

MEETING
OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE
CATERPILLAR TRAIL PUBLIC WATER DISTRICT OF WOODFORD
COUNTY ILLINOIS ON AUGUST 13, 2018 AT 7:06 PM
AT 404 TEN MILE CREEK ROAD, EAST PEORIA, IL. 61611-9240

Present: J. Ezzell, J. Schaffer, C. Slagel, R. Sutton, Zach Taylor, and K. Webber
Staff Present: J. Burkhalter, G. Long, and M. Gurbal
Excused Absence: J. Zulu
Guest: Angie Keil, Caterpillar Trail Public Water District Office Manager

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

Public Comments

Leak Adjustment Bob reported a leak adjustment application had been submitted by Jim Billimack for 1300 Blue Creek Trail. Greg and Ryan were unable to find the leak, which seemed to disappear on its own. Bob prepared a letter to the homeowner explaining our leak policy which is limited to two billing periods and one adjustment every twelve months. The Water District approved an adjustment for the two highest months of usage Feb and April amounting to \$339.14.

Minutes Approval

Motion by John Schaffer to approve the July Board meeting minutes, seconded by John Ezzell and was unanimously approved.

Treasurer Report

Bills- Margaret provided a list and explanation of bills paid in July. **Motion** to approve bills paid in July by Kay Webber, seconded by Christine Slagel and was unanimously approved.

Farnsworth Group Agreement - Bob and John Ezzell discussed the SCADA expenses and the billing from Farnsworth. After meeting with Kevin Hannel of Farnsworth, Kevin discussed with his management, which resulted in Farnsworth writing off 58% of the \$20,072.35 bill. This left CTPWD to pay \$10,305.08. The Board appreciated the efforts Bob and John Ezzell went to in getting these charges reduced.

FY 2018 Financial Statements- Margaret provided the Board an explanation of the end of year Balance Sheet, Profit and Lost Statement and Cash Flows. **Motion** made by John Ezzell to approve the End of Year Financials, seconded by John Schaffer and was unanimously approved.

FY 2019 Financial Statements – Margaret reported on the Balance Sheets, Profit and Loss Statement and Cash Flows for July 2019. **Motion** to approve the July Financials by John Ezzell, seconded by John Schaffer and was unanimously approved.

District Water Billing - 2,005 bills were sent in July totaling 11,006,821 gallons. \$106,308.12 in water was billed and loan service of \$9,953.83. Penalties were \$1,622.92 for a total of \$117,884.87.

District Superintendent's Report

Usage report – Greg reported 14,002,000 gallons pumped in July. The bacterial test was fine and the Fluoride test was .694. The hardness was 5.1 grains per gallon.

Tank Mixer – Greg stated the construction permit for the tank mixers was received and the mixers have been installed. He will submit the operating permit this week. He also ordered the SCADA boxes for the tank mixers, which will allow him to operate the mixers from the plant. Currently they are operated from three locations.

Visa Cards – Greg said Visa does not offer \$10 credit cards, so he plans to order 40 \$20 gift cards instead of the 80 - \$10 cards originally planned. He also indicated that the last samples collected passed. Next collection will be in September. The Board suggested giving the cards to the customers when reporting the results of their tests. This will be discussed in the September meeting to be voted on at that time.

Status Review - Old Business

Energy Contract Update – Bob reported that Steve Smith with Clean Energy Design Group was working on our energy contract as well as for the Village of Germantown Hills. He has been able to secure a 3-month extension of our contract, so both contracts will expire at the same time. The cost for this 3-month extension is 4.465 cents per KW-Hr. We are presently paying 4.438 cents per KW-Hr. He will continue to work on both contracts and submit a proposal to several suppliers in September.

Insurance Claim Update – Shop/Office - Lightning – Bob reported the Shop/Office Roof claim is complete. Of the \$18,100 cost, the Water District only paid \$700. Regarding the Lightning Strike, our costs was \$1,000 and Assurance will pay \$16,065.45

Warranty Update Roof – John Ezzell reported we have a 20-year warranty on the new roof of the plant.

Penalty Assessment Due – Since our bills indicate a penalty will be charged the day after the bill due date, CTPWD will begin following this statement. The policy and the ordinance will need to be updated to reflect this process. Margaret will amend the policy and present at the September meeting. Jonathan Heiple will need to amend the ordinance, making this change effective October 1, 2018.

New Business

Billing Card Format – John Schaffer and Angie distributed information on the Billing process, customer concerns, current cards versus possible full-page billing, costs and options for a folding machine. Discussion was held. **Motion** by John Ezzell to approve \$6,490 in additional cost to change to a new billing process, including a service contract. In addition, the Board empowers John Schaffer and Angie to further investigate a folding machine, determining whether the best option is new or used. Seconded by Christine Slagel and was unanimously approved.

Electronic Payment Solutions – Angie distributed information on Electronic Payment Solutions. After discussion, the Board decided to discuss further in our September meeting.

New Printer – The current Xerox printer is at least 7 years old and has not been working properly. **Motion** to purchase a new printer by Christine Slagel, seconded by Zach Tayler and was unanimously

approved.

Board Member Items

Zach Taylor mentioned Varna Water District used QuickBooks for their billing. He has a contact with them and will check to see if this might be another option for CTPWD to consider. He will then report back to John Schaffer.

John Schaffer said he had sent an email to everyone regarding creating a confidential email that can be sent to Board members between meetings. This will need to be vetted through our attorney. John will contact Jonathan Heiple and ask about wording for such an email and if it is within the Freedom of Information Act law.

Adjourn

Motion by John Schaffer to adjourn the meeting, seconded by Zach Taylor and was unanimously approved. Meeting was adjourned at 9:07 pm.

Judy Burkhalter
Board Secretary

Next meeting will be September 10th, 2018 @ 7:00 pm
Please call to be excused if you are unable to attend.