH FLOW

The current C/R is 1.57.

Tiffany noted CTPWD is receiving LPL account statements monthly, not quarterly as previously reported. After updating the account value for the first time, CTPWD has realized earnings of \$714.36 so far.

Net Income for April was \$21,454.16. Cash flow balance at the end of April was \$850,584.14.

John Bellisario moved to approve the financial reports as presented; seconded by Jason Howard.

Motion passed unanimously.

DISTRICT SUPERINTENDENT'S REPORTS

USAGE REPORT

Chairman Sutton reported 10,451,000 gallons were pumped in April. The Bacterial test was good and the average fluoride level was .696 (target 0.6-0.8). Hardness was 4.3 grains per gallon.

PLANT / SYSTEM UPDATES

A service line connection to the main line was repaired at 220 Murphy Lane. No boil order required.

Well #5 maintenance and upgrade bid was awarded to Layne Christensen Well Drilling. The two main factors considered were price and the screen cleaning process (high pressure vs. chlorine wash).

The new pump should be arriving within the next couple of weeks.

Hydrant flushing will begin this month.

Angie updated the Board regarding the current CUSI system's ability to launch a mass notification to residents. After talking to Tech Support and Heartland Technologies, it was discovered CTPWD's system already has the email module installed, but it wasn't properly activated at installation. It is now resolved and notifications can be sent based on routes or specific email addresses going forward, but will still require staff to physically in the

office to enable the process as the CUSI system is not accessible remotely. Angie is diligently collecting and/or verifying customers' valid email addresses. For customers utilizing the ACH system, an email address is automatically required.

While the email module will be very helpful going forward, the texting module would be more efficient but requires access to e-billing which is not currently an option within our system. (A third party currently prints our bills, so the e-billing would simply show contact information and numbers, but no line item descriptions.) Adding the texting module would cost \$1,000 and require reconfiguring our current bill printing process.

On a side note, Patti reported a new resident posted on Facebook today questioning area residents about the need for a water softener. All commentors discouraged the water softener praising the quality and taste of CTPWD's water.

SOLAR ARRAY

Dan Griffin (President of CEDG) recently notified Josh Zulu that CEDG has reached agreement with Tritech-Americas. In summary, Phase 1 – Design is complete. Phase 2 – Contract Execution is still a work in progress, taking six to nine months rather than the three months initially expected. Mr. Griffin assured Chairman Sutton the original parameters (initial rate, term and escalation rate) will be upheld. We're currently waiting on Ameren's interconnection inspection and approval. Phase 3 – Procurement and Installation will be CEDG's responsibility as soon as Phase 3 is completed.

CTPWD isn't allowed to disclose rates; however, Chairman Sutton recently spoke with Dan Mair, Superintendent of Germantown Hills School District 69, who shared that the school district currently pays 4.2 cents per kWh.

Hopefully a construction schedule will be ready by the June CTPWD meeting.

OLD BUSINESS

Gerard Orpen, our Presidio Insurance broker, planned to add a Director's liability rider regarding rate collusion the year after next or, if added now, the flat rate could be guaranteed for three (3) years. Chairman Sutton said the three-year guarantee option was chosen. Recent insurance cost increases on liability in general makes a three-year freeze desirable.

NEW BUSINESS

CTPWD is looking to fill the part-time clerical position recently vacated by Barb's resignation. Chairman Sutton stated it's a flexible schedule of 16 hours/week, except for when Angie is on vacation or sick (then it would be temporarily seven (7) hours per day during her absence), paid at the current minimum wage (\$13) and offers a 401k (6%) benefit.

BOARD MEMBER ITEMS

John Bellisario said along Ten Mile Creek, across from the new homes, he frequently notices residents parking on CTPWD property. Angie concurred, stating staff have noticed this as well, including residents walking their dogs at the back of the property. The parked cars have also interfered with mowing operations. Jason [local

law enforcement officer], stated as long as CTPWD has notified the owners of this violation, it is within CTPWD's legal rights to have said vehicles towed. After a brief discussion regarding verbal warnings, posting signs and potential towing efforts, it was decided a warning letter should be sent for transparency purposes and to create a paper trail. If the trespassing and violations continue, CTPWD would then proceed with towing efforts and/or posting signs.

ADJOURNMENT

Jason Howard moved to adjourn the regular meeting at 7:50pm; seconded by Josh Zulu.

Motion passed unanimously.

NEXT MEETING

Monday, June 12, 2023, at 7:00pm. Please call to be excused if you're unable to attend.

P. Pitcher
Board Secretary