

MEETING MINUTES
REGULAR MEETING of the BOARD OF TRUSTEES of the
CATERPILLAR TRAIL PUBLIC WATER DISTRICT of WOODFORD
COUNTY ILLINOIS on November 13, 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 7:05pm, 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

Guest – Tony Hahn

ANNOUNCEMENTS

Christine Howard, Administrative Assistant, is resigning effective November 30, 2023, for personal reasons.

APPROVAL OF MINUTES

Greg noted a correction on Page 3, under District Superintendent’s Report the word “truck” should be “heavy equipment” in description of 6” main being damaged at the MTCO Park property.

Zach Taylor moved to approve the October 9, 2023, Minute with the correction above; seconded by Josh Zulu.

Motion passed unanimously.

PUBLIC COMMENTS

None.

LEAK ADJUSTMENT(S)

Chairman Sutton reported an incident that occurred at 1278 N. Lakeview Circle, asking for the Board’s recommendation. While resident was out of town for several days, a friend checking on the property discovered a garden hose with a trigger-type nozzle attached and strewn across the driveway, was spewing water. They surmised a delivery truck ran over the nozzle, causing it to engage. The potential credit is \$168.00. Board members rejected this adjustment as it is outside the scope of the CTPWD Leak Adjustment Policy. Leak adjustment denied. No objections.

DISTRICT BILLING REPORT

Patti reported a total of 2,035 bills with a read date of October 25, 2023, were sent totaling 8,880,695 gallons. Water billed was \$117,940.73. Loan service billed was \$10,154.83 and penalties billed were \$1,876.95, for a grand total billing of \$129,972.95 for the month of October.

FINANCIAL REPORTS

TRANSACTION LIST BY VENDORS / BILLS PAID

No objections regarding the October expenses totaling \$155,872.53.

Christine Slagel moved to approve the bills paid in October; seconded by Zach Taylor.

Motion passed unanimously.

BALANCE SHEET / PROFIT & LOSS / CASH FLOW

The C/R for October was 1.44.

Net Income for October was \$22,429.02. Cash flow balance at the end of October was \$773,439.11.

BUDGET vs. ACTUALS (July – September FY24)

Tiffany reviewed the over- / under-budget amounts, explaining these fluctuations are attributable to lightning strike repairs and the associated legal and engineering fees as well as material cost increases. No objections. It was noted, however, Greg continues to work closely with both our Agent and Claims Adjuster and our potential insurance reimbursement is currently around \$50K.

Zach Taylor moved to approve the financial reports as presented; seconded by Kay Webber.

Motion passed unanimously.

DISTRICT SUPERINTENDENT'S REPORTS

USAGE REPORT

Greg reported 11,067,000 gallons were pumped in October. The Bacterial test was good and the average fluoride level was .670 (target 0.6-0.8). Hardness was 5.6 grains per gallon during September.

LIGHTNING STRIKE UPDATE

The PLC replacement equipment is nearly complete. The final part (from Germany) is currently in Customs for processing.

It was confirmed the new flow meter was defective. It is being replaced under warranty at no charge and another new meter is on its way.

There are two scales to troubleshoot yet and one valve actuator isn't functioning properly, but Greg is consolidating these efforts whenever possible to minimize service call and travel time fees.

The aviation light assembly for the tall tower is due to be replaced tomorrow, November 14th.

The cathodic protection system was inspected last Thursday, November 9th, and was found to be operating properly and is now back in service.

SOLAR ARRAY

STATUS

Josh has been diligently asking questions and as a result, was given access to the Illinois Shines Program details and no longer needs to rely on CEDG for this information.

It's been determined CEDG is obligated to install and operate our solar array system within 18 months of the project approval which occurred in August 2022, ending March 2024 as the targeted operational date. There is, however, a 6-month reprieve allowed. Therefore, according to Hans Stullken, CTPWD's solar array project will be their first project after the upcoming winter season concludes.

Our most recent 4-month contract with Homefield Energy at \$.06706/kWh expires at the end of this month (November 2023). Last week Chairman Sutton signed a 6-month extension for a \$.06572/kWh rate. Ameren's current rate is \$.07591/kWh.

NEIGHBOR'S MEETING

Postponed until March 2024 after the Board can pinpoint a more exact construction date. No objections.

OLD BUSINESS

VALLEY VIEW PROJECT

Tony Hahn, representing Valley View, updated the Board on their project status.

Three bids were received, the lowest being \$601,621.50 from Walker Excavating. Previously, IEPA approved up to \$492,600.00 at 1.2% for 20 years; however, the IEPA revised that amount to \$696,970.15. Additionally, the IEPA previously approved a loan forgiveness of \$246,300.00 which has also been increased to \$348,485.00. Valley View's CPA has suggested a 30-year loan rather than 20-year.

Tony has submitted all necessary paperwork to proceed (although a construction date has not yet been determined), provided copies of this new documentation to their attorney Black, Black & Brown and intends to pursue the 30-year loan option as well. Tony thanked Greg and Tiffany for their expertise and guidance throughout this process.

NEW BUSINESS

Angie explained CTPWD's current internet-based CUSI system – used to process customers' credit card transactions, for example - is outdated and will soon be obsolete. An upgrade is inevitable.

One option is an on-site server which CTPWD would own/maintain but would continue to rely on internet support (currently an issue on CTPWD's website), require CTPWD to backup data and would retain the in-

office only accessibility. The other option would be a UMS system, a secure, web-based system that would not only allow for real-time robo-calling (reminders, emergencies, etc.) and automated account status updates, but also accommodate remote access for Angie if necessary. The waiting list is four months long with another four to six months to be fully operational. No discussion.

EXECUTIVE SESSION

Chairman Sutton excused staff members Greg Long and Tiffany Stanley so the Board could enter Executive Session.

Zach Taylor moved to suspend the regular meeting at 8:09pm for the purpose of entering Executive Session to discuss rate increases, staff salaries and personnel matters; seconded by John Bellisario.

Motion passed unanimously.

Executive Session commenced at 8:10pm.

Regular meeting resumed at 8:45pm.

Kay Webber moved to approve the proposed rate increase effective with the first January 2024 billing as discussed in Executive Session; seconded by Josh Zulu.

Motion passed unanimously.

Zach Taylor moved to approve the proposed salary increases and staff member bonus effective January 2024 as discussed in Executive Session; seconded by Christine Slagel.

Motion passed unanimously.

BOARD MEMBER ITEMS

Kay inquired if Valley View would be represented on the CTPWD Board once connected to our system. Chairman Sutton stated while it's reasonable for them to have representation in keeping with the various entities currently represented, there are no vacancies. After a brief discussion, it was determined when the next Board member renewal is due, Valley View will be offered the opportunity. No objections.

ADJOURNMENT

Kay Webber moved to adjourn the regular meeting at 8:53pm; seconded by Zach Taylor.

Motion passed unanimously.

NEXT MEETING

Monday, December 11, 2023, at 7:00pm. Please call to be excused if you're unable to attend.

P. Pitcher
Board Secretary