

**Minutes of the Meeting of the Board of Trustees
Bloomington Township Public Water District
April 11, 2023**

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 April 11, 2023.

Trustees present: Greg Allen, Renee Ponsonby, John Emmert, Tom Husek, Mike Kirk, and Dan Wilcox. Absent: Dave Baugh. 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:

Renee Ponsonby made a motion to approve the March 14, 2023, board meeting minutes: second by Greg Allen. All ayes – motion carried. Absent: Dave Baugh.

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

Monthly Bill Approval/Disbursements and Financial Reports:

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

Tom Husek made a motion to approve the March disbursements as submitted: second by John Emmert. All ayes – motion carried. Absent: Dave Baugh.

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

- Balance Sheet as of March 31, 2023
- Balance Sheet – Previous Year Comparison (March 2023 compared to March 2022)
- Profit & Loss – Actual vs. Budget for March 2023
- Profit & Loss – Actual vs. Budget Year to Date (July 2022 – March 2023)

- Profit & Loss – By Month
- Profit & Loss – Year to Year Comparison for March (July 2022 – March 2023 compared to July 2021 – March 2022)

Tom Husek made a motion to approve the draft financial statements as presented: second by Mike Kirk. All ayes – motion carried. Absent: Dave Baugh.

Managers' Report

A. Consent Agenda Item 1 – IT Technology Service Upgrade

Micah presented a proposal from DMI Technology Group to manage the IT services and needs of BTPWD. Currently those services are performed and managed by either the District Manager or the Treasurer as their competency allows.

BTPWD staff recommends outsourcing all IT to DMI Technology Group. The initial cost is \$1,624.37, monthly costs are \$149.49. Any additional IT support is charged at \$110.00 per hour.

DMI Technology Group was recommended by BNWRD and the City of Bloomington. Micah did seek proposals from two other service providers, however – one of them was from Peoria – and driving time would be charged as part of the service call, the second company only offered a managed solution in the tens of thousands per year.

Tom Husek made a motion to approve the signing of the contract with DMI Technology Group and to authorize the District Manager, Micah Sticking, to sign the contract: second by John Emmert. All ayes – motion carried. Absent: Dave Baugh.

B. Consent Agenda Item 2 – Phone Service Upgrade

Micah presented a proposal from DMI Technology Group to implement a phone service within the office which would utilize the District's current office number and three additional direct numbers and an auto attendant that would distribute messages to either the Treasurer or the District Manager based on the caller's selection. Voicemails would be delivered as an email.

With this new system – BTPWD would terminate the services with the current answering service – Consolidated CCS. Aside from the initial costs of the upgrade and

installation – there will be a reduction in monthly recurring costs – as this solution is less than half of the monthly fees for Consolidated CCS.

BTPWD staff recommend that DMI Technology upgrade the phone service at the following costs: 1) one-time upgrade cost of \$241.84, 2) monthly recurring costs of \$94.77 and 3) installation of phone service – costs estimated to be between \$500 and \$1500.

Renee Ponsonby made a motion to approve the agreement with DMI Technology Group to upgrade BTPWD's phone service and to authorize District Manager, Micah Stickling, to sign the contract: second by Greg Allen. All ayes – motion carried. Absent: Dave Baugh.

C. Consent Agenda Item 3 – Crime & Fraud Insurance Coverage

At the trustees' request from prior meetings, Micah provided the cost of supplemental crime and fraud coverage.

The trustees discussed this coverage and decided that at this time the additional coverage was not necessary.

BTPWD staff recommends implementing dual signers for the Busey Wealth Management account to mitigate exposure to crime and fraud.

Renee Ponsonby made a motion that Board Chairman, Dan Wilcox, contact the appropriate personnel at Busey Wealth Management to require that all transactions must have two signatures: second by John Emmert. All ayes – motion carried. Absent: Dave Baugh.

Additionally, Renee suggested that any transactions with Busey Wealth Management be sent to all signers – and any two can approve the transaction.

D. Employee Apparel

Micah requested that the trustees approve the purchase of new logo T-Shirts, sweatshirts and high visibility vests for the District Manager and the Standby Operator. The consensus of the trustees was to approve the purchase.

E. General Updates

- Micah noted that the budget would be emailed to the finance committee this week; he will then schedule a time to meet with the committee to go over the budget; a draft of the budget will be presented to the board for approval at the May board meeting with the stipulation that final employee compensation numbers would be provided to the Treasurer; final budget approval at the June meeting.
- Water Main Flushing will begin the last week of April and continue into the first week of May.
- Mandatory IEPA Service Line Inventory is due to the IEPA by April 14, 2023
- Consumer Confidence Report (annual water quality report) has been published to the BTPWD website, notices will be included on the April and May water bills.
- Projects have been scheduled with G.A. Rich
- Letter has been sent to Kings Mill LLC
- 61 J.U.L.I.E. locates

Attorney Report

Joe Dehn reported that the letter to Kings Mill LLC was sent on April 4, 2023; a reply has not been received yet.

Trustees

A. District Manager as Authorized check Signer

There was a general discussion regarding having BTPWD's District Manager as an authorized signer on the Busey Bank operations checking account. Mike Kirk noted that he had spoken to four municipalities and in all cases the operations manager was an authorized signer on the checking account. The trustees discussed the following: 1) making a special notation on the monthly bill approval of the checks that were signed by the district manager 2) setting a limit of \$10,000 for the District Manager on a check and 3) requiring that the District Manager cannot generate a check. These would be internal policies.

Motion by John Emmert to allow District Manager, Micah Stickling, to be an authorized check signer subject to BTPWD's internal policy as stated above; second by Renee Ponsonby. All Ayes – motion carried. Absent: Dave Baugh.

Adjournment

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

The meeting adjourned at 7:45 p.m.

Respectfully Submitted



Karen Williams, Secretary

Attest:



BTPWD Chairman or Vice Chairman