

**Minutes of the Meeting of the Board of Trustees
Bloomington Township Public Water District
May 10, 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 May 10, 2022.

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

Others present included: District Manager Micah Stickling, Treasurer Karen Williams, Attorney Dan Deneen, 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 April 12, 2022, board meeting minutes: second by John Emmert. 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 April disbursements to be approved were submitted by Treasurer Karen Williams.

Dan Wilcox made a motion to approve the April disbursements as submitted: second by Jeff Wilcox. All ayes – motion carried.

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

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

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

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

Treasurer's Report

A. First Draft of Fiscal Year 2023 Budget

Dave Baugh noted that the finance committee had reviewed the draft of the Fiscal Year 2023 budget. The finance committee requested clarification on a few accounts. Those are as follows:

- Bank fees: clarification is that various payment options have different processing fees charged by the third-party providers. There are significant monthly fees at Busey Bank which is the bank used for the operations checking account. Trustees asked that the Treasurer contact the bank and requested a reduced fee.
- Office Supplies: these expenses vary year to year – based on the timing of purchase within a given fiscal year
- Postage & Shipping: trustees questioned the cost of postage. It was explained that the costs of shipping test samples have risen; cost of postage has risen. Trustees discussed if online billing would help reduce expense; it was explained that all customers are given the option of paper bill only, e-bill only or both. The conclusion was that unless BTPWD forces paperless billing only would there be a reduction in expenses and the consensus was that was not an appropriate option.
- Repairs & Maintenance: the trustee asked if the projected budget for fiscal year 2023 would be similar in successive years; during discussion it was noted that adding a new expense account which clarified which expenses were the use of permanent capital versus normal operating expenses would be helpful

Dave Baugh made a motion to approve the Fiscal Year 23 budget subject to employee compensation decisions during executive session: second by Dan Wilcox. All ayes – motion carried.

B. BNWRD Sewer Fee Increase

Treasurer Williams informed the trustees that BNWRD (Bloomington Normal Water Reclamation District) had passed an ordinance increasing their sewer use fees. BTPWD bills and collects these fees for BNWRD. The new rates are effective with the May billing.

Managers' Report

A. General Updates:

- Micah spent time with Will Spotts (stand by operator) to train him on meter change outs
- Lead & copper testing: Micah is working with the McLean County Assessor's office to find current addresses (the prior audit sampling of customers used for testing used rural addresses that are no longer valid)
- The new micro-server required for the updates and changes to on-line payments has been received
- 91 J.U.L.I.E. locates

As employee compensation is being considered by the trustees for budget purposes, Micah requested that a performance evaluation be done annually.

Engineer's Report

No Report

Attorney Report

No Report

Trustees

Tom asked Micah if he would check with the City of Bloomington to determine if the City of Bloomington is planning for an increase in water rates and, if so, when that increase might take place.

Adjournment

Greg Allen made a motion to close the regular meeting at 8:10 p.m. and move to executive session to discuss employee compensation; second by Dave Baugh.

The Regular Meeting was readjourned, after meeting in Executive Session to discuss Employee Compensation. Executive Session Secretary Daniel G. Deneen reported that Executive Session has approved:

- a. a compensation increase, salary, for Micah Stickling of 4%, and a healthcare supplement compensation increase to \$575 per month;
- b. a compensation increase, salary, for Karen Williams of 1%;
- c. a compensation increase, hourly, for Sherri Hester to \$21.84 per hour, plus \$50 per month for cleaning; and
- d. Will Spotts' compensation as Backup Operator would continue at \$100 per day, with a raise to \$32.50 per hour for hands on work.

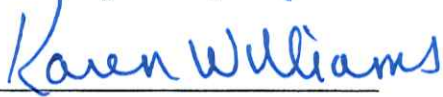
Dan Wilcox made a Motion for employee compensation for 2022-23 as set forth above. David Baugh seconded. The Motion passed unanimously.

David Baugh and Tom Husek will conduct employee reviews. The Board Comments on all employees were positive.

Daniel G. Deneen was instructed to forward the results to Karen Williams, officially for the Minutes, after employee reviews are completed.

Greg Allen made a Motion to Adjourn, seconded by Dan Wilcox, which passed unanimously without discussion.

Respectfully Submitted



Karen Williams, Secretary

Attest:  Shana M. Ghosh, Chairman
BTPWD Chairman or Vice Chairman