

MEETING
OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE
CATERPILLAR TRAIL PUBLIC WATER DISTRICT OF WOODFORD
COUNTY ILLINOIS ON SEPTEMBER 9, 2019 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: M. Gurbal, G. Long and J. Burkhalter

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

Public Comments – Leak Adjustments:

Two leak adjustment were approved:

\$142.12 at 110 Somerset Drive

\$19.59 at 1210 N. Olde Farm Road

Minutes Approval

Motion to approve the August 2019 Board minutes by John Schaffer, seconded by Kay Webber and was unanimously approved.

Treasurer/Billing

Bills Paid – Margaret reported on the bills paid in August 2019. **Motion** to approve the bills paid in August by Kay Webber, seconded by Josh Zulu and was unanimously approved.

Financials – Margaret reviewed the financials for August 2019. **Motion** by John Schaffer to approve the August 2019 financials, seconded by Zach Taylor and was unanimously approved.

Fiscal Year 2020 Budget – Margaret reviewed the 2020 Budget. The Board commented she had done an excellent job on this.

Revised Capital Forecast – Margaret reviewed the Capital Forecast for FY2021 through FY2024. This forecast indicated to complete the capital projects needed, would create a yearly deficit. Bob Sutton asked Margaret to propose 2 or 3 price scenarios for the next 2 years for both Residential and Commercial.

Price increases would be initiated by the first of the year. Bob indicated prior to any price increases; he would send a letter to the customers indicating the reason for these. Kay suggested we give consideration on how to promote this increase.

District Water Billing - 2,012 bills were sent in August totaling 14,280,610 gallons. Water billed was \$132,005.26. Loan service billed was \$10,022.16, and Penalties billed were \$1,504.85, for a total bill of \$143,532.27.

District Superintendent's Report

Usage report – Greg reported 16,491,000 gallons were pumped in August. Bacterial test was ok and the fluoride was .699. The hardness was 3.9 grains per gallon.

Status Review – Old Business

Water Plant Cleaning and Sealed. Portico Painted – Greg reported Niles Industrial Coatings had begun power washing the plant and sealing it on September 5th.

Status of Purchasing New Truck & Equipment – Greg stated the new truck had arrived at the dealership today, September 9th.

Wi-Fi in Office – Bob Sutton informed the Board members if they wanted to use the Wi-Fi in the office to get the password from Angie.

Phoenix Energy Account Status – Bob indicated there was nothing to report yet. He will be contacting Jonathan Heiple to prepare and send a legal letter.

Business Office Part-Time Assistant – Kay distributed a copy of the Job Description and Want Ad she had prepared per the request at last month's meeting. The Board reviewed, making minor changes.

Motion by Zach Taylor to approve the Job Description and Ad for a Part-Time Assistant at \$12/hour, year-round. Seconded by Josh Zulu and was unanimously approved.

Bob asked Kay to have Angie place the ad in the Courier for 2 weeks. Kay will also ask Angie to be certain to respond to all applicants acknowledging their resume was received.

New Business

IT/SCADA Enhancement Plans – Greg, Bob and Kevin Hannel from Farnsworth discussed the following IT/SCADA enhancements that Greg and Ryan had suggested last month.

- 1.) Connect and tie in tank mixers to SCADA system.
- 2.) Purchase laptop for SCADA control software to allow remote access for plant controls.
- 3.) Install firewall protection and any security measures needed to safely put SCADA computers online.
- 4.) Upgrade polymer pump controls to support peristaltic feed pumps.

Well 4 Fence – Greg received two good references for Brogan Fence Company. They began installing the fence, today, September 9th at a cost of \$10,500.

Board Member Items

Greg reported there were three outside lights on the plant with bad ballasts. Koener Electric submitted a proposal for converting to LED lights for \$1430, which would pay for themselves in 1.9 years in electric savings. Greg will contact them to replace with LED lights.

Margaret stated the audit will start on Monday, September 16th. This is the last year for the contract with Heinhold Banwart, Ltd., and Margaret indicated she will work with them for another 3-year contract, reminding them how we have simplified our process, reducing their days in the office with our audit.

Margaret will contact CUSI regarding their ACH capabilities once the audit is finished.

Kay indicated she will not be at the October meeting.

Bob reminded the Board that we are sponsoring the Chamber of Commerce on the 19th at Kouri's Grille, and everyone was invited. He and Greg will be presenting information on the Water Company.

Bob mentioned that the Germantown School District plans to install solar panels on the roof of the school. This is similar to what Steve Smith with Clean Energy had talked about in the July 2019 meeting.

Motion to adjourn the meeting by John Schaffer, seconded by Zach Taylor and was unanimously approved. Meeting adjourned at 8:50 pm.

Judy Burkhalter
Board Secretary

Next meeting will be October 14, 2019 at 7:00 pm.
Please call to be excused if you are unable to attend.