

**Minutes of the Meeting of the Board of Trustees
Bloomington Township Public Water District
November 14, 2023**

Vice-Chairman Dave Baugh called the regular monthly meeting of the Trustees of the Bloomington Township Public Water District to order at 6:45 p.m. on November 14, 2023.

Trustees present: Dave Baugh, Mike Kirk, Renee Ponsonby, Greg Allen, John Emmert, Tom Husek. Absent: Dan Wilcox. Vice-Chairman Baugh declared a quorum of trustees were present.

Others present included: District Manager Micah Stickling, Treasurer Karen Williams, Attorney Joe Dehn from Depew & Dehn and Robert McGlade from Striegel Knobloch & Co. LLC.

Previous Minutes Approval:

Mike Kirk made a motion to approve the October 10, 2023, board meeting minutes: second by John Emmert. All ayes – motion carried. Absent: Dan Wilcox.

Fiscal Year 23 – Financial Audit Presentation – Striegel Knobloch

Highlights:

- The financial statements present fairly the financial position of BTPWD – this equates to an unmodified opinion.
- The difference in the net position of the water district from 2022 to 2023 is the investment in Treasury Notes rather than certificates of deposit.
- There is no issue with lack of segregation of duties.
- Noted that BTPWD's treasurer's preparation for the audit was responsive and well prepared.
- The entry for unrealized gain/loss on investments was included in the audited statements and that journal entry going forward was provided to BTPWD's treasurer.

Tom Husek made a motion to accept and approve the financial audit for fiscal year ending June 30, 2023: second by Mike Kirk. All ayes – motion carried. Absent: Dan Wilcox.

Monthly Bill Approval/Disbursements and Financial Reports:

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

Tom Husek made a motion to approve the October disbursements as submitted: second by John Emmert. All ayes – motion carried. Absent: Dan Wilcox.

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

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

Renee Ponsonby made a motion to approve the draft financial statements as presented: second by Greg Allen. All ayes – motion carried. Absent: Dan Wilcox.

Treasurer's Report

A. General Updates

- 3rd Quarter Payroll Tax Returns were filed.
- The annual Treasurers report was published in the Normalite.

Managers' Report

A. West Phase Water Main Extension

Micah provided the trustees with the proposed "Project Services Agreement" developed and prepared by Farnsworth Group. Micah explained that this proposal is for engineering and survey work and does not cover the costs of easements, or the application process for loans or grants.

It is only the first step in the process of determining if the West Phase Water Main Extension is feasible. The trustees need to review this proposal and decide if BTPWD wants to pursue this project further.

B. Kings Mill repair

Micah reported that the cost of repairing the service line that was hit by NICOR was \$1,879.50. This was the service line that was unmarked on any maps or drawings and was a second service line to a lot.

Attorney Joe Dehn reported that he has not yet contacted Rick Ramirez. He will schedule a meeting with Rick to gather information as to the history of Kings Mill and gain insight as to what may be out there and unmarked in BTPWD's records. It is anticipated Micah will attend this meeting with any questions he may have about the project.

C. General Updates

- Flushing of water mains has been completed. As a result of flushing – it is now known that an additional hydrant needs to be replaced.
- Monitoring of the chlorine residual in Crestwicke is continuing and has resulted in more frequent monitoring and testing.
- November disinfection by product samples have been delivered to the EPA.
- The EPA completed their 3-year evaluation of the water district which included a meeting at the BTPWD office followed by a tour of the facilities and site observations.
- Crestwicke Non billed water (water purchased but not billed to any customer) is dropping – however a definitive explanation is not known. The best educated guess is that whomever or whatever was using water is no longer doing so. And this will take detective work to figure out the source.
- There is a new service tap in Apollo Acres

- The curb stop that was buried under the drive in Crestwicke has now been repaired and brought to the surface.
- 48 J.U.L.I.E. Locates

Attorney Report

No additional report – see above for discussion on Kings Mill

Trustees

A. ICRMT – Illinois Counties Risk management Trust – Insurance Renewal

Mike Kirk made a motion authorizing the approval and binding of the insurance policy: second by John Emmert. All ayes – motion carried. Absent: Dan Wilcox.

B. BNWRD Capital Improvements

There was a general discussion on when BTPWD might need to move forward with discussions with BNWRD on the possible sewer main extension in Crestwicke.

Executive Session:

At 7:55 p.m., Tom Husek made a motion to close the regular board meeting and move to executive session to discuss Employee Compensation: second by Mike Kirk. All ayes – motion carried. Absent: Dan Wilcox.

At 7:56 p.m., Tom Husek made a motion to open the executive session: second by Greg Allen. All ayes – motion carried. Absent: Dan Wilcox.

At 8:06 p.m., Tom Husek made a motion to close the executive session: second by Mike Kirk. All ayes – motion carried. Absent: Dan Wilcox.

At 8:06 p.m., Tom Husek made a motion to reopen the regular board meeting: second by Mike Kirk. All ayes – motion carried. Absent: Dan Wilcox.

Adjournment

Mike Kirk made a motion to adjourn the regular board meeting: second by Tom Husek. All ayes – motion carried. Absent: Dan Wilcox.

The meeting was adjourned at 8:07 p.m.

Respectfully Submitted



Karen Williams, Secretary

Attest:



BTPWD Chairman or Vice Chairman