

MEETING
OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE
CATERPILLAR TRAIL PUBLIC WATER DISTRICT OF WOODFORD
COUNTY ILLINOIS ON JULY 13, 2020 AT 7:00 PM

TELECONFERENCE FROM HOMES PER MODIFIED ILLINOIS OPEN MEETINGS
ACT REQUIREMENTS BY GOVERNOR J. B. PRITZER'S MARCH 16, 2020 EXECUTIVE
ORDER 2020-07. EXECUTIVE ORDER IN RESPONSE TO COVID-19 (COVID-19
EXECUTIVE ORDER NO. 5).

Present: J. Ezzell, J. Schaffer, C. Slagel, R. Sutton, Z. Taylor, K. Webber and J. Zulu
Guest: Jonathan Heiple
Staff Present: A. Keil, G. Long, M. Gurbal and J. Burkhalter

The meeting was called to order by Chairman Bob Sutton at 7:03 pm and declared a quorum present.

Public Comments

There were no public comments.

Bob and Kay thanked John Ezzell for the excellent job he did on the sneeze guards.

Minutes Approval

Motion to approve the June 2020 minutes by John Ezzell, seconded by Kay Webber and was unanimously approved.

Treasurer/Billing

Bills Paid - Margaret reviewed the bills paid in June. She indicated the G. A. Rich & Sons Inc. charge was unusually high due to the repair at 248 Parkway. The water line was much deeper than normal, requiring additional digging and filling. **Motion** to approve the June bills paid by John Ezzell, seconded by Christine Slagel and was unanimously approved.

Financials – Margaret provided the Board an explanation of the Preliminary June Profit & Loss statement, Balance Sheet and Cash Flow statement. She stated additional information will be added in July. **Motion** to approve the preliminary financials by Josh Zulu, seconded by John Schaffer and was unanimously approved.

Budget 2021 – Margaret said it is not ready. She is gathering information and preparing to provide all information to her replacement.

District Water Billing – 2,018 bills were sent in June totaling 12,425,067 gallons. Water billed was \$141,465.24. Loan service billed was \$10,025.33. No penalties were charged in June due to the guidelines by the Illinois Commerce Commission during the Pandemic. Total billed was \$151,490.27.

District Superintendent's Report

Usage report – Greg reported 15,142,000 gallons were pumped in June. Bacterial test was ok and the fluoride was .722 (Target is .6 - .8). The hardness was 4.7 grains per gallon.

Greg reported a water leak at 416 Apple Drive was repaired on June 27 with no Boil Order issued.

He stated Hydrant Flushing was completed as of June 18th. Greg credited the completion of the Hydrant Flushing to a third operator and the tank mixers. The tank mixers have been cleaning the system allowing flushing to be completed quicker and using less water while flushing, saving money.

Bob asked where we would need permanent flushers. Greg indicated we would need two now, one in Woodford Heights and the second in the Townhall Road area.

Bob and Greg discussed the progress on the GPS project. Greg stated the license has been renewed, however, he is working on the firmware update. Bob indicated they are making good progress with the mapping. They have been able to complete areas South of Rte. 116, Whispering Oaks, Townhall Road area, most of Coventry Farms and are started on Fandel Farm. John Schaffer asked if the areas that have been mapped, helped with field locates. Greg responded; the mapping has been helpful especially at night.

Status Review – Old Business

COVID 19 Letters/Responding/Shutoffs – Bob stated we had sent letters to past-due customers and landlords. Jonathan had reviewed them and they looked fine. Angie mentioned we only had 2 customers respond and 2 landlords. She is working with them. Margaret asked when we would start charging late fees again. Jonathan Heiple indicated on June 27th Phase 4 began, so we can begin charging with a 30-day notice, however we will need to create a policy of what we will expect. Discussion was held.

It was decided:

Bob will work with Angie on the policy.

A note will be placed on July bills indicating we will begin charging late fees in the August billing.

Motion by John Ezzell to begin billing for late fees in the **August billing cycle**. A written agreement must be signed by the customers on the shut-off list to make the current monthly payments as well as an agreed upon amount for the accrued late charges to be paid over **a period of no longer than** 12 months. If the customer fails to fulfill the agreement, their water will be shut-off. Seconded by Zach Taylor. Vote approved with 6 Yeas and 1 Nay.

New Business (we skipped ahead to this subject so Jonathan Heiple would not need to stay for the entire meeting)

Sexual Harassment Training – Jonathan Heiple indicated employees will be required to complete the Training annually. Board Trustees are not required to take unless they receive a paycheck. Judy has the information on the training and will send to the employees.

Status Review – Old Business (Continued)

Office System Upgrade – Bob stated he, Tim Beechler, John Schaffer and Angie had met to discuss the upgrade. Bob discussed the Objectives listed below:

Internet Connection:

- *Appropriate speed for planned software upgrades
- *Virus and Malware security
- *Password protection separately
 - *Office Administrator & Assistant
 - *Treasurer

*Visiting Board Member/Auditor/Suppliers

Administrator's Computer – New Machine & Current Admin Computer (w/Concurrent Access to CUSI)

Software Upgrades:

*Microsoft Office / Windows 10 PRO

*CUSI

*Server Capable – 2 Stations / 2 concurrent users

*Credit Card Module – (Through CUSI)

*ACH Module – (Through CUSI)

*Neptune cloud – based data upload/download for Meter Readings

(Greg indicated CUSI and Neptune will have to write a program to work, which is taking longer than they had hoped.

John Schaffer and Bob will get together the week of July 20th to discuss with Neptune and CUSI to see how to proceed.)

Treasurer's Computer – Upgrade Current Machine

*Microsoft Office / Windows 10 PRO

*Intuit – Quick Books – New Cloud-based Application

*ADP – Continue for Payroll Benefits

Laptop Computer – Existing or New Machine – Keep Separately

***(existing needs new battery)

*Microsoft Office/Windows 10 PRO

*CUSI – Remote Access

*Neptune – Remote Access

*Quick Books – Remote Access

Backup

*Thumb Drive

*Daily Download of CUSI data files

*When modified download of Treasurer's files

*Full system backup weekly – NAS Cloud

*Administrator's Computer

**Monthly Maintenance Contact

(Bob indicated Tim Beechler suggested maintenance on 4 machines for \$3,500/year.

Motion by John Ezzell to authorize Bob and John Schaffer to approve up to \$8,000 on upgrades indicated as well as new computers, seconded by Christine Slagel.

Motion approved unanimously.

Status of New Treasurer Hiring Effort – Kay indicated the ad for the Treasurer position placed in the Woodford County Journal did not get any responses. Another ad was placed in the Peoria Journal Star, with 5 respondents. Kay and Margaret indicated they looked good on paper. They will begin interviewing Wednesday and Thursday, July 15 and 16.

John Ezzell asked why we had decided to hire a Treasurer rather than an accounting company to fulfill the job. Margaret indicated an accounting company would be far more expensive, as well as inconsistency; as an accounting company may have different accountants performing these duties, plus

we may not be a priority.

Board Member Items

John Ezzell mentioned while he and Angie were at CEFCU to stop payment on a check, in talking with the CEFCU cashier, they discussed the cost of water and water softeners. **Two take-aways from this discussion were:**

- 1. The customer thought their water costs are too high – 2-3 times other systems' costs.**
- 2. The customer seemed unaware we provided softened water, as customer was still using a water softener.**

We should add a note in the memo box of the Monthly Bill: “Water softeners are not necessary, as we soften the water leaving the plant, thereby saving you, the customer money”

Bob mentioned to Zach that we had not received the last \$500 from Phoenix Energy Service. Zach was able to collect \$732 already. Zach indicated he will follow-up with them one more time. If we are unable to collect, we will write it off.

Greg said although there is a moratorium on shut-offs due to COVID, he has a call into the IEPA to see if he can shut-off customers if they fail to have their RPZ valves inspected. He will wait to hear their response.

Motion to adjourn the meeting by Zach Taylor, seconded by John Schaffer and was unanimously approved. Meeting adjourned at 9:07 pm.

Judy Burkhalter, Board Secretary

Next meeting will be August 10, 2020 at 7:00 pm.

Please call to be excused if you are unable to attend.