

**Minutes of the Meeting of the Board of Trustees  
Bloomington Township Public Water District  
July 9, 2024**

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 9, 2024.

Trustees present: Renee Ponsonby, Tom Husek, Greg Allen, John Emmert, 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 of Depew and Dehn Law firm.

**Previous Minutes Approval:**

Mike Kirk made a motion to approve the June 11, 2024, board meeting minutes: second by John Emmert. All ayes – motion carried. Absent: Dave Baugh.

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

The June disbursements to be approved were submitted by Treasurer Karen Williams. Treasurer Williams requested that the following disbursements also be approved: Ameren for \$140.76, Joe Dehn Law Office for \$2,000.00 and Casey Hettinger for \$137.98.

Renee Ponsonby made a motion to approve the June disbursements as submitted with the following additions: Ameren for \$140.76, Joe Dehn Law Office for \$2,000.00 and Casey Hettinger for \$137.98: 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 June 30, 2024
- Balance Sheet – Previous Year Comparison (June 2024 compared to June 2023)
- Profit & Loss – Actual vs. Budget for June 2024
- Profit & Loss – Year to Date (July 2023 – June 2024)
- Profit & Loss by Month
- Profit & Loss by Class

- Profit & Loss – Year to Year Comparison for June (June 2024 compared to June 2023)

There was much discussion about the write off of bad debts (finalled utility bills which have an outstanding balance that, despite repeated efforts, remain uncollectible).

Treasurer Williams did note that the amount of write offs would be minimized with the implementation of a required security deposit and a reduction in time (currently 60 days) before accounts are considered delinquent.

Tom Husek would like to see the list of proposed write offs each year, shortly before the end of a fiscal year, for trustee review and approval of write off. Additionally, trustees would like any accounts with a balance over \$50 to be sent to BTPWD attorney Joe Dehn so that a legal collection letter can be sent.

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

## **Manager's Report**

### A. General Updates

- Work contracted with G.A. Rich: Crestwicke: hydrants/valves/meters; West Phase: hydrant replacement and uncovering a valve and exercising it to ensure its functionality.
- Inspection letters were sent to two Crestwicke customers with irrigation systems to verify appropriate cross-connection protection. One has been verified; the second is unverified as of this meeting.
- Storage Unit – Micah is now on a waiting list for a storage unit that is conveniently located to the BTPWD office – it may be October before one is available.
- Micah has been in contact with the engineering firm responsible for the BNWRD planning project in Crestwicke and he is keeping BTPWD engineer Kevin Hanel in the loop.
- Kevin Hanel will be at the August board meeting to discuss the long-term goals and prioritizations for BTPWD.
- Micah has a signed memorandum of understanding with BNWRD as to BNWRD's property line being identified as the start of their responsibility for the service line that serves them.
- 57 J.U.L.I.E. Locates

## **Engineering Report**

No Report

## **Attorney Report**

Joe will reach out to attorneys that are members of the Illinois Rural Water Association to determine if they have any insight into the issue of publishing ordinances and other essential information “in house” rather than a local newspaper.

## **Trustees**

Tom Husek requested that a representative from Busey Wealth management be present at the October board meeting to discuss BTPWD’s investment program.

## **Executive Session:**

At 7:23 p.m., Tom Husek made a motion to close the regular board meeting and move to executive session to Review Employee Goals: second by Greg Allen. All ayes – motion carried. Absent: Dave Baugh.

At 7:24 p.m., John Emmert made a motion to open the executive session: second by Tom Husek. All ayes – motion carried. Absent: Dave Baugh.

At 8:30 p.m., Mike Kirk made a motion to close the executive session: second by Tom Husek. All ayes – motion carried. Absent: Dave Baugh.

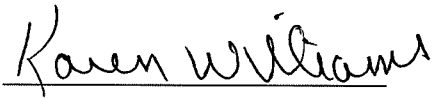
At 8:30 p.m., Mike Kirk made a motion to reopen the regular board meeting: second by Tom Husek. All ayes – motion carried. Absent: Dave Baugh.

## **Adjournment**

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

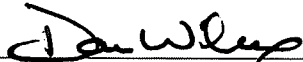
The meeting was adjourned at 8:31 p.m.

Respectfully Submitted



Karen Williams, Secretary

Attest:

  
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BTPWD Chairman or Vice Chairman