

MEETING MINUTES
REGULAR MEETING of the BOARD OF TRUSTEES of the
CATERPILLAR TRAIL PUBLIC WATER DISTRICT of WOODFORD
COUNTY ILLINOIS on October 14, 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.

Secretary Pitcher noted the GoTo meeting platform doesn't seem to be functioning properly.

ROLL CALL / ATTENDEES

Physically present – Chairman Sutton, John Bellisario, Jason Howard, Greg Long, Patti Pitcher, Christine Slagel, Tiffany Stanley, Josh Zulu

via Teleconference – None

Excused – Angie Keil, Kay Webber

Late – Zach Taylor

Guest – Atty. Jonathan Heiple

ANNOUNCEMENTS

Chairman Sutton announced former CTPWD Board Member Charlie Cluskey passed away on September 26, 2024.

APPROVAL OF MINUTES

Christine Slagel moved to approve the September 9, 2024, Minutes; seconded by John Bellisario.

Motion passed unanimously.

PUBLIC COMMENTS

None.

LEAK ADJUSTMENT(S)

None.

DISTRICT BILLING REPORT

Patti reported a total of 2,039 bills with a read date of September 24, 2024, were sent totaling 12,408,732 gallons. Water billed was \$160,196.20. Loan service billed was \$10,175.33 and penalties billed were \$1,792.92 for a grand total billing of \$172,164.45 for the month of September.

FINANCIAL REPORTS

TRANSACTION LIST BY VENDORS / BILLS PAID

Tiffany reviewed the handouts highlighting the explanatory notes in the margin.

No objections regarding the September expenses totaling \$143,008.76.

Jason Howard moved to approve the bills paid in September; seconded by Josh Zulu.

Motion passed unanimously.

BALANCE SHEET / PROFIT & LOSS / CASH FLOW

The September C/R was 1.37.

Tiffany noted the \$11K expense for Fixed Assets / 1400 Construction in progress is not lightning strike related but rather check valve replacements due to age.

Chairman Sutton asked for an update on the remaining and final insurance payout for CTPWD's lightning strike expenses. Tiffany and Greg estimated between \$20K - \$25K but will verify at next month's meeting.

IEPA Loan I and II payments totaling just over \$600K combined are due by year's end. Respective maturity dates are December 2027 and May 2032.

Profit & Loss expenses resulted in a Net Income of \$46,738.54 and a Cash Flow of \$746,504.37.

2025 FISCAL YEAR BUDGET

Tiffany incorporated all budget requests the Board made during last month's meeting, plus Greg's recommended capital expenses, as outlined in her Budget Overview (July 2024 – June 2025) handout. Significant items include \$25K for the new UMS billing system, Valley View Subdivision subsidy reimbursements, an increase of \$16K to replace older equipment and a \$3K increase to offset insurance costs. No objections.

As explained in the footnote, Meter Fee and Parts Sales calculated at \$250/month is based on fifteen (15) new lots in the subdivision along Ten Mile Creek Road plus the recently-approved single 5-acre parcel for a total of 16 potential future hookups at \$2,500 each or \$40K in total. While some or all of these may be received this fiscal year, there is no definitive date(s) for receipt of these hookup fees and, therefore, have been excluded from the budget. No objections.

Jason Howard moved to approve the 2025 Fiscal Year Budget as presented; seconded by Christine Slagel.

Motion passed unanimously.

1st QUARTER FY25 BUDGET vs. ACTUAL

Tiffany commented monthly metered sales have trended higher, likely due to the dry weather, but otherwise actual expenses are self-explanatory with her notes in the margin. No objections.

[Zach Taylor arrived at the meeting at 7:28pm.]

ANNUAL AUDIT

Our annual audit is scheduled for the week of November 4, 2024. Automatic 60-day extensions to the required annual report filing with the State of Illinois are being implemented but Tiffany is hoping to receive the audit report by the standard December 31st deadline. No objections.

Part of the auditing process requires auditors to make certain inquiries of staff and elected officials concerning their knowledge of – or potential for – any fraud in their workplace. This involves a written form to increase efficiency and maintain consistency in the questions asked. At this time, CTPWD Board members have been selected and should expect an email from Sikich CPA, LLC, soon.

Last year our audit fee was \$13,660. Sikich notified CTPWD of its price increase which equates to 19%. Chairman Sutton rejected this amount, suggesting instead Sikich split the cost between this year and next, to which they agreed. This year's fee will be approx. \$14,930 and next year's \$16,200. Tiffany explained auditors are highly trained in their specialty areas and must implement the constantly-changing laws, acknowledging the industry is very expensive to maintain.

DISTRICT SUPERINTENDENT'S REPORTS

USAGE REPORT

Greg reported 15,557,000 gallons were pumped in September. The Bacterial test was good and the average fluoride level was .744 (target 0.6-0.8). Hardness was 4.73 grains per gallon during September.

LEAK REPAIRS

A pinhole leak was discovered at 1238 Skyview Drive in Far Hills Subdivision. The service line was repaired without requiring a boil order.

On Sunday, September 15th, 248 Whispering Oaks Dr. experienced a main failure requiring a boil order. Repairs were made and boil order lifted Wednesday, September 18th.

Another leak towards the back of the Whispering Oaks subdivision occurred involving the intersection of four (4) water lines. This will require a scheduled shutdown to replace the 50+-year-old valve and install a new emergency backup valve. This is expected to be a one-day project. No objections.

On Wednesday, October 9th, 803 Bayside Dr. experienced yet another mysterious leak similar to last year when the work resulted in numerous and costly borings. This time, however, the Illinois Rural Water Association (IRWA) used a scanning device which pinpointed the small underground leak almost exactly. The service line was immediately repaired without requiring a boil order. CTPWD has since ordered a \$1,500 scanner of its own, which will save CTPWD staff time, effort and money in the long run. No objections.

METAMORA FIELDS EASEMENT

Greg spoke with Superintendent Dan Mair who confirmed the Easement Agreement is on the October 15th School Board Meeting Agenda for approval. Greg will pick up the signed document on October 16th for Atty. Heiple to file with Woodford County.

Josh Zulu attended last month's Chamber of Commerce meeting on Chairman Sutton's behalf. The meeting was led by Superintendent Dan Mair who stated the school is now seeking a grant for constructing a corridor to safely move their athletic teams to and from the Metamora Fields sports facility. An underground tunnel or an overhead walking bridge were mentioned. The Chamber meeting concluded with a tour of the sports facility. Josh reported the dugouts, restrooms, concessions area and the various sports fields (turf) – which include baseball/softball, soccer and pickleball - all look great and have already been utilized by various sports teams. Since construction is still ongoing, Mr. Mair authorized Greg to have the water bill sent to the school district for handling.

[Jason Howard left the meeting at 8:18pm.]

SOMERSET SIDEWALK RIGHT-OF-WAY UPDATE

Greg reviewed the plans for this project and the results of the eight (8) boring samples performed by CMT, Inc., the project's engineering firm. He stated he has serious concerns with the overall design which is simply unsafe from a water utility's perspective. He further explained the variants in the boring depths (as provided by CMT) and that storm sewers would cross the water line in violation of IEPA's separation requirements. Additionally, one of the sewers is near a water main valve. Also, an extension would be almost directly underneath the path itself, at an inappropriate depth, potentially requiring disruption of the pathway for any future repairs. Some areas would result in the water line being buried 8 feet rather than the manageable 6 feet for CTPWD's equipment. Furthermore, to his knowledge, IEPA is currently unaware of this project but would need to be involved for compliance purposes. At a minimum, either the storm drain collectors need to be relocated or the entire project re-designed to ensure IEPA compliance, retaining the integrity of the water line and include reasonable and efficient access for any future repairs.

Based on the current design it appears to require relocating approx. 1,000 feet of existing water line, which Greg estimated would cost roughly \$800K to \$1M per 1,000 feet, significantly increasing the project's cost. Discussion was had regarding the timing and order of the various aspects of this project, including the oversight that CTPWD is excluded from approving this project despite it involving the water line within the right-of-way. Concern was also expressed if this project – which has already been approved by the Village – is pursued despite CTPWD's objections. Greg replied that at a minimum, IEPA would be notified, and inspectors would also be required. Attorney Heiple believes CTPWD would not be required to relocate any water line for any reason which would compromise or violate IEPA's regulatory parameters but will report his findings to the Board next month.

In the interim, Chairman Sutton authorized Greg to draft a letter for his review to the Village of Germantown Hills and CMT, Inc. clearly stating CTPWD's stance that this project does not meet current IEPA regulations and outlining his concerns, adding the letter should be sent Certified. Greg confirmed. No objections.

LIGHTNING STRIKE CLAIM STATUS

The valve actuator has been repaired and is in service.

The last remaining item is the alternative CO2 equipment installation. Greg has tried repeatedly to contact TOMCO to schedule but has yet to receive a response.

VALLEY VIEW PROJECT

The Addendum 3: Water Main Extension Agreement discussed last month has been fully executed and recorded with the County. CTPWD made its first quarterly payment to Valley View Water Works Association (VWWWA) on September 25th.

PLANT OPERATIONS

Even though not required by policy, IEPA's recent decision to impose CTPWD enhance its existing chemical containment isn't a regulatory issue as much as it is a safety issue, per his IEPA contact. Therefore, Greg has purchased three IBC totes and is currently getting pricing for the grates. He will update this project status next month. No objections.

SOLAR ARRAY STATUS

Josh reported CTPWD has formally filed a complaint with Illinois Shines against CEDG since Illinois Shines documentation has confirmed CEDG (not Tri-Tech) is, in fact, the party responsible for installation. Soon after doing so, Chairman Sutton received a call from Dan Griffin requesting a retraction. A complaint against CEDG could invalidate their status for future projects; however, our right to file a complaint was based on our experience to date with CEDG, their lack of communication and failure to bring our project installation to fruition in a timely manner and per our contract. At best, Chairman Sutton may request Illinois Shines delay any negative implications until after CTPWD's project is completed as previously agreed upon, including the kWh rates, but expediting CTPWD's solar array project properly and satisfactorily remains paramount. No objections.

OLD BUSINESS

None.

NEW BUSINESS

None.

BOARD MEMBER ITEMS

None.

ADJOURNMENT

Zach Taylor moved to adjourn the regular meeting at 8:52pm; seconded by Christine Slagel.

Motion passed unanimously.

NEXT MEETING

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

P. Pitcher

Board Secretary