

MEETING
OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE
CATERPILLAR TRAIL PUBLIC WATER DISTRICT OF WOODFORD
COUNTY ILLINOIS ON AUGUST 12, 2019 AT 7:05 PM
AT 404 TEN MILE CREEK ROAD, EAST PEORIA, IL. 61611-9240

Present: J. Ezzell, J. Schaffer, C. Slagel, R. Sutton, Z. Taylor, K. Webber and J. Zulu
Staff Present: M. Gurbal, G. Long and J. Burkhalter

The meeting was called to order by Chairman Bob Sutton at 7:00 pm and declared a quorum present.

Public Comments – Leak Adjustments:

Bob mentioned there was no feedback from the leak adjustment that was denied in July.

One leak adjustment was approved:

\$121 at 212 Warrior Way

Minutes Approval

Motion to approve the June 2019 Board minutes by Kay Webber, seconded by John Schaffer and was approved. Note: These were unable to be approved in the July meeting due to absenteeism.

Motion to approve the July 2019 Board minutes by John Schaffer, seconded by Josh Zulu and was approved with two abstentions.

Treasurer/Billing

Bills Paid – Margaret reported on the bills paid in July 2019. **Motion** to approve the bills paid in July by Zach Taylor, seconded by John Schaffer and was unanimously approved.

Financials – Margaret distributed and went over the financial statements covering fiscal year 2019.

District Water Billing - 2,011 bills were sent in July totaling 11,693,825 gallons. Water billed was \$110,950.27. Loan service billed was \$10,014.00, and Penalties billed were \$1,621.03, for a total bill of \$122,585.30.

District Superintendent's Report

Usage report – Greg reported 16,960,000 gallons were pumped in July. Bacterial test was ok and the fluoride was .679. The hardness was 4.4 grains per gallon.

Status Review – Old Business

Status of Purchasing New Truck & Equipment – Greg reported the new truck had been ordered from Lighthouse GMC in Morton for a price of \$29,562.

He also mentioned all three trucks will soon be equipped with emergency strobe lights.

New Business

Well 4 Fence – Greg stated he had received bids from two companies so far, Hohulin Brothers Fence, Goodfield, IL; and Brogan Fence, Washington Illinois. Each company bid on 1.) a full 6 ft. fence around the well with a 14' gate, and 2.) a 6 ft. fence on two sides only. Both bids indicated topping the fence

with barb wire. Brogan Fence was the most reasonable at \$10,500 for full fence around the entire well. The Board requested Greg get references on both companies. **Motion** by John Ezzell to go with Brogan Fence at \$10,500 if the references were good. Seconded by John Schaffer and was unanimously approved.

Status Review – Old Business (Continued)

Water Tower and Tank Painting Bids – The Bid Sheet contained 5 items,

- 1.) Ground Storage Tank tower
- 2.) Lime Silo
- 3.) Head Tank
- 4.) Plant Portico
- 5.) Treatment Plant Cleaning & Resealing

Greg only received two bids. He indicated at this late date in the year, most contractors already have their jobs lined up for the year.

Bids received were from Niles Industrial Coatings for Item 1, 2, 3, 4 and 5. The second bid was from Personal Touch Service Solutions for Item 5 only. **Motion** to accept the Bid from Niles Industrial Coatings **for Items 4 & 5 only** at this time by John Ezzell, seconded by John Schaffer and was unanimously approved.

Wi-Fi in Office – John Ezzell reported Wi-Fi had been put in the office. He also noted the virus protection on Angie’s computer was outdated. He will have Angie contact Brett, our IT person to get this updated as soon as possible.

Phoenix Energy Account Status – John Ezzell mentioned he had contacted Jonathan Heiple about the \$1,232.57 that we have been unable to collect from the Phoenix Energy Co. Jonathan indicated we should write one more letter, this time to the company president, in an attempt to collect.

Employee Spending Limits – The Board reviewed the revised Procedures No. 10.05, Employee Spending Limits that Margaret updated and discussed. **Motion** by Kay Webber to accept the revised Employee Spending Limits Procedure, seconded by Christine Slagle and was unanimously approved.

Treasurer/Billing – Continued

Fiscal Year 2020 Budget – Margaret reviewed the Budget regarding the Capital and High Maintenance Items. She proposed she, Greg, John and Bob meet to discuss the Capital Expenditures. She will then put together a 5-year cash flow for the next meeting. (The meeting was scheduled for Monday, 8/19 at 11:00am.)

New Business

Business Office Part-Time Assistant – Kay Webber reported that she, Margaret and Angie had met to discuss hiring a permanent part-time employee to help Angie with her duties. They would limit the hours for this new employee to 1,000/year. The employee would fill in when Angie is out of the office and learn to run the daily operations.

Kay stated she will write up a job description and an announcement for posting, to be reviewed at the next meeting. The Board requested she also indicate the total cost annually of a new employee, including payroll, taxes and 401K.

The Board will vote at the next meeting as to whether to proceed with hiring a part-time employee, after reviewing the job description, want ad and expenses. If approved, Kay suggested she, Margaret and Angie conduct the interviews.

IT/SCADA Enhancement Plans – Greg presented a list of IT/SCADA Enhancements that he and Ryan put together per the Board’s request at a previous meeting. Bob Sutton questioned what the cost would be for each of the items on the list. Greg will check with both Farnsworth, and Concentric to find costs of these items.

Board Member Items

Bob Sutton mentioned CTPWD will be sponsoring the Chamber of Commerce meeting at Kouri’s on September 19th at 8:00 am. He welcomed any Board member that would like to attend.

Motion to adjourn the meeting by John Ezzell, seconded by John Schaffer and was unanimously approved. Meeting adjourned at 9:37 pm.

Judy Burkhalter
Board Secretary

Next meeting will be September 9, 2019 at 7:00 pm.
Please call to be excused if you are unable to attend.