

MEETING
OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE
CATERPILLAR TRAIL PUBLIC WATER DISTRICT OF WOODFORD
COUNTY ILLINOIS ON NOVEMBER 12, 2018 AT 7:00 PM
AT 404 TEN MILE CREEK ROAD, EAST PEORIA, IL. 61611-9240

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

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

Public Comments

Bob reported a Leak Adjustment request from a new customer at 415 Holland. There was a leak from a water softener. The owner on record had moved and the new owner was unaware of the leak. Neither had notified the Water District of the move, causing some confusion. The water softener was repaired and the Board approved the Leak Adjustment of \$118.

Minutes Approval

Motion to approve the October minutes by Kay Webber, seconded by Christine Slagel and was unanimously approved.

Treasurer Report

Bills- Margaret provided the Board a list and explanation of the bills paid in October. **Motion** to approve bills paid in October by Josh Zulu, seconded by Zach Taylor, and was unanimously approved.

Financials - Margaret provided the Board an explanation of October Profit & Loss statement, current Balance Sheet and Cash Flow statement. **Motion** to approve the financial statements by Josh Zulu, seconded by Kay Webber and was unanimously approved.

Procedure 20.2 – Billing Policies – Margaret reviewed the revised Billing Policies. Under #IV. Late Payment Penalty, the wording was changed to:

A penalty of ten percent (10%) shall be added to all bills not paid by the day after the due date printed on the last water bill, effective with the October 2018 billing.

Bob Sutton and John Ezzell will sign the revised policy.

Audit Report – Margaret distributed the actual report to the Board Members, reviewing the highlights.

District Water Billing - 2,002 bills were sent in October totaling 8,625,502 gallons. \$85,550.54 in water was billed and loan service of \$9,963.33. Penalties were \$1,798.72 for a total of \$97,312.59.

District Superintendent's Report

Usage report – Greg reported that 11,529,000 gallons were pumped in October. The bacterial test was fine and the Fluoride test was .649. The hardness was 4.7 grains per gallon.

Water Leak – Greg stated there was a water leak repaired on October 24th at 813 Holland Rd., no boil

advisory was needed.

Spare Mag Meter – Greg reported that one of the magnetic meters controlling pumps was acting up. Greg stated the cost for a new unit would be \$1,300. He indicated we have 4 or 5 meters, but feels we do need a spare meter. **Motion** by John Ezzell to purchase the spare Mag Meter, seconded by John Schaffer and was unanimously approved.

Truck Path for Rip-Rap – Greg reported Steve Byrd Farms, the company that is cleaning our lagoons still had some equipment at the plant, so Greg negotiated to have them begin some site work to help clear a path to the gully where the rip-rap will be placed. The cost for this work would be \$2,000.

Status Review - Old Business

Energy Contract Update – Josh Zulu and Bob will review this week to report at the next meeting.

Billing Card Format – John Schaffer mocked up a billing layout in Black and Grey. **Motion** by Zachery Taylor to approve the layout John presented and CUSI's layout fee, seconded by Joshua Zulu and was unanimously approved.

Folding Machine – John Schaffer reported that a used folder had recently become available. It was a better quality one than the new one we had looked at. The cost for the used unit was \$4,900 and Midwest Mailing Systems indicated they would treat it as a new machine. The service contract would be \$1,085/year. **Motion** by John Schaffer to purchase the used folding machine for \$4,900 and service contract for \$1,085/year, seconded by Christine Slagel and was unanimously approved.

New Printer – Discussion was held on options for purchasing several smaller units or one larger unit. No decision was made, tabled until December meeting.

Electronic Payment Solutions – Nothing new to report at this time.

New Business

Woods at Germantown Hills Annexation – Jonathan Heiple reported the Woods at Germantown Hills had filed with Woodford County for annexation. Woodford County requests CTPWD agree to adopt the ordinance of annexation into the water district. **Motion** by John Ezzell to adopt the 50-acre parcel of the Woods at Germantown Hills into the Water District, seconded by Zachery Taylor and was unanimously approved.

Todd Ellis – 1342 Woodland Knolls Annexation – Jonathan Heiple reported Todd Ellis of 1342 Woodland Knolls had requested to be annexed into the Water District. Presently he is sharing a neighbor's well, but wants to be a customer of the Water District. **Motion** by John Schaffer to start the process for annexation of 1342 Woodland Knolls into the Water District, seconded by Kay Webber and was unanimously approved.

Water Tower Cleaning – After receiving bid packages from Farnsworth for Engineering Service Quotes, John Ezzell discussed the possibility of he and Greg Long taking on this project in-house one phase at a time. He indicated they would request engineering assistance as necessary. The Board thanked them for being willing to take on this task and agreed to have them work on this project.

Improvement Suggestions for Board Operations – The results from the survey on How the Board is doing that Kay Webber compiled was discussed. The following actions and suggestions were covered:

1. Action - Angie will request agenda items from all Board members and staff, instead of a select few.
2. Action - Agenda items are to be submitted to Angie on the Wednesday prior to the meeting. Anyone submitting an agenda item is to reply to Angie only and not all Board members and staff. Angie, will then post the agenda on Thursday.
3. Suggestion – Kay indicated everyone needs to be cognizant of only having one conversation at a time, as well as staying on topic.
4. Suggestion - Christine Slagel suggested any guests on the agenda be added to the beginning of the agenda, so they are not required to stay for the entire meeting.
5. Action - Bob indicated he would like to expand on Board member participation and will continue to involve Board members on an individual basis.
6. Suggestion – The Board meetings need to focus on action items, rather than discussion items.

Motion made by John Schaffer to adjourn the meeting, seconded by Kay Webber, and was unanimously approved. Meeting adjourned at 8:59 p.m.

Judy Burkhalter
Board Secretary

Next meeting will be December 10th, 2018 @ 7:00 pm
Please call to be excused if you are unable to attend.