

MINUTES
OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE CATERPILLAR
TRAIL PUBLIC WATER DISTRICT OF WOODFORD COUNTY, ILLINOIS
ON DECEMBER 12, 2016, AT 7:00 PM
AT 404 TEN MILE CREEK ROAD, EAST PEORIA, IL 61611-9240

Present: D. Cusac, J. Ezzell, J. Litherland, J. Schaffer, R. Sutton, K. Webber and J. Zulu
Guest: Lisa Henrich
(J. Burkhalter, M. Gurbal and G. Long)

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

Minutes

Motion was made by Kay Webber to approve the November 14th minutes, with the following changes: Ground Storage Tank, change cleaned the week of October 17th to was scheduled to be cleaned November 21; and correct John Ezzell's spelling of his name. Seconded by John Litherland and was unanimously approved.

Public Comments

The Leak Adjustment by Country Kitchen was requested and approved. **Motion** by John Litherland to forgive penalty charges through December as we try to isolate any further leaking. Seconded by Dave Cusac and was unanimously approved.

Treasurer Report

Bills - Margaret provided the board an explanation of bills paid in November. **Motion** made by John Schaffer to approve payment of November bills, seconded by Joshua Zulu and was unanimously approved.

Financial Statements- Margaret provided the board an explanation of the November 2016 Balance Sheet Profit & Loss statement, and year to date Statement of Cash Flow analysis. **Motion** made by John Litherland to approve the Financial Statement, seconded by John Schaffer and was unanimously approved.

District Billing Report

The secretary reported 1,993 bills were sent in November 2016 totaling 10,127,945 gallons. \$95,709.48 water billed and loan service of \$9,932.17. Penalties were \$1,505.77 for a total of \$107,147.42.

Status Review – Old Business

Audit Report Questions – Margaret commented that we may be resolving a concern mentioned in the letter from the auditors regarding lack of segregation of duties over accounting transactions due to limited personnel. Judy will begin reconciling bank statements in January, addressing the segregation of duties mentioned.

It was noted there was a wide range of useful life under depreciation. Margaret indicated it varies for each asset. On page 2 John Ezzell noted the auditors mentioned additional financial statements might be needed. Margaret indicated she has not prepared these statements in the past as time consuming and not

beneficial. On page 8 compensated absences were discussed.

CUSI ACH Debit Status – Lisa reported that Credit Card transactions through CUSI were going well. Regarding the ACH, however, CEFCU would charge for this service. After checking with Heartland Bank, they also would charge. Lisa stated CUSI mentioned other customers did not have any additional fees. After some discussion the Board suggested Lisa contact additional institutions, as well as asking CUSI to provide what banks did not charge to see if these would be available in our area.

Billing Policy 20.2 – Greg suggested changing the Disconnection and Filing of Liens ordinance to allow the water district to place a lien on a foreclosed property that is past due on their water bill, as soon as they are aware of the situation rather than waiting the 60 days for it to be past due. Discussion was held. Bob and Margaret will check the current ordinance for proper wording to update this policy. Motion by John Ezzell to make policy change as mentioned, seconded by John Litherland and unanimously approved.

New Business

Connection Fee – Discussion on the current policy was held for connection for a new house and an existing house. After reviewing it was determined this discussion should be held with the vision for our water district and will be held at that time.

District Superintendent Report

Usage Report- Greg reported 9,678,000 gallons were pumped in the month of November. The bacterial test was fine and the Fluoride test was .728. The Hardness was 3.7 grains per gallon.

Ground Storage Tank – The ground storage tank was cleaned November 21.

Tires for 2012 truck - Greg mentioned the older truck needed new tires. The Board said to proceed with getting good quality tires for the truck.

Board Member Items

Nothing to discuss.

The Board adjourned the regular meeting, to begin the Executive Session at 8:35 pm.

Executive Session

Regular meeting called to order by Chairman Robert Sutton at 9:35 pm and a quorum declared present.

Motion made by Dave Cusac to approve the salary changes discussed in Executive Session. Seconded by Kay Webber and was unanimously approved.

Motion made by Dave Cusac for an annual bonus as discussed in the Executive Session, seconded by Kay Webber and was unanimously approved.

Motion made by John Litherland to adjourn the meeting, seconded by Josh Zulu and was unanimously

approved. Meeting adjourned 9:37 pm.

Judy Burkhalter
Secretary

Next Meeting- January 9, 2017, 7:00 pm
Please call to be excused if you are unable to attend.