

**Minutes of the Meeting of the Board of Trustees
Bloomington Township Public Water District
December 9, 2025**

Chairman Dan Wilcox called the regular monthly meeting of the Trustees of the Bloomington Township Public Water District to order at 5:30 p.m. on December 29, 2025.

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

Others present included: District Manager Micah Stickling, Treasurer Karen Williams, Attorney Joe Dehn, and Kevin Hannel and Justin Davies of Farnsworth Group.

Previous Minutes Approval:

Tom Husek made a motion to approve the November 11, 2025 board minutes: second by John Emmert. All ayes – motion carried.

Monthly Bill Approval/Disbursements and Financial Reports:

The November disbursements to be approved were submitted by Treasurer Karen Williams. Treasurer Williams requested the trustees also approve the following disbursements: trustee fees totaling \$6,000.

Tom Husek made a motion to approve the November disbursements as submitted with the following addition: trustee fees totaling \$6,000; second by Greg Allen. All ayes – motion carried.

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

- Balance Sheet as of November 30, 2025
- Balance Sheet – Previous Year Comparison (November 2025 compared to November 2024)
- Profit & Loss – Actual vs. Budget for November 2025
- Profit & Loss – Actual vs. Budget year to date: July – November 2025
- Profit & Loss by Month

- Profit & Loss – Year to Year Comparison for November (July – November 2025 compared to July – November 2024)

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

Manager's Report

A. General Updates

- Non-Revenue water is consistent with the prior month.
- Chlorine residual in Crestwicke has rebounded.
- Met with Tim Ervin from BNWRD and Zach Knight and Shawn Maurer from Farnsworth Group – high level discussion covering partnering with BNWRD at the south east plant on some of BTPWD's long term planning items, possibly a way to accept hydro-excavated soil from repairs, multiuse government building at the Oakland Avenue BNWRD location for office and meeting space, reception space, storage and review of Old Colonial Road extension
- J.U.L.I.E. Locates – November – 105

B. Job Description – Part Time Position – Water Technician

Micah described job duties that were routine and can take up to 4 hours per day to complete:

- Daily - required master meter reads, locates, sampling at the vaults for chlorine.
- 1x per week – expanded testing
- 2x per week running a larger sample batch.
- 1x per month – meter reading entire system for utility billing.
- Optional projects – GIS locating.

Tom Husek would like to check into contracting the utility locates with a professional utility marking company.

The trustees elected to table this discussion until the January 2026 board meeting.

C. Part Time Technician – Transportation – Mileage Reimbursement vs. District Provided Transportation

The trustees elected to table this discussion until the January 2026 board meeting.

D. District Manager – Company Owned Vehicle

During discussion, the following was noted:

- Historically the BTPWD board of trustees has offered the BTPWD District Manager the option of a BTPWD owned company vehicle for use.
- The district manager is “on-call” 24/7 except for the days when the standby operator is on call.
- The type of vehicle and the amount of storage space in that vehicle needs to accommodate the type and amount of equipment that is needed daily (for example: locating equipment, curb keys, GIS equipment, mounting for the laptop, etc.).

Dave Baugh made a motion to provide and procure a district owned vehicle for the District Manager: second by John Emmert. All ayes – motion carried.

The discussion regarding vehicle specifications and an assignment policy for the district manager’s use has been tabled until the January board meeting.

E. Review of Ordinances – Tap on Fees, Specifications, Irrigation Fees, etc.

Micah requested that the trustees formally adopt and approve the Irrigation Meter Fee of \$425.00.

John Emmert made a motion to adopt and approve the Irrigation Meter Fee of \$425.00; second by Tom Husek. All Ayes – motion carried.

Engineer’s Report:

Kevin Hannel from Farnsworth stated that he, Micah, and Justin have been working on the long-term planning for BTPWD for close to a year; the plan has not been finalized to date.

Attorney Report:

No Report

Trustees:

John Emmert noted that Daniel Lang was notified by the McLean County Board that he had not been selected as a trustee for BTPWD.

Adjournment

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

The meeting was adjourned at 7:17 p.m.

Respectfully Submitted

Karen Williams

Karen Williams, Secretary

Attest:

Dan Wilcox
BTPWD Chairman or Vice Chairman