

MINUTES
OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE CATERPILLAR
TRAIL PUBLIC WATER DISTRICT OF WOODFORD COUNTY, ILLINOIS
ON NOVEMBER 14, 2016, AT 7:00 PM
AT 404 TEN MILE CREEK ROAD, EAST PEORIA, IL 61611-9240

Present: D. Cusac, J. Ezzell, J. Litherland, J. Schaffer, R. Sutton, K. Webber and J. Zulu
Guest: Jeff Brooke, Kevin Hannel and Lief Brockman
(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

Jeff Brooke, owner of 211 Jo attended the meeting to request his leak application be accepted. A leak application had been previously approved for this address in May. The owner indicated the tenant had requested this and he was not notified and would therefore ask that this leak which reoccurred in October be adjusted also. Water District policy is to forgive one leak a year. Discussion was held by the Board. **Motion** by John Litherland to treat the leaks as one. John Ezzell added to motion that homeowner install shutoff valve, and homeowner would be responsible for any further issues. Seconded by Kay Webber and unanimously approved. Lisa will be asked to notify homeowners as well as renters in the future of any water leaks.

John Ezzell brought up an issue regarding the connection fee for subdivisions where the water line has not been run. This issue will be discussed at another meeting.

Bob Sutton mentioned a late bill that resulted in water being turned off. The tenant paid the reconnection fee and the Water District was able to collect \$240 of a \$265 charge.

Minutes

Motion was made by Dave Cusac to approve the October 10th minutes, with the following changes: under Hickory Hills, change lineal feet to linear, and regarding the Parking Lot, changing cleaning and caulking to cutting and caulking. Seconded by John Litherland and was unanimously approved.

Treasurer Report

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

Financial Statements- Margaret provided the board an explanation of the October 2016 Balance Sheet Profit & Loss statement, and year to date Statement of Cash Flow analysis. **Motion** made by John Litherland to approve the Financial Statement, seconded by Dave Cusac and was unanimously approved.

District Billing Report

The secretary reported 1,997 bills were sent in October 2016 totaling 9,074,972 gallons. \$89,033.16 water billed and loan service of \$9,954.83. Penalties were \$1,693.45 for a total of \$100,681.44.

District Superintendent Report

Usage Report- Greg reported 11,266,000 gallons were pumped in the month of October. The bacterial test was fine and the Fluoride test was .729. The Hardness was 3.7 grains per gallon.

Ground Storage Tank – The ground storage tank was scheduled to be cleaned November 21.

Hickory Hills Extension Report - As requested in the last Board meeting, Greg summarized a cost estimate for the Hickory Hills Homeowners Association water line addition. He estimated \$162,575 for this project and will keep this estimate available should the Association contact him regarding this.

Status Review – Old Business

Billing Policy Update - Margaret presented the Billing Policies Procedures, highlighting the changes. Regarding the Leak Adjustment Policy, the Board will invite Lisa to the next meeting to discuss changes.

Audit Report - Margaret presented the Audit Report and discussed the letter to the Board of Trustees from the auditors, Heinold Banwart, Ltd. She requested everyone look through the report and bring any questions to next month's meeting.

CUSI ACH Debit Update - Bob updated the Board on implementing CUSI for the customer to pay with credit cards. Regarding the auto deduction from bank accounts, the Credit Union charges for this, so Lisa is checking into a separate bank account not through the Credit Union. We will update the Board with the results soon.

New Business

Control System Upgrade – Kevin Hannel and Lief Brockman of Farnsworth Group reviewed the SCADA HMI Upgrade and estimate of cost. They recommended using the Windows 10 based system. There would be two invoices, one for \$18,250 for the hardware and software, and \$14,250 for Professional Services. After discussion, a **Motion** was made by John Litherland to go forward with the Farnsworth proposal with 2 invoices, seconded by John Ezzell and unanimously approved. The Upgrade is to start in January 2017.

New Office Computer and Windows 10 Upgrade - Bob reported Lisa's computer is 5 ½ years old, and the IT advisor has suggested replacing this unit with a new computer and Windows 10 upgrade. **Motion** by John Schaffer to authorize up to \$1,000 for the purchase of a new computer and the installation and support of software by the Water District's IT advisor. Seconded by Joshua Zulu and was unanimous.

Vision of CTPW - To be discussed at next month's meeting.

Board Objectives - To be discussed at next month's meeting.

Board Member Items

John Schaffer suggested a review of the billing policy ordinance that relates to new subdivision and existing homes at a future meeting.

Margaret suggested when we have guests; we move them to the top of the agenda, as their time is

valuable, and not necessary for them to sit through entire meeting.

Dave Cusac mentioned Fred Schrepfer Concrete did a great job on the driveway.

Motion made by John Ezzell to adjourn the regular meeting, seconded by John Litherland and was unanimously approved. Meeting adjourned 9:15 pm.

Executive Session

Motion made by Dave Cusac to adjourn the meeting, seconded by John Litherland and was unanimously approved. Meeting adjourned 9:36 pm.

Judy Burkhalter
Secretary

Next Meeting- December 12, 2016, 7:00 pm
Please call to be excused if you are unable to attend.