

MINUTES
OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE CATERPILLAR
TRAIL PUBLIC WATER DISTRICT OF WOODFORD COUNTY, ILLINOIS
ON OCTOBER 10, 2016, AT 7:00 PM
AT 404 TEN MILE CREEK ROAD, EAST PEORIA, IL 61611-9240

Present: D. Cusac, J. Ezzell, J. Litherland, R. Sutton, K. Webber and J. Zulu
Unexcused Absence: J. Schaffer
Guest: Jon Heiple
(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

None.

Minutes

Motion was made by Kay Webber to approve the September 12th minutes, with the following changes: under Financial Statements, change the date of August 2015 to 2016; and under Paving the Driveway, add saw cut for both the sidewalk and the parking lot. Seconded by John Litherland and was unanimously approved.

New Trustee

Bob welcomed John Ezzell to the Board. John fills the opening left by Amy Gardner.

Treasurer Report

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

Financial Statements- Margaret provided the board an explanation of the September 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 John Ezzell and was unanimously approved.

Audit Status

Margaret reported the preliminary audit report was looking good and was completed faster than the previous years. With the preparations Lisa and Margaret have initiated, each year seems to run smoother.

District Billing Report

The secretary reported 1,996 bills were sent in September 2016 totaling 10,928,552 gallons. \$102,902.21 water billed and loan service of \$9,950.17. Penalties were \$1,236.96 for a total of \$114,089.34

District Superintendent Report

Usage Report- Greg reported 12,710,000 gallons were pumped in the month of September. The bacterial

test was fine and the Fluoride test was .756. The Hardness was 3.6 grains per gallon.

Parking Lot Updated Bid – Greg received an updated concrete bid from Fred Schrepfer Concrete as requested. This bid includes the references, prevailing wage and cutting and caulking saw joints. The new bid total was \$20,730 compared to the previous \$18,870 bid. The contractor could begin in late October. **Motion** made by Dave Cusac to accept the Fred Schrepfer Concrete bid and to get started as soon as possible. Second by Kay Webber and was unanimously approved.

Lift Equipment for Drums

Greg checked in to options for lift equipment and felt that Granger had the best option of a drum dolly for \$371.71. **Motion** made by Dave Cusac to purchase the drum dolly from Granger, second by Kay Webber and was unanimously approved.

Lime Lagoon Cleaning

Greg reported 2 ½ lagoons had been cleaned. He also discussed having one lagoon cleaned yearly instead of 2 lagoons every two years.

Pager Service

Greg reported that pager services are becoming outdated and no longer offered. After checking different options, the most reasonable was to purchase another cell phone for emergencies only. The new number is 309-214-5932. This will be updated on the website.

Scada Upgrade

Greg said updated information on the Scada upgrade will be available in November and would like Farnsworth to attend that meeting to discuss.

Hickory Hills Extension Report

As requested in the last Board meeting, Greg checked the length of line extension needed to connect the Hickory Hills Subdivision. He reported 2,700 linear feet. There were 20 homes, with 4 or 5 not in the association. Appeared to be 2 empty lots, but difficult to know whether home owners own both lots. The Board asked Greg to summarize the costs and be prepared to present to the association when they contacted him again..

Status Review – Old Business

Policy to Remove Late Fees

The Board reviewed the guidelines for removal of late fees. Margaret suggested a dollar limit for those situations referred to the Board, resulting in the statement below:

(-) Any situation or request outside these guidelines and over \$20 may be referred to the CTPWD Board.

Motion by John Ezzell to approve the guidelines presented by the chairman with this modification, second by Josh Zulu and was unanimously approved. Jonathan Heiple indicated there would not need to be a new ordinance as the guidelines were discretionary additions by the Board and could be included in our Billing Policy, Procedure No. 20.0.

Mission Statement/Vision

Bob presented a proposed Mission Statement that was the result of Margaret, Kay, Bob and Lisa's

review of suggestions from the Board meeting. A **Motion** was made by Dave Cusac to approve the following Mission Statement with revisions, seconded by John Litherland and was unanimously approved.

CTPWD Mission Statement – Provide a safe, reliable, high quality water supply in a cost effective, sustainable manner with responsible stewardship.

Board Accountabilities

The Board discussed the accountabilities and changed #3 to read: Support and encourage conservation of water resources. **Motion** by John Litherland to approve the change to #3 of Board Accountabilities, seconded by Dave Cusac and unanimously approved.

Vision

Bob indicated we will discuss the Vision at next month's Board meeting. Things to consider are how aggressive does the water district want to be and where to expand. Also consider how to coordinate with Germantown Hills and their economic plan.

New Business

Medical Premiums – Margaret will check with Ryan on any changes and discuss at the next meeting.

Revisions to Ordinance/Procedures Regarding Billing

The Billing Policies Procedure No. 20.0 was distributed with the written in updates needing to be made. Margaret will update the Billing Policy to present at next month's meeting for signature.

Phone List Update

The Secretary circulated the updated phone list for review. Changes were made. A new phone list will be sent with the minutes to the Board members.

Board Member Items

Nothing to report.

Motion made by Dave Cusac to adjourn the meeting, seconded by Kay Webber and was unanimously approved. Meeting adjourned at 8:35 pm.

Judy Burkhalter
Secretary

Next Meeting- November 14, 2016, 7:00 pm

Please call to be excused if you are unable to attend.