

MINUTES  
OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE CATERPILLAR  
TRAIL PUBLIC WATER DISTRICT OF WOODFORD COUNTY, ILLINOIS  
ON SEPTEMBER 12, 2016, AT 7:00 PM  
AT 404 TEN MILE CREEK ROAD, EAST PEORIA, IL 61611-9240

Present: D. Cusac, J. Litherland, J. Schaffer, R. Sutton, and K. Webber  
Excused Absence: J. Zulu  
Guest: John Ezzell  
(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.

**Leak Adjustment Application**

Bob noted a customer had requested a Leak Adjustment for a pin hole leak caused by meter vibration. Bob had the penalty removed from the charges and delayed the leak adjustment for one month at which time another meter reading will help to determine if the leak was resolved.

**Minutes**

**Motion** was made by Kay Webber to approve the August 26th minutes, seconded by John Schaffer and was unanimously approved.

**Woodford County Notification**

Bob informed the Board that Woodford County had sent a notification that a neighbor on the back side of the Water Plant had submitted a request to build a large shed on their property. A question by John Schaffer was raised as to whether there could be an issue with our lime storage. Greg didn't see this as an issue. No other concerns were mentioned.

**Treasurer Report**

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

**Financial Statements**- Margaret provided the board an explanation of the August 2016 Balance Sheet Profit & Loss statement, and year to date Statement of Cash Flow analysis. She reviewed these documents with great detail and explanation for the newer board members. **Motion** made by Dave Cusac to approve the Financial Statement, seconded by John Litherland and was unanimously approved.

**District Billing Report**

The secretary reported 1,995 bills were sent in August 2016 totaling 10,699,040 gallons. \$102,128.57 water billed and loan service of \$9,926.67. Penalties were \$1,328.05 for a total of \$113,383.29.

## **District Superintendent Report**

Usage Report- Greg reported 13,907,000 gallons were pumped in the month of August. The bacterial test was fine and the Fluoride test was .716. The Hardness was 3.6 grains per gallons.

Water Leak – Greg reported a leak at 295 Old Germantown Rd. was repaired on September 8<sup>th</sup>. No boil order was issued.

### **Hickory Hills Subdivision**

Greg was asked by Hickory Hills Road Home Association about being added to the water line and if there would be any cost sharing. This was discussed in great detail by the Board. It was determined Greg needs to check the following before responding to their request.

1. Greg is to determine how long the line extension would need to be to connect that section.
2. How many homes in the subdivision to be connected
3. How many empty lots

Lime Lagoons – The cleaning of the lagoons has been delayed due to the rain.

Hand Held Meter Reader – Greg discussed the two meter readers and the different uses for each. The hand held used for reading individual customers is not working properly and because of the age of the unit, it is no longer serviced by Neptune. The cost to replace with a belt clip is \$2,675. There is an additional feature costing \$2,400 which Greg doesn't feel would be needed. He can purchase a notebook computer and get an application to run this function at a much more reasonable amount. **Motion** by John Litherland to purchase the belt clip at a cost of \$2,675, a notebook computer and application. Seconded by Dave Cusac and was unanimously approved.

Paving the Driveway – Greg received three concrete bids for the driveway. Discussion was held. **Motion** made by Dave Cusac to get references, request a new estimate showing prevailing wages, find out when they can do it, to make it contingent on a true 4" concrete measurement, and to apply crack sealant and saw cut for the sidewalk and parking lot. Seconded by John Litherland, and was unanimously approved.

Pager Service – Greg mentioned MTCO will no longer provide pager services. He will investigate other alternatives.

### **Status Review – Old Business**

.GPS Update – Everything is completed south of Route 116.

RPZ Survey Status - Greg reported a 90% return on the surveys. The Board is now aware of 74 RPZs, which will need to be inspected annually, with 28 of them previously unknown. Greg mentioned that 18 have been disconnected from the water line. Greg plans on taking pictures of these and having Lisa attach the picture to their file. Therefore should the customer attempt to reconnect without the inspection, the water could be shut off.

### **New Business**

Policy to Remove Late Fees – Bob discussed the current Late Fees Policy. Lisa would like a better definition of what the policy is so she can explain to customers. Discussion was held by the Board.

**Motion** by Kay Webber to grant Bob Sutton the authority to remove late fees, and to contact Jonathan Heiple about amending the current ordinance to cover late penalty fees. Seconded by John Schaffer and unanimously approved. This is to be discussed at the next Board meeting.

Mission/Vision Development – Bob, Lisa, Kay and Margaret met to discuss the results of the mission statements they received at the last Board meeting. Bob distributed a suggested Mission Statement the team put together, as well as a compilation of the statements discussed in the last Board meeting, Board Accountabilities/Characteristics of Our Operation and forms to complete for our vision. He asked everyone to review these and be prepared to discuss at the next Board meeting.

### **Board Member Items**

After the tour of the water plant last month and discussion with Greg on operations, it was brought to Dave Cusac and John Schaffer's attention, that Greg and Ryan are manually handling large drums. Dave Cusac requested Greg check with Granger Northern Tool for a lift for the drums to minimize possible injuries.

General discussion on the crime presently taking place in the neighborhood was also mentioned to make everyone aware.

**Motion** made by Kay Webber to adjourn the meeting, seconded by John Litherland and was unanimously approved. Meeting adjourned at 9:20 pm.

Judy Burkhalter  
Secretary

Next Meeting- October 10, 2016, 7:00 pm  
Please call to be excused if you are unable to attend.