

MINUTES  
OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE CATERPILLAR  
TRAIL PUBLIC WATER DISTRICT OF WOODFORD COUNTY, ILLINOIS  
ON JUNE 13, 2016, AT 7:00 PM AT  
404 TEN MILE CREEK ROAD, EAST PEORIA, IL 61611-9240

Present: D. Cusac, J. Litherland, J. Schaffer, R. Sutton, K. Webber and J. Zulu  
Excused Absences: A. Gardner  
(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.

**Public Comments**

Bob Sutton informed the Board we had filed a lien on 408 McKenzie for past due bills. Mr. Joe Miller owes \$328 which he has indicated he will pay after closing. He has paid \$100, however, the lien will ensure the remaining water bill is paid.

Bob indicated the Water District had received a Leak Adjustment Application from a customer who had a leaky toilet. This request was approved and the Water District will pay ½ of the bill over the normal usage.

**Minutes**

A few changes were requested to the May Board minutes. Correction of spelling of name, add the comment that the Summer Help, Ross Stanley started work this summer on June 1<sup>st</sup>. and date of June 1 under Insurance should not be in red. **Motion** was made by John Litherland to approve the May 9<sup>th</sup> minutes with the above mentioned changes. Seconded by Kay Webber and was unanimously approved.

**Treasurer Report**

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

Financial Statements- Margaret provided the Board explanation of the current Balance Sheet, Profit & Loss statement for May, and year to date Statement of Cash Flow analysis. **Motion** made by John Litherland to approve Financials, seconded by Dave Cusac and was unanimously approved.

**District billing report**

The secretary reported 1,987 bills were sent May 24, 2016 totaling 9,854,607 gallons. \$94,166.13 water billed and loan service of \$9,883.33. Penalties were \$1,182.45 for a total of \$105,231.91.

**District Superintendent Report**

Usage Report- Greg reported 13,207,000 gallons were pumped in the month of May. The bacterial test was fine and the Fluoride test was .723. The Hardness was 3.7 grains per gallons.

Anker Lane – Greg reported that the new fire hydrant at Anker Lane was hit with heavy equipment and knocked over. Casey Transportation will pay for repairs which were completed on June 9<sup>th</sup>.

Summer Help - Greg informed the Board that Ross Stanley, the summer helper started working June 1<sup>st</sup>

GPS Update – Greg and Ryan are currently working on Town Hall Road behind Whispering Oaks.

### **Status Review – Old Business**

Resolution of Insurance Question – Bob negotiated with the insurance company, adding \$2 million in earthquake insurance, increasing liability to \$3 million, previously \$2 million; and increasing forgery to \$100,000, previously \$25,000. In addition Bob was able to have all reference to named storms eliminated and the term water damage replaced with flood damage. The cost for the insurance is \$32,388 effective June 1, 2016. This was an increase of 3.7%.

Employee Survey – John Litherland reviewed the results of the Employee Survey. After discussion of the results and comments, the Board asked Greg to make them aware of challenges, and for Bob to have one-on-ones with the staff to better understand their concerns.

Board Development Survey – John Schaffer reviewed the results from the survey, indicating vision, mission and mentoring for new board members were key take away. Dave volunteered to look into refreshing mission statement. In addition, Bob suggested Greg check with staff to find out their views on what the Board mission and vision should be. On August 26th, the Board will tour the plant at noon, then break for lunch at Kouri's and conduct a Board and All-Employee meeting. The regular Board meeting scheduled for Monday August 8<sup>th</sup> will be canceled. Lisa will post these changes to the website and on the bulletin board.

Energy Contract Status – Bob reviewed the options suggesting we have Farnsworth research options for a 28 or 40 month contract. Bob will update the Board in July.

### **New Business**

2017 Budget Assumptions - Margaret provided the board with a preliminary 2017 Budget and projected significant cash flow items for fiscal year 2017. The board discussed forecasted capital expenditures for 2017.

### **Board Member Items**

Kay Webber asked if the district would send a water qualification report. Greg stated yes, in the June water bill there was a link to the water report.

Bob suggested we create a 1-page fact sheet of what the Water District does and how we operate. The sheet would summarize test protocols including bacteria, flouride, lead, and copper with current status verses government regulation.

Bob reminded the Board that Amy Gardner will be resigning in August and to inform him of any recommendations they may have..

**Motion** made by Dave Cusac to adjourn the meeting, seconded by Josh Zulu and was unanimously approved. Meeting adjourned 8:55 pm.

Judy Burkhalter  
Secretary

Next Meeting- July 11, 2016 7pm  
Please call to be excused if you are unable to attend.