

MEETING
OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE
CATERPILLAR TRAIL PUBLIC WATER DISTRICT OF WOODFORD
COUNTY ILLINOIS ON OCTOBER 8, 2018 AT 7:00 PM
AT 404 TEN MILE CREEK ROAD, EAST PEORIA, IL. 61611-9240

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

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

Public Comments

None to report.

Minutes Approval

Motion to approve the September minutes by John Schaffer, with the following changes, under New Business I-Pay Solutions change to Electronic Payment Solutions. Seconded by Josh Zulu and was unanimously approved.

Treasurer Report

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

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

Update – Capital & High Maintenance Items – Margaret reviewed this list for the 1st quarter of 2019. Margaret reported that for the replacement of 10 hydrants in 2019, Greg indicated he would be replacing 2 or 3 at a time instead of all 10 at once. Margaret said she would continue to update the Board every three months.

Audit – Margaret reported the audit had been completed in 2 days again this year. When Margaret first started, the audit took 5 days, the following year it took 4 days and for the last three years they have been able to complete in two days. Margaret contributed this to being able to have much of the information pulled and ready for the auditors prior to their arrival.

District Water Billing - 2,001 bills were sent in September totaling 10,582,861 gallons. \$101,142.47 in water was billed and loan service of \$9,970.16. Penalties were \$2,137.72 for a total of \$113,250.35.

District Superintendent's Report

Usage report – Bob reported for Greg that 11,984,000 gallons were pumped in September. The bacterial test was fine and the Fluoride test was .633. The hardness was 4.7 grains per gallon.

Well #6 – Bob stated we had received full reimbursement from Bradly Grant for the repair of the fence at Well #6. This was resolved prior to Greg reporting to Court for the hearing.

New Subdivision – Bob reported the annexation had been filed for The Woods and we had received the \$82,500.00 connection fee for the first phase of 33 lots. Phase Two, consisting of 13 lots will be connected later.

Status Review - Old Business

Information Sharing Policy – John Ezzell updated this policy with input from Margaret, John Schaffer and Jonathan Heiple. Judy distributed the policy for the Board’s review, some of the wording was not in this copy. **Motion** to approve the updated policy by John Schaffer, once the wording was added, seconded by Zach Taylor and was unanimously approved.

Billing Policy Update – The Billing Policy is not yet updated to match the Billing Ordinance which changed the date for posting the past due fee on an account. The amended Ordinance was approved at the September meeting and the policy document update should be ready for the November meeting.

Rental Property Water Accounts – Bob distributed the notice that Angie sent to the Landlords informing them as of October 2018, the Water District will be sending them a copy of any shut-off notifications that were being sent to their tenants. This notification was to keep the landlord informed of late water bills, as they are ultimately responsible for the water bills being paid.

Energy Contract Update – Bob reported he met with Mike Hinrichsen, Ann Sasso and Steve Smith to discuss the contract. He requested the Board authorize himself and Joshua Zulu to sign the Energy Contract. **Motion** by Christine Slagel to authorize Bob and Joshua Zulu to sign an Energy agreement, agreeing on the term and prices, with or without capacity changes. Seconded by Zach Taylor and was unanimously approved.

Billing Card Format/Folding Machine – Billing Format - John Schaffer discussed the options that were sent via the Information Sharing Email for the billing layout, that he, Angie and Kay collaborated on. The Board had numerous comments and suggestions. They did decide on the Option 2 format and to plan on starting the new billing in January 2019. John Schaffer will put together all of their suggestions and work up a new layout to be presented at the November meeting. It was determined we would go with CUSI to print the envelopes and forms. **Motion** by Zach Taylor to proceed with the purchase of envelopes, the set-up fee for the billing forms as well as CUSI printing the forms. Seconded by Josh Zulu and was unanimously approved.

Folding Machine – In last month’s meeting, the Board requested more information on the factory warranty, to try to determine if a service contract was necessary. John was able to determine the OEM warranty was full coverage for 30 days only and 90 days covered parts only. The service contract was \$1,085/year, which included cleaning and adjusting the machine 2x/yr. John was also able to get Midwest Mailing Systems to agree to begin the service contract after the 30 days the OEM warranty covered the machine. John will find out the time frame for delivery and report back in November.

New Printer – Angie had contacted our IT person for additional printer suggestions. A Lennox heavy

duty printer was suggested. She will get more detailed information which will be discussed at next month's meeting.

New Business

Electronic Payment Solutions – John Schaffer indicated there would be a one-time fee of \$1,000 to set-up. He reviewed two Options to consider; #1 required a .50 cents per transaction fee. #2 consisted of an \$83/month fee and lower fee per transaction of .15 cents. This will be discussed further in the November meeting.

Board Member Items

Bob suggested a luncheon in November for both Board members and employees, to discuss how we are doing as a Board. He asked Kay Webber to contact Board member to discuss how they felt we were doing. He will contact everyone soon with a date.

Christine Slagel indicated she would need to leave the Board meetings by 9:00 pm in the future.

Motion made by Zach Taylor to adjourn the meeting, seconded by Kay Webber, and was unanimously approved. Meeting adjourned at 8:58 p.m.

Judy Burkhalter
Board Secretary

Next meeting will be November 12th, 2018 @ 7:00 pm
Please call to be excused if you are unable to attend.