

MEETING
OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE
CATERPILLAR TRAIL PUBLIC WATER DISTRICT OF WOODFORD
COUNTY ILLINOIS ON FEBRUARY 10, 2020 AT 7:00 PM
AT 404 TEN MILE CREEK ROAD, EAST PEORIA, IL. 61611-9240

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

The meeting was called to order by Co-Chairman John Ezzell at 7:00 pm and declared a quorum present.

Public Comments

There were no public comments.

Minutes Approval

Motion by Christine Slagel, seconded by Zach Taylor to approve the January Board minutes. Motion approved unanimously.

Treasurer/Billing

Bills Paid – Margaret had prepared the bills paid in January. The Board reviewed. **Motion** to approve the January bills paid by John Schaffer, seconded by Zach Taylor and was unanimously approved.

Financials – Were not prepared for this meeting. They will be discussed in the March meeting.

District Water Billing – 2,009 bills were sent in January totaling 7,797,140 gallons. Water billed was \$98,101.61. Loan service billed was \$10,013.50, and Penalties billed were \$1,277.59 for a total bill of \$109,392.70.

District Superintendent's Report

Usage report – Greg reported 10,180,000 gallons were pumped in January. Bacterial test was ok and the fluoride was .647. The hardness was 4.3 grains per gallon.

Well 4 Tree Removal – Greg received a quote to cut down the dead tree at Well 4, as well as the 2 trees next to our property, which were threatening our fence, for \$500. He spoke to the owner of the 3 trees and received an ok to have them cut also.

Status Review – Old Business

Ground Storage Tanks, Head Tank, and Lime Silo Painting Project Status– John Ezzell and Greg Long are working on new options to bid for this project. Greg had spoken to Kevin Hannel of Farnsworth and to a Tnemec Paint Representative/Licensed Painting Inspector for advice on putting this bid package together. As significant variables (e.g. paint adhesion, etc.) exist that drastically effect project complexity and cost, the bid document will request both a “Realistic Quote,” as well as a “Not-To Exceed Quote.” John Ezzell wants to get the Invitation to Bid request out as soon as possible, requesting the work to be done before the temperature and humidity conditions are unfavorable for tank painting. The bid document will also ask for special billing, so if the painting project is completed this spring, the payment can be made after the start of CTPWD’s 2021 fiscal year. Farnsworth has volunteered to

review our Invitation to Bid for Painting Document for technical content, and John Ezzell will also ask our attorney, Jonathan Heiple, to review once it is ready to send.

New Business

Administration Computer Breakdown – John Ezzell reported the main office computer crashed in January, causing considerable frustration and inability to process checks, run bills, etc. Greg was able to explain to the Board some of the functions effected by this computer breakdown, which not only effected the office programs but the ability for the plant technicians to read customer water meters, which delayed reading a few days.

Change in Computer Support – Due to scheduling issues, our previous office IT Tech wasn't readily available, thus Bob Sutton, quickly requested another support firm review our issues, and John Ezzell was able to hire them. The new office IT person made CTPWD his top priority and was able to quickly repair our existing main office computer and reinstall our data files and CUSI programs, etc.

John Ezzell said after the computer crashing and effecting so many programs, he would suggest the office administration and the plant operators, document what programs (vintage, update levels, etc.) that we have, and how they interconnect to each other. Once we have our hardware and software systems documented, we (Board and Staff) can review with the new office IT support person and/or Farnsworth IT (as appropriate) to discuss where we want to go from here.

Board Member Items

John Ezzell mentioned Scott will be taking an online class through Blackhawk College for Drinking Water Operator Class C & D. Then in May, he will take the class for A & B.

John Schaffer suggested in a future meeting we discuss our policy on adding groups of housing.

John Schaffer also asked how Scott is doing with the training plan. Greg reported he is doing well, and has good initiative.

It was noted that Bob Sutton's and Zach Taylor's appointment to the CTPWD Board would expire on May 1, 2020, and if they are willing to accept re-appointment, Judy will need to start the process for re-appointment with the Woodford County Board to approve asap.

No other Board member comments.

Motion to adjourn the meeting by Zach Taylor, seconded by John Schaffer and was unanimously approved. Meeting adjourned at 8:30 pm.

Judy Burkhalter, Board Secretary

Next meeting will be March 9, 2020 at 7:00 pm.

Please call to be excused if you are unable to attend.