

**Minutes of the Meeting of the Board of Trustees  
Bloomington Township Public Water District  
March 8, 2022**

Chairman Tom Husek called the regular monthly meeting of the Trustees of the Bloomington Township Public Water District to order at 6:45 p.m. on March 8, 2022.

Trustees present: Jeff Wilcox, Tom Husek, Dave Baugh, Greg Allen, John Emmert, Dan Wilcox, and Renee Ponsonby. Chairman Tom Husek declared a quorum of trustees were present.

Others present included: District Manager Micah Stickling, Treasurer Karen Williams, and Joe Dehn from Depew & Dehn, Attorneys (prospective replacement as legal counsel for BTPWD).

**Previous Minutes Approval:**

Renee Ponsonby made a motion to approve the February 8, 2022, board meeting minutes: second by Jeff Wilcox. All ayes – motion carried.

Copies will be sent to the Administrator of McLean County, as is the present practice.

**Monthly Bill Approval/Disbursements and Financial Reports:**

The February disbursements to be approved were submitted by Treasurer Karen Williams.

Dan Wilcox made a motion to approve the February disbursements as submitted; second by John Emmert. All ayes – motion carried.

Copies of the following reports were e-mailed to each person present:

- Balance Sheet as of February 28, 2022
- Balance Sheet – Previous Year Comparison (February 2022 compared to February 2021)
- Profit & Loss – Actual vs. Budget for February 2022
- Profit & Loss Year to Date July 2021– February 2022
- Profit & Loss by Month

- Profit & Loss – Year to Year Comparison for February (July 2021 – February 2022 compared to July 2020 – February 2021)

Dave Baugh made a motion to approve the draft financial statements as presented: second by Renee Ponsonby. All ayes – motion carried.

### **Treasurer's Report**

#### A. FY22 Audit Engagement Letter

Karen noted that the Fiscal Year 2022 audit engagement letter from Striegel Knobloch and Co LLC was included in the board packet for review by the trustees.

Greg Allen made a motion to accept the terms of the engagement letter and approve retaining Striegel Knobloch & Co LLC for the Fiscal Year 2022 audit: second by Jeff Wilcox. All ayes – motion carried.

### **Managers' Report**

#### B. General Updates:

- A hydrant on Jolly Lake Road which was inoperable and laying on its side was replaced by G.A. Rich. While the repair was being made, Micah had a valve installed which is a needed upgrade. Landscaping will still need to be done as weather allows.
- In Deer Ridge a water service line was leaking under the road, that repair was also performed by G.A. Rich. It required excavating on both sides of the road to pull a new pipe in. Landscaping and cleanup will be necessary in the spring. This repair should result in the reduction of non-billed revenue in West Phase.
- The Illinois State Geological Survey requires calendar year reporting of water purchased. For West Phase – 38.3 million gallons; for Crestwicke – 19.6 million gallons
- In Crestwicke there was a service line leaking between the curb stop and the meter. The repair is paid for by the homeowners; the water loss (non-billable gallons) is borne by BTPWD.
- Micah attended the Illinois Rural Water Conference in Effingham February 15<sup>th</sup> – 17. He reported that it was very informative especially in providing information on new regulations and insights on various standard practices.
- 13 J.U.L.I.E. locates

### C. Board of Trustees Contact

At the February 8, 2022, board meeting, Micah addressed the issue of a BTPWD customer wanting to speak to someone higher in the organization chart than any of the office employees.

The trustees concurred that this issue should be tabled until the March meeting where a full board would be present for discussion.

One option Micah identified is the “contact us” page of the BTPWD website. This would allow for a trustee’s personal e-mail or phone number to not be posted on the website but would allow those wishing to contact any employee’s supervisor to have a means to do so.

Micah presented a second option which was a designated professional e-mail from BTPWD that would be available from the “contact us” area of the BTPWD website. An additional e-mail would be approximately \$15 per month.

The consensus of the Board was to have a designated board member be the contact for these types of issues. Their personal e-mail would be used but hidden from the general public.

Dan Wilcox volunteered to serve as this liaison and to write a procedure as to how responses would be handled (i.e. – using the office phone to return calls, how the issue will be presented to the board, etc.)

### Engineer’s Report

Chairman Tom Husek stated that he had spoken to BTPWD Engineer Joe Mikulecky regarding how often his attendance was needed at meetings. Tom polled the trustees to determine if they felt monthly, quarterly or on an as needed basis was appropriate for Joe to attend meetings. Micah noted that Joe is available when needed and the professional relationship is intact and that on an as needed basis was appropriate.

After discussion, it was the consensus of the trustees that asking Joe to attend BTPWD monthly meetings would be on an as needed basis.

**Attorney Report**

No Report

**Trustees**

A. Committees for Budgets and Salaries

Tom noted that the compensation package from Fiscal Year 2022 had been provided to the trustees and that the treasurer and district manager would provide the budget to the trustees for review, suggestions and ultimately approval.

Tom asked for volunteers for the budget and salaries committee. Dave Baugh Renee Ponsonby and Jeff Wilcox agreed to serve on this committee.

**Adjournment**

John Emmert made a motion to adjourn the regular board meeting: second by Dave Baugh. All ayes – motion carried.

Meeting adjourned at 7:38 p.m.

Respectfully Submitted



Karen Williams, Secretary

Attest:   
BTPWD Chairman or Vice Chairman