

MEETING
OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE
CATERPILLAR TRAIL PUBLIC WATER DISTRICT OF WOODFORD
COUNTY ILLINOIS ON SEPTEMBER 10, 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
Staff Present: J. Burkhalter, G. Long, M. Gurbal
Guest: Jonathan Heiple

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

Public Comments

Bob approved a leak adjustment for Douglas Cullett at 705 Somerset Dr. A toilet leak was detected and repaired.

Minutes Approval

Motion to approve the August minutes by John Ezzell, with the following changes, remove the 90 cents from the service contract cost under Billing Card Format, and change the term I-Pay to Electronic Payment Solutions. Seconded by Kay Webber and was unanimously approved.

Treasurer Report

Bills- Margaret provided the Board a list and explanation of bills paid in August. **Motion** to approve bills paid in August by Christine Slagel, seconded by John Schaffer, and was unanimously approved.

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

District Water Billing - 2,004 bills were sent in August totaling 11,228,025 gallons. \$107,049.21 in water was billed and loan service of \$9,979.67. Penalties were \$1,776.71 for a total of \$118,805.59.

District Superintendent's Report

Usage report – Greg reported 13,684,000 gallons pumped in August. The bacterial test was fine and the Fluoride test was .620. The hardness was 4.6 grains per gallon.

Water Leak – A water leak at 1164 Upper Skyline Drive was repaired on August 17th with no boil advisory necessary.

New Subdivision – Greg gave an update on the new subdivision. He has submitted an operating permit to the state, so he will be ready to turn water on when needed. The Water District will require connection fee payment and proof of annexation being started prior to turning the water on.

Lime Lagoons – Greg reported the 2 lime lagoons had been cleaned. This was the pilot for the new

process of removing the lime directly from the lagoons, rather than drying them out in piles first. It ran smoothly.

Tank Mixer Startup – The tank mixers are now operational.

Hydrant Flushing – 80% of the hydrants have been flushed.

Status Review - Old Business

Fence Repair – John Ezzell reported Greg had been summoned to go to a hearing on the fence repair. The insurance company felt the cost for the repaired fencing was too expensive. The District Attorney is suing the driver of the vehicle to get our money for us. Jonathan Heiple stated he would talk to Greg and John Ezzell after the meeting to give suggestions on how to respond at the summons.

Energy Contract Update – Bob stated we will be asking for a 6-month contract price in addition to 12, 18, and 24-month pricing previously planned. A 6-month contract would allow the Metamora Water District, Germantown Hills Administrative and CTWPD accounts to expire at the same time and therefore be grouped together in future negotiations. He will report on this in October.

Penalty Assessment Due Date – Jonathan Heiple presented a proposed revised Ordinance 2013-2 Regarding Timing of The Late Payment Penalty. After review, the only change was to the newspaper the Ordinance was to be published in. Instead of the Peoria Journal Star, it will be published in the Woodford Courier which has a wider distribution in the Germantown Hills area. Once updated Jonathan will send to the Water District for signing and the seal. Jonathan will post in the paper and Angie will post on the office door. **Motion** by Zach Taylor to adopt the revised Ordinance, seconded by Joshua Zulu and was unanimously approved.

Billing Card Format/Folding Machine – Folding Machine – John Schaffer indicated the used folding machine was no longer available. The service contract for the new machine, \$1,085/year was discussed. What the factory warranty covers will determine the need for the service contract. John indicated he will check and report back in October.

Billing Card Format – John Schaffer distributed four examples of the billing format and asked for suggestions. After discussion, John suggested Kay Webber, Angie and himself meet prior to next month's meeting to come up with suggestions. The Board will review and also make suggestions at the October meeting.

New Printer – Angie had contacted our IT person about suggestions for a replacement for our Xerox printer which has not been working properly for the past several months. Two suggestions in the \$500 range were made. Margaret suggested Angie ask about another Xerox printer, which is more expensive, however, it is also a more heavy-duty machine. This will be discussed again in October.

New Business

Electronic Payment Solutions – To be discussed in the October Board meeting.

Rental Property Water Accounts – The Board discussed the issue with tenants moving out of rental properties and the landlord being unaware the tenants have not paid. The owner of the property is

ultimately responsible for the water bill. They suggested notifying the owner when the tenants receive past due notices. Zach mentioned as a landlord, he received yellow notifications from another water district when his tenants are past due which has proved helpful. This will be discussed in the October meeting.

Board Member Items

John Ezzell discussed Procedure No. 1.20 Advance Information Sharing. Jonathan Heiple had contributed to the wording of this policy. John will work on the Memo template. The policy change will be discussed in the October meeting.

Bob Sutton suggested a luncheon with Board members and employees in November. They will discuss in the October meeting. It would be a voluntary meeting.

Motion made by John Schaffer, seconded by Zachery Taylor to adjourn the meeting and was unanimously approved. Meeting adjourned at 9:07 p.m.

Judy Burkhalter
Board Secretary

Next meeting will be October 8th, 2018 @ 7:00 pm
Please call to be excused if you are unable to attend.