

## LOCKPORT TOWNSHIP WATER BOARD MEETING

August 1, 2017

Purpose of the meeting: Regular meeting of the Lockport Township Water Board.

Members Present:

David Cooper, Chairman  
Paul Miller, Board Member  
Mark Major, Lockport Township Rep  
Wayne Timm, Board Member  
Lorrie Witt, Board Member  
Scott King, Operator  
Pat Burke, McLellan and Strohm, Accountant  
Rhonda Wright, Secretary

Members Absent:

None

Call to order:

The August 1, 2017 meeting was called to order by Chairman David Cooper at 7:01 p.m.

Agenda Approval:

Lorrie made a motion to approve the agenda as submitted. Paul seconded the motion. All in favor, motion passed.

Meeting Minutes:

Lorrie made a motion to approve the minutes of the 7/6/2017 meeting. Wayne seconded the motion. All in favor, motion passed.

Accountant's report:

- A. Accounts Receivable: Fifty-six shut off notices were mailed for the recent quarterly billing. The normal shut off day will be moved to Tuesday because of the weekend. This allows customers to pay up to closing time on Monday. Dave and Scott have been repairing or replacing meters as needed. One meter (17169 Apache Trail), has not been reading since January 2014. The meter has been replaced and would be billed for past due amounts during the next quarter billing. Pat questioned if this should be at the current water charge rate or previous rate. Also, should the client have the standard 21 days to pay or a longer due date. Lorrie suggested billing previous unbilled usage amount now and the balance with the next quarterly billing. Paul and Mark both agreed to not bill this customer for any past due amounts. Dave suggested billing for just the previous year. JPR previously stated letters were sent to the customers requesting access to repair the meter, however the current board has no way to prove JPR was actually pursuing. Dave made a motion to not bill customers for any past due amounts. Paul seconded the motion. All in favor, motion passed.
- B. Accounts Payable: The Starks Excavation bill to install the driveway at well 2 in the amount of \$673.50 is an estimated amount. The previous billing from Cut Rite Lawn care has not been paid since Pat has not received the keys that have been requested to be returned. Lorrie Witt made motion to pay the bills in the amount of \$14,378.84. Wayne seconded the motion. All in favor, motion passed.
- C. Financial Statements: Pat Burke presented the financial statements.

Total Assets:	\$7,159,649.98
Total Liabilities:	\$125,438.26
Fund Balance:	\$7,034,211.72
Monthly Expenses:	\$14,378.84

Revenue is up year to date. Expenses are slightly higher compared to last year, but are under budget year to date. Lorrie made a motion to accept the financial statements as submitted. Wayne seconded the motion. All in favor, motion passed.
- D. The total system operation hours were 132 and total wages were \$2,840.00. Painting of hydrants has done almost to Lovers Lane. Once Lovers Lane is completed, this will continue toward town and the Kellogg subdivision.
- E. Miss Dig was 15 hours of the 132 total system operation hours.
- F. Correspondence received:
  1. Received a letter from the City of Three Rivers notifying the water department that they are smoke testing the sewer system July 31<sup>st</sup> thru August 11<sup>th</sup>.

2. Received an e mail from Miss Dig for workshops being offered in August. There was no interest in attending these workshops.
3. Received a letter from JPR stating they are moving their office location.

System Operator's report:

- A. Scott King continues to check the pumps daily, check the generators weekly, flush the end hydrants, collect bacteria samples once a month, and complete the yearly monitoring samples.
- B. The nitrate level for well 3 this quarter was 7.1. The board may need to start looking for another well site.
- C. Dave and Scott have been repairing or replacing meters as needed.
- D. Game cameras have been purchased and installed. These cameras will hopefully help catch trespasser on the property.
- E. Scott responded to a water pressure complaint on Buckhorn Road. Scott did check; however, he did not find a problem with the pressure.

Old Business:

- A. Starks Excavating will be installing a 12X30 driveway at well 2. The driveway will be compacted and then cement will be poured. This should be completed next week.
- B. A telephone line at well 2 has been cut and should be repaired by August 2<sup>nd</sup>. Scott caught the problem while doing a daily check of the well.
- C. Dave returned the preventative maintenance service contract with Wolverine Electrical Contracting and will follow up that they have received.

New Business:

- A. Dave purchased two hand held meter readers for \$600 each.
- B. Dave did make inquiry calls regarding propane tank and gas purchases. Any replacement of the current tank would be expensive so Pat will pay current provider.
- C. Poles and chains will be replaced at the tower to help prevent trespassing.
- D. Dave called JPR inquiring about a ladder for the tower. There is no ladder available, however Lorrie did offer use of a ladder she owns. Dave will pick up the ladder and place at the tower.
- E. Mark made a motion to change the water board meetings from 7 p.m. to 6 p.m. Paul seconded the motion. All in favor, motion passed.

Visitor's comments:

There were no comments.

Adjournment:

Wayne made a motion to adjourn the meeting at 7:52 p.m. Paul seconded the motion. All in favor, motion passed.

Respectfully Submitted,

/s/

Rhonda Wright  
Secretary

Minutes Approved 9-5-2017