

**Minutes of the Meeting of the Board of Trustees  
Bloomington Township Public Water District  
July 12, 2022**

Chairman Dan Wilcox called the regular monthly meeting of the Trustees of the Bloomington Township Public Water District to order at 6:45 p.m. on July 12, 2022.

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

Others present included: District Manager Micah Stickling, Treasurer Karen Williams, and Attorney Joe Dehn from Depew & Dehn

**Previous Minutes Approval:**

John Emmert made a motion to approve the June 14, 2022, board meeting minutes: second by Renee Ponsonby. All ayes – motion carried.

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

**Presentation – First State Bank – CDARS Program**

Tom Husek introduced Michelle Barkman and Colbie Carle from First State Bank. Since there are some newer trustees unfamiliar with the CDARS (Certificate of Deposit Account Registry Service) program, Tom thought it was an appropriate time for a presentation.

Highlights from the presentation:

- IntraFi®– is the new name for CDARS
- IntraFi® Deposits help consumers with large deposits keep their money insured by staying under the FDIC insurance limit of \$250,000 per depositor per bank – because funds are deposited in CDs at many banks within the IntraFi® network
- Customers who use IntraFi Deposits are able to keep an account at one local bank and eliminates the need to go from bank to bank to deposit money and invest in CDs

- ICS – Insured Cash Sweep allows six plus transactions per month – however the rates are typically very low
- With CDARS – customers can choose exceptions to where their money is deposited
- At First State Bank – maturity terms are: 4 weeks, 13 weeks, 26 weeks, 1 year and 2 years
- First State Bank offered a special rate to BTPWD for the CD’s maturing in the month of July: 26 weeks at .50%; one year at 1.25%

The subject of having a documented investment policy was brought up during the presentation; Treasurer Williams noted that BTPWD does have a written Investment policy in place.

Tom Husek made a motion to invest the July 14, 2022, maturing CD for 1 year at 1.25%: second by John Emmert. All ayes – motion carried.

Dave Baugh made a motion to invest the three remaining July 2022 maturing CD’s as follows: Two July 21, 2022 maturing CD’s – one invested for 3 months, the second invested for 6 months; July 28, 2022 maturing CD – invested for 1 year at the best rate available as determined by First State Bank: second by Greg Allen. All ayes – motion carried.

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

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

Tom Husek made a motion to approve the June disbursements as submitted: second by Renee Ponsonby. All ayes – motion carried.

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

- Balance Sheet as of June 30, 2022
- Balance Sheet – Previous Year Comparison (June 2022 compared to June 2021)
- Profit & Loss – Actual vs. Budget for June 2022
- Profit & Loss Year to Date July 2021– June 2022
- Profit & Loss by Month
- Profit & Loss by Class
- Profit & Loss – Year to Year Comparison for June (July 2021 – June 2022 compared to July 2020 – June 2021)

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

## Managers' Report

### A. Budget and Manager Performance Review Procedure

Micah developed and presented a formal policy documenting the following:

- 1.) specific time frames for budget preparation, review and approval
- 2.) specific time frames and procedures for the District Manager's Performance Review

The trustees approved of the policy guidelines.

### B. Performance and Development Review

Micah explained that he wanted to clarify the following: per the above formal policy – individual performance goals of any employee – are private between the employee and the trustees.

### C. General Updates:

- Micah was contacted by Tim Ervin, Executive Director of BNWRD (Bloomington Normal Water Reclamation District) with information regarding an amendment to the current agreement between BTPWD and BNWRD. The amendment/modification to the current agreement is in regard to “pre-treatment” agreements. The plan of action is for Micah to 1) meet with Tim 2) consult with attorney Joe Dehn, and 3) update the trustees
- There is a cross-connection control violation in West Phase. A certified letter has been sent to BTPWD's customer noting the violation, the timeframe for corrective action and consequences if the violation is not corrected
- The WEB Portal is now functional, credit and debit cards are being accepted and the portal is already being used by BTPWD customers
- Regarding the Pump vs. Billed Report – looking at the year in review: Crestwicke has 11 new services and West Phase has 3 new services
- Meter change outs are ongoing

- IDOT will be resurfacing Rt. 9 – as Micah performs the locates, he is documenting BTPWD’s facilities
- Lead & Copper Audit – sampling is on-going
- 110 J.U.L.I.E. locates

**Attorney Report**

Joe Dehn informed the trustees that Deneen Law office has provided documents to be archived at BTPWD.

**Trustees**

No report

**Adjournment**

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

Meeting adjourned at 8:50 p.m.

Respectfully Submitted



Karen Williams, Secretary

Attest:   
BTPWD Chairman or Vice Chairman