

MEETING
OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE
CATERPILLAR TRAIL PUBLIC WATER DISTRICT OF WOODFORD
COUNTY ILLINOIS ON MARCH 11, 2019 AT 7:00 PM
AT 404 TEN MILE CREEK ROAD, EAST PEORIA, IL. 61611-9240

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

The meeting was called to order by Chairman Bob Sutton at 7:07 pm and declared a quorum present.

Public Comments – Leak Adjustments:

Three leak adjustments were approved by the board.

\$1079.73 at 407 Johnson Court

\$101.42 at 705 Bayside

\$357.14 at 232 Whispering Oaks

Minutes Approval

Motion to approve the February 2019 minutes by John Ezzell, seconded by Zach Taylor and was unanimously approved.

Treasurer Report

Bills- Margaret reported on the Bills paid in February, 2019. **Motion** to approve bills paid in February by Kay Webber, seconded by Josh Zulu, and was unanimously approved.

Financials – Margaret distributed and went over the financial statements. A very significant point was made that our Cash Flow is falling behind our total obligations, primarily due to lower than expected water sales, but we do have cash reserves on hand to meet our obligations. **Motion** to approve made by Zach Taylor, seconded by Christine Slagel, and was unanimously approved.

District Water Billing - 2,006 bills were sent in February totaling 9,527,697 gallons. Water billed was \$92,859.33, loan service billed was \$10,002.83, and Penalties billed were \$1,560.56, for a total bill of \$104,422.72.

District Superintendent's Report

Usage report – Greg reported an intermittent SCADA reporting problem that lost water flow data in January and February. Recorded February 2019 data was 8,220,000 gallons pumped excluding 5 days when data was lost, which if extrapolated for all month would have been approximately 10,000,000 gallons pumped. Similarly, an extrapolated estimate for January was 8,934,000 gallons pumped. The bacterial test was fine and the Fluoride test was .847. The hardness was 5.2 grains per gallon. Greg will send a letter about the SCADA reporting issue and the efforts being made to correct them with our monthly report to the IEPA, and that all other water quality measurements have been and still are acceptable.

Additional – Greg reported that the Claricone was drained & cleaned on Wednesday, February 13th.
- Greg attended the ILRWA Conference in Effingham Feb 19-21st where vendor contacts were collected

for tower and tank cleaning projects as well as further information for SCADA support

SCADA update - John Ezzell reviewed CTPWD's history with SCADA system, which had been updated and upgraded with Windows10 and new computers starting in October 2016 with minimum initial start-up issues. However, issues of SCADA2 Hard drive failure, earlier miss-located and now lost flow record data, other miscellaneous issues, and failure to send plant alarms via phone have occurred. Our SCADA from Rockwell has had a temporary patch installed to continue operation and reporting, with Rockwell acknowledging a further database problem between their SCADA and Windows 10. Status of the technical situation and our financial investment so far of \$45,432, and Farnsworth absorbing an additional \$9,767.27, was discussed in detail in meeting on March 6, 2019 with Farnsworth, & Kirby Risk at CTPWD. On March 14th, 2019, Farnsworth, Kirby Risk, and CTPWD will follow-up on the fix status via WebEx conference.

Status Review – Old Business

Status for Water Tower & Tank Cleaning – Greg Long, John Ezzell and Zach Taylor worked with Jonathan Heiple to develop a Notice of Invitation to Bid document for the cleaning of both water towers, lime silo, head tank, & ground storage tank. Painting of the tanks and silo, sealing of the Plant's brick, and portico painting will be pursued after the cleaning operations.

Supplier Accounts, Emergency Expenditures, Credit Cards – Its proper accounting and business procedure to have accounts with our significant suppliers so that purchases can be clearly invoiced, accounted to appropriate capital or maintenance accounts, and paid by company check for clear record of transaction. Greg Long will try to get additional accounts with significant suppliers. We should minimize bills put on credit cards, but use the credit cards for usual everyday small operating expenses. The current limit of \$2300 will remain the same on the operators' credit cards. However, for emergencies back-up, an additional credit card is being obtained with a limit of \$10,000 for John Ezzell, Vice Chairman. In the future, pre-approved spending limits for staff to spend on maintenance will be discussed.

New Business

No new business to report.

Board Member Items

Kay Webber mentioned that she didn't get her water bill. It is speculated that it may have been an envelope stuffing / mailing error. This may be remedied already because the machine was adjusted to catch double stuffing errors.

Motion to adjourn the meeting by John Ezzell, seconded by Josh Zulu and was unanimously approved. Meeting was adjourned at 8:30 pm.

Christine Slagel
Board Member

Next meeting will be April 8, 2019 @ 7:00 pm
Please call to be excused if you are unable to attend.