

MINUTES

7:00 P.M., Wednesday Oct 25, 2017

Board of Trustees Meeting
Tri-Township Water District (TTWD)
180 State RT 160, Trenton, IL 62293

1. Call to Order.

2. Roll Call.

Trustees present: John Barr, Cliff Behrman, Maurice Diekemper, Penny Pinkstaff, and Michael Thornton.

Trustees absent: Robert Buehne, Sally Ferguson

District personnel attending: Chris Horstmann

3. Introduction of Guests.

None

4. Presentation of Minutes of Last Meeting.

Motion made to approve by Maurice Diekemper and seconded by Penny Pinkstaff. Approved by all.

5. Treasurer's Report.

a. Account Balances.

b. Presentation of Bills.

Bills over \$500.00

- Schulte Supply, Inc.	\$1086.23
- Schulte Supply, Inc	\$2417.00
- Schulte Supply, Inc	\$5895.00
- Midwest Meter, Inc	\$822.00
- Midwest Meter, Inc	\$826.40(Already paid by SLM)
- USDA	\$106,505.00 (Loan Payment/Auto-debit)
- Brown & Roberts	\$1,097.75
- Certop	\$672.00
- Schulte Supply, Inc	\$2,290.00 (Maintenance agreement - Complete for approval)
- Staples	\$1,421.77
- Royal Office Products, Inc.	\$499.99 (Conference Table)

Motion made to approved by Michael Thornton & seconded by Maurice Diekemper. Approved by all.

c. Approval of Order of Disbursements.

Monthly Bills over \$500.00

- Schulte Supply, Inc.	\$1086.23
- Schulte Supply, Inc	\$2417.00
- Schulte Supply, Inc	\$5895.00
- Midwest Meter, Inc	\$822.00
- USDA	\$106,505.00 (Loan Payment/Auto-debit)
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- Schulte Supply, Inc	\$2,290.00 (Maintenance agreement - Complete for approval)
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- Royal Office Products, Inc.	\$499.99 (Conference Table)

Motion made to approved by Michael Thornton & seconded by Maurice Diekemper. Approved by all.

d. Budget. –

Motion to approve made by Cliff Behrmann and seconded by Penny Pinkstaff.
Unanimously approved.

e. Payment Order #17-253

Motion to approve made by Maurice Diekemper and seconded by John Barr.
Unanimously approved.

4. Current Business:

a. Accountant's Report.

1. Summary of Cash & Reserve Accounts.
2. Financial Study for Phase 4 - the Aviston and Sugar Creek Township upgrades.

b. Engineering Report.

1. Appraise TTWD water lines to serve Aviston Subdivision on Russland Road.
 - a. **Update by next month's meeting on 10/25/27. Get Paperwork together, Brent's comments, Review engineering plans, financial analysis. Have Don Johannes here.**
2. Report from Matt Tosh concerning Trestle Road CSX RR Permit status.

a. No Updates

c. Attorney's Report.

- Intergovernmental Agreement with Village of Aviston.
 - a. No update**
- Intergovernmental Agreement with City of Highland.
- Letter to SLM regarding Intergovernmental Agreement with City of Highland.
 - a. Intergovernmental Agreement between SLM & TTWD revised and signed 9/27/2017. Penny returned signed copy, give to Don Johannes 10/25/17.**

d. Operator's Report.

1. Water loss/gain report.
 - a. Still high, partially due to water Main Break. Bill Home Telephone Co. in St. Jacob, IL who was responsible?**
2. Village of Pierron master meter – Turned out Good
3. Village of St. Jacob – Read fine this month.
4. Possible Leak in Southern part of the District.
 - a. Water loss being investigated starting 9/28/2017 per Chris Horstmann. Believe there was no leak, thinks it was a meter issue per Chris Horstmann 10/25/17.**
5. Progress on decision to replace Thole Ag meter with a 1" meter.
(Thole Ag's meter at 5107 Lee Rd only read 390 gal used instead of the regular 140,000 – 150,000 gal. Meter was changed 8/29/2017. Their bill should have been over \$1,000 instead of \$36. Mrs. Thole called and had the office check it out.)
 - a. Have all the parts, Markus said can maybe do it this week or next.**
6. SLM Meter Vs. Tri-Township Meter Spreadsheet

e. Office Staff Report.

1. Consumption report.
2. Customers using over 50,000 consumption report.
3. Zero Users report. **49 zero users**
4. Total number of ACH Customers for October 2017 is 410. October's ACH Deposit was \$23,801.19 on October 16, 2017. **Get an Outdoor document holder for ACH Paperwork to put beneath the payment drop box?**
5. Paystar for Debit/Credit Cards running smoothly. September's Processing Statement shows TTWD received \$2,312.51 in payments.
6. Christmas Party will it be at Marx Bros, downstairs room at 7:30 pm.

5. Old Business

- a. Application for Area/Bulk Variance and Special Use Permit – American Tower, Inc.
 - **No update. FAA has them slowed down.**
- b. United Systems is raising the Hardware Basic Service Agreement from a yearly fee of \$1,385 to a monthly fee of \$450 when the current contract runs out on Feb 28, 2018.
 - **Look into Locis for new Computer Systems 10/25/2017 Contact: Penny will pass us along info about them.**

6. New Business

- a. Comparison of charges since water rate increase on Feb 15, 2017. See attached chart.
- b. Proposed Bill from Julie to be invoiced in January, 2018. (\$758.14)
- c. IEPA Log Number 2018-0318-0 – Application for Four-J Subdivision Construction Permit received.
- d. Public Officials Liability is non-Renewed effective 01/20/2018 per Professional Governmental Underwriters, Inc. To be replaced by XL Catlin. Contact your broker if you have questions.

Motion made to adjourn by Michael Thornton and seconded by Maurice Diekemper. All approved.

Meeting adjourned at 8:14 PM.

The next regular meeting will be held Wednesday, November 29, 2017 at 7:00 PM at the TTWD office 180 State Rt. 160, Trenton IL 62293.

Minutes taken by: Autumn Schomaker