

MEETING
OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE
CATERPILLAR TRAIL PUBLIC WATER DISTRICT OF WOODFORD
COUNTY ILLINOIS ON FEBRUARY 12, 2018 AT 7:02 PM
AT 404 TEN MILE CREEK ROAD, EAST PEORIA, IL. 61611-9240

Present: J. Ezzell, J. Schaffer, C. Slagel, R. Sutton and J. Zulu

Attendance by phone: M. Gurbal

Guests: Kevin Hannel from Farnsworth and Zach Taylor, candidate for Board Trustee.

Excused Absence: K. Webber

(G. Long and J. Burkhalter)

The meeting was called to order by Bob Sutton, chairman, at 7:02 pm and declared a quorum present.

Public Comments

Bob reported two leak adjustments were approved in January, 2018. One located at 604 Holland for \$21.00 and one at 1306 N. Forest Drive for \$357.00.

Minutes Approval

Motion to approve the January 2018 minutes by John Schaffer, seconded by John Ezzell and were unanimously approved.

Treasurer Report

Bills- Margaret provided the Board a list and explanation of bills paid in January. **Motion** to approve bills paid in January by Josh Zulu, seconded by Christine Slagel and was unanimously approved.

Financials - Margaret provided the board an explanation of January's Profit & Loss statement, current Balance Sheet and year to date Cash Flow statement. **Motion** to approve the financial statements by John Ezzell, seconded by John Schaffer and was unanimously approved.

Procedures – Margaret provided new and updated procedures.

Procedure #21.01, Replacing Lead Service Lines was presented and will be added to the Procedures Manual. This Procedure was previously approved by the Board.

Procedure #11.03, Bank Accounts. Margaret reported the CEFCU Bond and Interest Accounts were closed when the bond was paid off, and the balance was transferred to the CEFCU general fund account. In addition, the Capital/Depreciation Restricted Account was revised indicating \$40,000 of the balance of the account is no longer required as the Bond was retired. **Motion** to approve the revised Procedure by John Ezzell, seconded by Josh Zulu and was unanimously approved.

Procedure #10.02.1 Office Work Days and Vacation Time. This procedure was updated to reflect the new office hours. **Motion** to approve by John Schaffer, seconded by Josh Zulu and was unanimously approved.

Procedure # 10.00.5, Terms of Employment for Caterpillar Trail Public Water District Employees. Margaret indicated under Probationary Period – Duration, the probationary period of 90 days can be revised by the Operation Manager, Chairperson and District Board. **Motion** to approve by John Ezzell, seconded by Christine Slagel and was unanimously

approved.

ACH Auto Debit – Margaret reported a large percentage of the customers surveyed were interested in Auto Debit. Before asking Angie to pursue this, she wanted to know if the Board was in agreement. They did agree it was worth pursuing.

Margaret asked the Board to begin thinking about the 5year Maintenance Forecast. Bob, John Ezzell and Greg will work on this.

Status Review – Old Business

Erosion Concern Study – Kevin Hannel stated Shawn Mauer was ¾ finished with the report. A draft will be sent to Bob Sutton, John Ezzell and Greg Long in about 2 weeks.

Insurance Update –

1. Plant Roofing - Kevin indicated Carlisle Roofing had suggested two options for the plant roof:
 - a. Add ballast or rock to roof to hold down and keep in place. However, Farnsworth's structural engineer said this would be too heavy for the roof.
 - b. Another option was to add batten strips to roof. Farnsworth's structural engineer thought this would cause additional issues and should not be considered an option.

Carlisle then received bids for the affected area of the roof:

- a. Western Specialty Contractors proposed repair of the damaged portion of the roof, (50% of roof is damaged) at the expense of Carlisle for \$37,062. The original 15-year warranty would still be in effect, with 5 years remaining.
- b. Western Specialty Contractors also quoted \$81,010.00 for complete new roof, with a new 15-year warranty. Carlisle would pick up the majority of the cost, and the District's share would not exceed \$40,000.

The Board discussed and asked Kevin to check on how the roof would be installed as well as the cost for a thicker membrane material.

2. Lightning Strike – Greg is still compiling the bills for this. He reported two new scales have been received replacing the ones affected by lightning, and the electrician will hook up soon.
3. Office and Shop roof – The quote for these was \$13,425. Options for the tile color was discussed by the Board and the 'Energy Star White' tile was agreed upon.

House Next Door – Bob informed the Board that the house for sale next door would not work for a new well site, as it is too close.

Power Contract – Bob indicated our current 2-year Power Contract will be expiring in June. He will be looking at Homefield Energy, Mid American Energy and possibly some others to determine the best option for the Water District.

Tank Mixers – Competitive Bids – Greg reported he had made several calls, but no one quoted the installation price with the Gridby units. He will be in Effingham, IL next week for the Illinois Water Association Conference and will be inquiring with vendors and other water districts about tank mixers.

Chlorine Analyzers – John Ezzell suggested the Water District purchase two sensor systems that would hook into Scada. The two existing sensor systems have failed and are not repairable. Presently the technicians are doing this manually and it takes time. The cost would be \$4,000 - \$5,000 each. **Motion** by John Ezzell to purchase two Chlorine Analyzers for the plant, seconded by John Schaffer and was unanimously approved.

District Superintendent's Report

Usage report – Greg reported 10,808,000 gallons pumped in January. The bacterial test was fine and the Fluoride test was .712. The hardness was 4.4 grains per gallon.

Greg reported two leaks in January, one at 211 Murphy Lane and the other at the intersection of Far Hills Dr. and Eller Drive. Both were repaired and required no boil order.

Greg stated the developers at the Germantown Woods agreed to meet with the District to discuss a potential well site.

Bob Whitaker – Property on Ten Mile Creek Rd. – Greg reported Mr. Whitaker is interested in purchasing a lot next to well 4. There is presently no water line to this property. The Board discussed options to extend the water main as well as annexing property into district. Nothing was determined at this time.

Board Member Items

Bob reported Lisa's last day was February 28. A "Thank You" dinner and gifts options were discussed.

District Water Billing - 2,000 bills were sent in January totaling 9,478,859 gallons. \$92,439.02 in water was billed and loan service of \$9,977.00. Penalties were \$1,458.82 for a total of \$103,874.84.

Motion made by John Ezzell to adjourn the meeting seconded by John Schaffer and was unanimously approved. Meeting adjourned at 9:48 pm.

Judy Burkhalter
Board Secretary

Next meeting will be March 12, 2018 @ 7:00 pm
Please call to be excused if you are unable to attend.