MEETING MINUTES

REGULAR MEETING of the BOARD OF TRUSTEES of the

CATERPILLAR TRAIL PUBLIC WATER DISTRICT of WOODFORD

COUNTY ILLINOIS on October 9, 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 7:00pm, noting a Quorum was present.

**ROLL CALL / ATTENDEES**

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

via Teleconference – Greg Long, Josh Zulu (via telephone)

Excused – Angie Keil, Zach Taylor

**ANNOUNCEMENTS**

None.

**APPROVAL OF MINUTES**

Jason Howard moved to approve the September 11, 2023, Minutes; seconded by John Bellisario.

Motion passed unanimously.

**PUBLIC COMMENTS**

None.

**LEAK ADJUSTMENT(S)**

None.

**DISTRICT BILLING REPORT**

 Patti reported 2,036 bills with a read date of September 25, 2023, were sent totaling 11,281,980 gallons. Water billed was $142,750.58. Loan service billed was $10,157.49 and penalties billed were $2,220.08, for a grand total billing of $155,128.15 for the month of August.

**FINANCIAL REPORTS**

**TRANSACTION LIST BY VENDORS / BILLS PAID**

No objections regarding the September expenses totaling $155,609.11.

Christine Slagel moved to approve the bills paid in September; seconded by Jason Howard.

Motion passed unanimously.

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

The C/R for September was 1.45.

Net Income for September was $24,746.64. Cash flow balance at the end of September was $718,285.64.

The annual audit is expected the week of October 30th.

John Bellisario moved to approve the financial reports as presented; seconded by Kay Webber.

Motion passed unanimously.

**2024 BUDGET**

Tiffany explained expenses are reported within the month incurred rather than the month paid.

After she and Greg discussed 2024 budget needs, the preliminary numbers presented at last month’s meeting essentially remain unchanged. She then proceeded to review the Budget documents with the Board. No objections.

Jason Howard moved to approve the 2024 Budget, including planned capital expenses, as presented; seconded by John Bellisario.

Motion passed unanimously.

**DISTRICT SUPERINTENDENT’S REPORTS**

**USAGE REPORT**

Greg reported 12,772,000 gallons were pumped in September. The Bacterial test was good and the average fluoride level was .607 (target 0.6-0.8). Hardness was 4.1 grains per gallon.

**PLANT** **/ SYSTEM UPDATES**

G.A. Rich made leak repairs at the following locations. No boil orders required:

203 Sunset Lane due to a cracked line from a fire hydrant. Other service line repairs were at 205 Linden and 1211 N. Maple Lane.

Two subsequent leaks were repaired by CTPWD staff at 904 Holland Road. The first, a hole in the line caused by a rock. A few days later, a pinhole leak from either a pebble or tree root, approximately 18” from the initial repair. No boil orders required.

The 6” main crossing the MTCO Park property was damaged when a contractor’s piece of heavy equipment ran over the 90°-angle joint. CTPWD staff was able to repair but it required a boil order for the State Police Headquarters on September 20th.

Greg reported he, Chairman Sutton and Zach Taylor met with Superintendent Dan Mair (Germantown Hills School District 69) and its engineering firm to discuss the MTCO Park project. It was determined the main line is buried deep enough and will remain as is. The service line issue still needs to be resolved.

While CTPWD will be granted a 20-ft. wide easement for any line repairs less than six (6) feet deep, a 30-ft. easement will be granted for any line repair deeper than six (6) feet. It will be the responsibility of the School District to re-seed the athletic turf following any repair.

**LIGHTNING STRIKE UPDATE**

Greg reported the PLC card replacement is almost complete. The back plane and power supply at the PLC cabinet was replaced when it was discovered the data wasn’t displaying simultaneously.

Flow meters were replaced, but one was defective. Greg is pursuing a possible warranty return.

A valve actuator isn’t working and there are two scales to troubleshoot.

The aviation light assembly for the tall tower is still on order.

The lightning arrestor for the cathodic protection was also replaced. The system appears to be working but won’t be returned to service until after inspection and proper calibration has been completed in late October or early November.

Greg maintains regular contact with Matt Gardener, the Insurance Adjuster, and is keeping the old parts for documentation as equipment is replaced. He and Chairman Sutton are expected to meet with the Adjuster in early November for a formal update and assessment.

**SOLAR ARRAY**

Status – For comparison purposes, Josh calculated CTPWD’s expenses to date as if the project delay didn’t occur and the Solar Array was operational. He discovered more than $73K in operations (mostly due to third-party utility rates), another $180K for the Well No. 5 upgrade (which was necessary regardless), plus another $7,000 in various expenses including Atty. Heiple’s legal fees, has been spent as a result of CEDG’s prolonged process. According to our CEDG contract, CTPWD would have expected a savings of $101K within the first year of operation instead.

After last month’s Board meeting, Chairman Sutton and Josh reached out to State Representative Ryan Spain as previously considered. Rep. Spain was able to confirm with Ameren the real delay is with CEDG and Tri-Tech who are having trouble procuring CTPWD’s equipment. The Anticipated Commercial Operations Date was six (6) months from Contract Execution Date (which was February 22, 2023). Furthermore, there’s anticipatory language in our initial CEDG contract referencing an Outside Commercial Operation Date of June 11, 2024. Rep. Spain has asked to be kept abreast of our Solar Array progress going forward.

The Neighbors’ Meeting has been postponed until further notice based on this new information.

In the meantime, CTPWD’s current short-term rate contract with Homefield Energy expires in November 2023. Chairman Sutton will pursue a slightly longer-term rate contract (possibly 6 months) to carry us through to June 2024, whether it’s with Homefield Energy again or another provider. No objections.

Chairman Sutton and Josh will meet with CEDG and Tri-Tech representatives again soon for updates. They will also investigate parameters of the “Shine on Illinois” appeals process currently in place for entities dealing with problematic solar panel companies. No objections.

**OLD BUSINESS**

Valley View Project Status – The bid opening was originally scheduled for September 12th, but didn’t occur until September 27th, for reasons unknown.

IEPA had previously approved a $496K loan; however, the lowest bid received – from Walker Excavating – was $601K. Valley View’s engineering firm has reached out to IEPA for possible finance options, currently awaiting a response.

**NEW BUSINESS**

Electronic recordkeeping – Tiffany reported our annual audit currently costs upwards of $12,000. She was recently notified by Sikich (formerly Heinold-Barnwart) these costs will increase annually 5% to 7%. She also noted electronic audits are becoming more commonplace industry-wide in an effort for accounting firms to streamline their efforts as well as offset increased salaries required for retaining quality auditors.

Tiffany proposed CTPWD implement an electronic filing system not only to realize reduced auditing fees, quicker retrieval/submittal/purging of documents and reduced office supplies, but also to minimize storage space. (Archived files are currently housed in the Plant, but space is limited.) In order to do so, CTPWD would need to purchase a high-speed scanner (less than $500) and file management software such as Filecenter ($200 upfront; $50 annual fee). Heart Technologies would continue as CTPWD’s I/T and backup service provider.

Board members supported this conversion, some already familiar with this through their employers. Chairman Sutton suggested a two-year transition, starting with required audit documents as determined by Tiffany, eventually transitioning to electronic documentation for most – not all – of CTPWD’s records. No objections.

Jason Howard moved to approve purchasing the equipment, software and installation necessary to convert CTPWD files to an electronic recordkeeping system; seconded by Christine Slagel.

Motion passed unanimously.

**BOARD MEMBER ITEMS**

None.

**ADJOURNMENT**

Christine Slagel moved to adjourn the regular meeting at 8:23pm; seconded by Kay Webber.

Motion passed unanimously.

**NEXT MEETING**

Monday, November 13, 2023, at 7:00pm. Please call to be excused if you’re unable to attend.

*P. Pitcher*

*Board Secretary*