

## MINUTES

7:00 P.M., Wednesday October 31<sup>st</sup>, 2018

Board of Trustees Meeting

Tri-township Water District (TTWD)

180 State Route 160, Trenton, IL 62293

**1. Call to Order.** The Tri-Township Water District (TTWD) Board of Trustees Meeting was called to order at 7:00 P.M.

**2. Roll Call.**

Trustees Present: John Barr, Maurice Diekemper, Cliff Behrmann, Sally Ferguson, Penny Zimmerman.

Trustees absent: Michael Thornton

District Personnel Present: Chris Horstmann, Jim Brown and Donald Johannes.

District Personnel Absent: Brent Maschhoff

**3. Introduction of Guests.** Nate Janini

- Nate Janini is awaiting approval of the Madison County Board as a board member for TTWD.

**4. Presentation of Minutes of Last Meeting**

Motion made to approve by Maurice Diekemper and seconded by Sally Ferguson.

Motion approved by TTWD Board Members.

**5. Treasure's report.**

**a. Account Balances.**

**b. Presentation of Bills**

**Bills over \$500.00**

- Perma-A-Green Lawn	\$1,460.00
- Schulte Supply (Material Bid)	\$1235.99
- United Systems (Utility Bills)	\$957.61
- Donald Johannes	\$2,356.86
- USDA	\$103,642.50 (Auto Debit 11/01/2018)
- Perma-A-Green Lawn	\$560.00 (Seeding new lot)

- Schulte Supply (Meters) \$ 1,158.30

Motion made to approve by Sally Ferguson. Motion seconded by Cliff Behrmann. Motion unanimously approved by TTWD Board Members.

**c. Approval of Order of Disbursements.**

- Perma-A-Green Lawns \$1,460.00
- Schulte Supply (Material Bid) \$1,235.99
- United Systems (Utility Bills) \$ 957.61
- Donald Johannes \$2,356.86
- USDA \$103,642.50 Auto Debit on 11/1/2018
- Perma-A-Green Lawns \$ 560.00 Seeding new lot
- Schulte supply (Meters) \$1,158.30

Motion made to approve by Penny Zimmerman. Motion seconded by Sally Ferguson. Motion unanimously approved by TTWD Board Members.

**4. Budget** - Review the invoices for Frontier and Ameren for accuracy.

**5. Payment Order #18-265**

Motion made to approve by Penny Zimmerman. Motion seconded by Sally Ferguson. Motion unanimously approved by TTWD Board Members.

**6. Current Business:**

**a. Accountant’s Report.**

1. Summary of Cash & Reserve Accounts.
2. Financial Study for Phase IV- Village of Aviston and Sugar Creek Township upgrades.
3. Intergovernmental Contract with City of Highland, SLM, & TTWD. Highland document still requires a signature. Page one of the letter dated 8/24/2018 from SLM. We are waiting the arrival of the letter from SLM.

**b. Engineering Report.**

1. Appraise TTWD waterlines to serve Aviston subdivision on Russland Road and Middike Area Development.
2. Phase IV loan was awarded per Abby at USDA in Mt. Vernon, IL. John Barr, Maurice Diekemper and Jim Brown finalized the loan at 1:00pm on October 10th, 2018. Reach out to Abby for the list of check off items we need to accomplish prior to 01/16/2019. Jim Brown covered terms of contract on 10/31/2018 with all attending Board Members and District personnel.

3. Phase IV Engineering report has been sent to the State Engineer in Champaign, IL.
4. Upgrade of Crackerneck Road area.
5. Phase IV Bid Opening on January 16, 2019 at 2:00pm.
6. January's Board meeting to be held on Wednesday, January 16<sup>th</sup> 2019 at 7:00pm.

A discussion was held on the Engineering report with no motions made at this time.

**c. Attorney's Report.**

1. Intergovernmental Agreement with the village of Aviston and city of Trenton.
2. Letter to the lawyer of the city of Trenton in regards to running a water line to Korte industrial Park - A 10 lot parcel.
3. Picture was supplied for the one acre lot purchased from Mr. Oliver (Scoop) Kaufman for Non-Homestead Tax Exemption application and second copy of the document will be retain in TTWD files.
4. At the request of Madison County Administrator, Kurt Prenzler, TTWD will begin posting Board Meeting Agendas and Board Meeting Minutes on TTWD website beginning November 2018.
  - Nancy Sadler called the Madison County Administrator Office to verify they would go on TTWD website. Spoke with Cynthia Ellis for guidance on the subject.
5. Phase IV
  - Need to get a new SLM agreement/amendment for Phase IV per USDA.
  - Title opinion and insurance for new tank site. Nancy Sadler to contact Foppe Insurance.
  - Don Johannes will be contacting bond counsel.

**d. Operator's Report.**

1. Water loss/gain report
2. Cross Connect Survey
  - Survey can be placed on line for easy access of TTWD customers.
3. Water purchase agreement with SLM
4. Mixer Price Quotes.
  - Move information to spring meetings.

**e. Office Staff Report.**

1. Consumption report.
2. Customers using over 50,000 gallons- consumption report.
3. Zero users report.
4. Total number of ACH customers for October 2018 is 431. October's ACH deposit was \$25,154.44 on October 15<sup>th</sup> 2018.
5. October's Credit Card Processing Statement from Paystar indicates TTWD received \$3137.28 in payments.
6. A discussion of better ways to alert/contact customers when flushing of hydrants will occur in their area. Several ideas of alternative ways of flushing hydrants that may reduce down time of water pressure during peak hours of the day.

**7. Old Business.**

**8. New Business.**

- a. Comparison of charges since water rate increase on February 15<sup>th</sup>, 2017.
- b. Chris Hess at Illinois Solar has started the process.
- c. Rate increase May 1<sup>st</sup>, 2019
- d. Purchase of additional land for new Solar Panels at Buckeye Pump Station.
- e. Invoice has been prepared and approved for the Trestle/Timberline Water main reimbursement from 4 TTWD customers.
- f. February's Board Meeting to be held on February 20<sup>th</sup>, 2018 at 7:00pm.
- g. Wisper Tower rental of \$400.00 dollars will be transferred into the Depreciation and Maintenance account bringing the total monthly deposit to \$900.00. Our Phase IV loan will require an additional \$800.00 dollars be deposited in the Depreciation and Maintenance Account monthly to cover the replacement of equipment. Our deposit to Depreciation and Maintenance will be \$1,700.00 per month.

- i. Potential Board Meetings for 2019-2020 were discussed.
- h. Purchase of a new riding mower. Board members will decide on specification of the mower, then open up for bids.

Motion to purchase mower made by Sally Ferguson and seconded by John Barr. Motion unanimously approved by TTWD Board Members.

Motion made to adjourn by John Barr and seconded by Sally Ferguson. Motion unanimously approved by TTWD Board Members.

Meeting Adjourned at 9:00pm

The next meeting of the TTWD Board will be held on Wednesday, November 28<sup>th</sup>, 2018 at 7:00pm at the TTWD office located at 180 State Route 160, Trenton, IL 62293.

**Minutes taken by:** Sandy Swift