

MINUTES  
OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE CATERPILLAR  
TRAIL PUBLIC WATER DISTRICT OF WOODFORD COUNTY, ILLINOIS  
ON JANUARY 9, 2017, AT 7:00 PM  
AT 404 TEN MILE CREEK ROAD, EAST PEORIA, IL 61611-9240

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

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

**Public Comments** None

**Minutes**

**Motion** was made by John Litherland to approve the December 12th minutes, with the following changes: under Minutes, remove the word (under) in front of Ground Storage Tank, and under CUSI ACH Debit Status, change 'Lisa state' to 'Lisa stated'. Seconded by John Schaffer and was unanimously approved.

**Treasurer Report**

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

**Financial Statements**- Margaret provided the board an explanation of the December 2016 Balance Sheet Profit & Loss statement, and year to date Statement of Cash Flow analysis. Margaret addressed the issue of the General Fund Checking account balance and the need to either create another account or buy CDs through Commerce. She requested Board approval to investigate the CD option. The Board agreed she should investigate. **Motion** made by John Ezzell to approve the Financial Statement, seconded by John Litherland and was unanimously approved.

**District Billing Report**

The secretary reported 1,992 bills were sent in December 2016 totaling 8,846,415 gallons. \$87,056.21 water billed and loan service of \$9,946.49. Penalties were \$1,397.80 for a total of \$98,400.50.

**District Superintendent Report**

**Usage Report**- Greg reported 10,316,000 gallons were pumped in the month of December. The bacterial test was fine and the Fluoride test was .726. The Hardness was 4.0 grains per gallon.

**New Scada Software** – Greg reported the new software was to be installed by Farnsworth January 16<sup>th</sup>. The system will run side by side with the old system to iron out any issues. The target date to run on its own is February 1<sup>st</sup>.

**Town and County Update** – Greg indicated there are still issues with high water usage. Greg has suggested possible reasons and the owner will be monitoring the ice machine and toilets per Greg's

suggestions.

### **Status Review – Old Business**

**CUSI – ACH Debit Status** – Bob reported we have been unable to find a bank that would not charge for this service. Bob asked the Board if we should cancel the ACH Debit process with CUSI and request our \$1,000 to be returned. The Board discussed options and suggested they need to know the number of customers interested in ACH Debit before proceeding. **Motion** made by John Schaffer to temporarily request a refund from CUSI, and to add a question to the IEPA survey to determine those interested. Seconded by John Litherland and was unanimously approved.

**Billing Policies 20.2** - Regarding changing the policy to file a lien sooner, after checking with the attorney, any changes would require a change to the ordinance. **Motion** by Josh Zulu to leave the policy as it is, seconded by Kay Webber and was unanimously approved.

### **New Business**

**Economic Statement of Interest** – The forms were distributed and completed by the Board. The Board Secretary will get forms completed by those not at the meeting and send to Woodford County.

**Vision** – Bob reviewed the Board Accountabilities and requested additional suggestions. The Board discussed some ideas such as; upgraded reliability, sustainability and quality, physical and cyber security of plant and systems, risk management, and systematic planning to update aging infrastructure. The significant headroom for growth because of plant capabilities should allow improved utilization of plant resulting in cost effectiveness if that growth occurs. Growth does not seem likely in the near term. In the longer term, a clearer vision of where the Eastern Bypass highway would intersect our area is imperative. A suggestion was made to check with the Village on their vision. Bob will check with the Village and report back at the next meeting. The Vision discussion will continue at a future meeting.

The Board adjourned the regular meeting, to begin the Executive Session at 8:30 pm.

Executive Session

Regular meeting called to order by Chairman Robert Sutton at 8:34 pm and a quorum declared.

**Motion** made by John Schaffer to approve the salary change discussed in Executive Session. Seconded by John Litherland and was unanimously approved.

**Motion** made by John Litherland to adjourn the meeting, seconded by Kay Webber and was unanimously approved. Meeting adjourned at 8:36 pm.

Judy Burkhalter  
Secretary

Next Meeting- February 13, 2017, 7:00 pm  
Please call to be excused if you are unable to attend.