

LOCKPORT TOWNSHIP WATER BOARD MEETING
May 2, 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
Lorrie Witt, Board Member
Scott King, Operator
Pat Burke, McLellan and Strohm, Accountant
Rhonda Wright, Secretary

Members Absent:

Wayne Timm

Call to order:

The May 2, 2017 meeting was called to order by Chairman David Cooper at 7:01 p.m.

Agenda Approval:

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

Meeting Minutes:

Lorrie Witt made a motion to accept the 4/4/2017 meeting minutes as written. Paul Miller seconded the motion. All in favor, motion passed.

Accountant's report:

- A. Accounts Receivable: Fifty shut off notices have been sent this quarter and two water services have been shut off. The water shut off date for May 5th will be extended to May 8th due to the 5th being a Friday.
- B. Accounts Payable: Pat Burke stated the monthly bills are the normal bills and are in the amount of \$8,361.16. The Capital One account has been billed two times for envelope printing, however Pat Burke has been trying to contact the company to correct. Year to date water pumped but not billed is 14.05%. Quarter to date water pumped but not billed is 21.99% due to a water leak that has been fixed. Lorrie Witt made motion to pay the bills in the amount of \$8,361.16. David Cooper seconded the motion. All in favor, motion passed.
- C. Financial Statements: Pat Burke presented the financial statements.

Total Assets:	\$7,183,591.40
Total Liabilities:	\$113,559.88
Fund Balance:	\$7,070,031.52
Monthly Expenses:	\$8,361.16

For the recent ten months ending 4/30/2017, revenue is down and expenses are higher. Lorrie Witt made a motion to accept the financial statements as submitted. Paul Miller seconded the motion. All in favor, motion passed.

- D. The total system operation hours were 82 and total wages were \$1,900.
- E. Miss Dig was 12 hours of the 82 total system operation hours.
- F. Correspondence received was the usual related business materials.

System Operator's report:

- A. Scott King continues to check the pumps daily, check the generators weekly, flush the end hydrants and collect bacteria samples once a month, and completes the yearly monitoring samples.
- B. The sink hole on Arrowhead Drive was caused by debris buried on site. Roberts Excavating has removed the debris from the property.
- C. The previous meter problem located at 56780 Chippewa Drive was from the excavator company breaking the meter. Scott King has installed a new MXU inside the house. Pat Burke will bill the customer for a new meter and MXU.
- D. Water sample tests revealed:
 - Bacteria Sample – Negative
 - Carbamates – Not Detected

Herbicides – Not Detected
Pesticides -Not Detected
Volatile Organics – Not Detected
Nitrates – Well #3 – 1st quarter 0.9, 2nd quarter 4.5
Well #2 – yearly 3.8

- E. Lorrie Witt questioned if Dactyl has been checked. Scott King will check on how often this should be tested.

Old Business:

- A. Dave Cooper reported the city is charging \$1,800 for new system hook up. Lockport is charging \$1,695 which covers our costs of the installation. He feels the current fee is reasonable.
- B. Dave Cooper is still waiting to hear if Tamarac Homeowners Association still holds meetings or who we would need to talk with about installing a driveway at well 2. This business will be continued at next month's meeting.
- C. Jim Tolfree would like to be considered a contracted employee and paid as such.
- D. After discussion of whether to apply for the grant funding again, it was determined to not reapply at this time.

New Business:

- A. Paul Miller brought up for discussion increasing the chairman's pay to \$100 per meeting. Dave Cooper said he does charge some work time at the hourly rate. Lorrie Witt would like him to keep track of time spent making phone calls. Mark Major said to charge the hourly rate for all business conducted for the water board. Paul Miller made a motion to raise the pay rate to \$100 per meeting and charge hourly rate for all other business. Lorrie Witt seconded the motion. All in favor, motion carried.
- B. Dave Cooper provided a copy of preventative maintenance service agreements for the generators at the tower and at well 3 dated October 2014. The generator at well 2 is still under warranty. Dave Cooper will contact Wolverine Electrical Contracting to obtain copies of service records and to check on obtaining new service contracts. He will report his findings at the next meeting.
- C. Mowing of the tower and both wells has been completed. The size of the area mowed at the tower has doubled so Dave Cooper is requesting the amount to mow be doubled to \$70. The charges of \$35 for well 3 and \$15 for well 2 will remain the same. Approved the change.
- D. Katelyn from the DEQ called Dave regarding the paperwork submitted in February. She will e mail him the paperwork requirements. She also stated there needs to be additional specifics added to the manual.
- E. Pat Burke presented the 2017-2018 budget draft for discussion. The recommended budget is \$214,730 in revenue, \$391,983 in expenses with \$166,160 for depreciation adjustment resulting in a decrease in retained earnings of \$11,093. The capital improvements budget is \$65,000. These numbers reflect changes made from the initial budget presented. Lorrie Witt made a motion to present the budget to the Township Board as adjusted. Paul Miller seconded the motion. All in favor motion carried.

Visitor's comments:

There were no comments.

Adjournment:

Paul Miller made a motion to adjourn the meeting at 8:54 p.m. Mark Major seconded the motion. All in favor, motion passed.

Respectfully Submitted,

Rhonda Wright
Secretary

Minutes Approved