

LOCKPORT TOWNSHIP WATER BOARD MEETING
March 7, 2017

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

Members Present:

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

Members Absent:

None

Call to order:

The March 7, 2017 meeting was called to order by Chairman David Cooper at 7:03 p.m.

Agenda Approval:

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

Meeting Minutes:

Wayne Timm made a motion to accept the 2/7/2017 meeting minutes as written. Paul Miller seconded the motion. All in favor, motion passed.

Accountant's report:

- A. Accounts Receivable: Pat Burke reported that four shut offs were made for the month and the property located at 56964 North Main St has been sold and a final reading was completed. The owner of 54002 Wilbur Rd has passed away and the account now has a credit balance that needs to be refunded. Mark Major made a motion to refund the credit balance. David Cooper seconded the motion. All in favor, motion passed.
- B. Accounts Payable: Pat Burke stated the monthly bills are the normal bills and are in the amount of \$11,154.82. The billing from Etna Supply is for the new fire hydrant. David Cooper recommends paying the bill to Bender Electric that was approved at the last board meeting. Pat Burke will mail the check to Bender Electric. Lorrie Witt made a motion to pay the bills in the amount of \$11,154.82. Wayne Timm seconded the motion. All in favor, motion passed.
- C. Financial Statements: Pat Burke presented the financial statements.

Total Assets:	\$7,206,418.83
Total Liabilities:	\$119,033.45
Fund Balance:	\$7,087,385.38
Monthly Expenses:	\$11,154.82

Revenues are slightly less and expenses are up compared to last year but expenses are close to the budget amount. Lorrie Witt made a motion to accept the Financial Statements as presented. Wayne Timm seconded the motion. All in favor, motion passed.
- D. The total system operation hours were 87.00.
- E. Miss Dig totaled five hours for the month of February.
- F. Correspondence was received from the City of Three Rivers requesting a donation to the fire department training materials. Other correspondence received was the usual related business materials.
- G. Copies of the customer lists are now in the well house. The lists are compiled by name and also by property address.

System Operator's report:

- A. Scott King has checked the pumps daily, flushed the end hydrants, checked the generators on a weekly basis, completed water shut offs and reconnects, and submitted DEQ report. Scott has been working on reports for DEQ ahead of due dates.
- B. Nitrate levels for well 3 were 6.46 parts per million. The high was 7.9 in January 2016 and the low of 0.9 in January 2017. Scott feels the nitrate level should go down now that both wells are up and running smoothly. Lorrie Witt made a

motion to approve the System Operator's report as submitted. Wayne Timm seconded the motion. All in favor, motion passed.

Old Business:

- A. David Cooper has updated the Residential Requirements to Connect to Water Service document by adding the word Residential at the top and the statement that charges will vary depending on the size of meter required at the bottom of the document.
- B. Discussion followed as to whether the fee for residential hookup in the amount of \$1,695 should be increased. Also discussed was the amount of fee that should be charged for commercial property hookups. A suggestion to use \$2,000 for residential hookup and the rate calculation fee chart in the handbook for commercial property. David Cooper will do research on commercial property hookup costs and Wayne Timm will contact the City of Three Rivers to research residential property hookup fees. Further action was tabled until the next board meeting.
- C. Morris Excavating has been approved as an excavator contractor based on their qualifications and that they are insured for this type of work. Scott King will check with Roberts Excavating to see if they are also qualified for this type of work.
- D. Scott King asked the board if the sinking hole at the water tower and a wet spot in the ditch on Arrowhead Drive could be looked at by an excavating company. Lorrie Witt made a motion to obtain quotes for work on these items. Mark Major seconded the motion. All in favor, motion passed.

New Business:

- A. Miss Dig has requested that geospatial vector data mapping be completed by April 2017. David Cooper will check on what this actually means.

Visitor's comments:

There were no comments.

Adjournment:

Wayne Timm made a motion to adjourn the meeting at 8:03 p.m. Paul Miller seconded the motion. All in favor, motion passed.

Respectfully Submitted,

Rhonda Wright
Secretary

Minutes Approved 4-4-2017