

MINUTES
OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE CATERPILLAR
TRAIL PUBLIC WATER DISTRICT OF WOODFORD COUNTY, ILLINOIS
ON MAY 9, 2016, AT 7:02 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 7:02 pm and declared a quorum present.

Public Comments

No public comments.

Minutes

Motion was made by Kay Webber to approve the April 11, 2016 minutes, seconded by Josh Zulu and was unanimously approved.

John Schaffer renewal – John’s renewal for a new term on the CTPWD Board has not been approved by Woodford County Board yet. The Board approved John to be able to vote at this meeting.

Treasurer Report

Bills - Margaret provided the board an explanation of bills paid in April, including the purchase of the new 2016 truck and the trade-in of the 2006 truck for \$5,900. **Motion** made by John Schaffer to approve payment of April bills, seconded by Dave Cusac and was unanimously approved.

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

District Superintendent Report

Usage Report- Greg reported 11,059,000 gallons were pumped in the month of April. The bacterial test was fine and the Fluoride test was .756. The Hardness was 3.9 grains per gallons.

GPS Update – Greg reported that they are near completion of Woodford Heights. Greg noted the mapping in this area is taking a little longer as they have discovered several water shutoffs that were set up for the lots prior to homes being built. This is taking additional time to determine if they are being used or not as the District was not aware of them previously..

Summer Help - Greg reported he has talked with Ross Stanley, the summer helper from 2015. Ross is interested in working for the Water District again this year and Greg would like to offer the position to him, as he was a good worker. Greg recommended raising his salary from \$8.25/hr to \$9.00/hr, as well as increasing his weekly hours from 24 hours to 28 or 32 hours a week this year. Summer help to begin work on June 1, 2016. **Motion** made by John Schaffer to raise the summer help salary to \$9.00 an hour, seconded by Dave Cusac and was unanimously approved.

Heather Ioerger – Greg requested the Board’s approval to discontinue monitoring the Ioerger’s water meter as the issue seems to be resolved. Greg will check this week and then contact Mrs. Ioerger with the results. The Board thought this would be sufficient.

District billing report- 1,987 water bills dated April 25, 2016. The District billed \$85,103.88 for 8,640,938 gallons of water usage, \$9,908.15 in Loan Service Fees, and \$1,569.11 in penalties, all totaling \$ 96,581.14

District Superintendent’s Report

Discussion was held for the election of a chairman, treasurer and vice chairman for next year. **Motion** made by Kay Webber to reelect Bob Sutton as chairman, Margaret Gurbal as treasurer, and to leave the vice chairman position open; seconded by John Litherland and was unanimously approved.

Margaret requested Kay Webber and John Litherland be added as signers for checks. She also suggested removing Amy Gardner as a signer for checks, as she will be resigning; and Dave Cusac as he travels so much with his job. Both Kay and John accepted this new responsibility.

Status Review – Old Business

CTPWD Board Development – John Schaffer and Josh Zulu reviewed the questions and suggested using the same rating system as previously. John will send the questionnaires out and request they be returned by June 1 to Lisa to compile the results.

Employee Survey – John Litherland reviewed the questions used previously and made a few suggestions, such as asking if the employees would like an anonymous suggestion box added to the office. Dave Cusac discussed the results from the previous survey, which indicated the employees felt the board was unaware of what they actually do. Discussion was held to try to include the staff in decisions before the board makes a determination regarding them. In addition the board mentioned touring the plant prior to a meeting. Dave will update the survey and send to the staff including Margaret and Judy. They will need to complete and return to Lisa by June 1.

New Business

Electrical Energy Contract – Bob stated our current contract will expire in August. The current provider Homefield Energy raised the rates effective January 1, 2016. It is time to negotiate and Bob will continue checking on different options. He will report back in June with the results.

Insurance – Bob stated the insurance coverage expires 1 June and requested the Board give him approval to negotiate and sign for new insurance coverage. Motion by John Schaffer to continue negotiating the insurance coverage including coverage for earthquakes and major storms named or not named; seconded by Dave Cusac and unanimously approved.

Board Member Items

John Litherland asked if the district was still sending the customer a water qualification report. Greg stated yes, in the June water bill there would be a link to the water report.

Dave mentioned the property next to the plant had closed and they would soon be building.

John Schaffer mentioned a customer had called in while Scott Friedrich was on duty and a message left

on the pager was cut off. Greg will call MTCO about extending the time limit on the pager messages.

Motion made by Dave Cusac to adjourn the meeting, seconded by John Litherland and was unanimously approved. Meeting adjourned 8:50 pm.

Judy Burkhalter
Secretary

Next Meeting- June 13, 2016 7pm
Please call to be excused if you are unable to attend.