

**MINUTES**  
**February 22, 2023, 7:00 PM**  
**Board of Trustees Meeting**  
**Tri-Township Water District (TTWD)**  
**180 IL-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 PM.

2. **Roll Call**

**Trustees Present:** Bryan Albers, Nate Janini, Roddy Riggs, Michael Thornton, Penny Zimmerman

**Trustees Absent:** John Barr, Cliff Behrmann

**District Personnel Present:**

**District Personnel Absent:** John Gilbert, Brent Maschhoff, Matt Tosh, Chris Horstmann

3. **Introduction of Guests**

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

Motion made to approve minutes by Nate Janini and seconded by Michael Thornton. Unanimously approved by attending board.

5. **Treasurer's Report**

a. **Account Balances**

b. **Presentation of Bills**

**Bills over \$500.00**

|   |             |
|---|-------------|
| Auto Owners (Annual renewal)                      | \$15,878.28 |
| Brefeld Gas (Propane for office)                  | \$ 1,232.00 |
| GrassMasters (Approved 1/25/2023)                 | \$ 839.70   |
| Korte & Luitjohn (Approved 12/14/2022)            | \$ 2,275.00 |
| Schulte Supply (Bid materials approved 1/25/2023) | \$ 2,691.50 |

|   |             |
|---|-------------|
| Schulte Supply (New meters)                       | \$ 1,506.00 |
| QuickBooks (Intuit upgrade approved 1/25/2023)    | \$ 549.00   |
| United Systems (New server, installation, travel) | \$ 9,792.00 |

Motion made to approve by Penny Zimmerman. Motion seconded by Byan Albers. Unanimously approved by attending board.

**c. Approval of order of Disbursements:**

Monthly bills over \$500.00

|   |             |
|---|-------------|
| Auto Owners (Annual renewal)                      | \$15,878.28 |
| Brefeld Gas (Propane for office)                  | \$ 1,232.00 |
| GrassMasters (Approved 1/25/2023)                 | \$ 839.70   |
| Korte & Luitjohn (Approved 12/14/2022)            | \$ 2,275.00 |
| Schulte Supply (Bid materials approved 1/25/2023) | \$ 2,691.50 |
| Schulte Supply (New meters)                       | \$ 1,506.00 |
| QuickBooks (Intuit upgrade approved 1/25/2023)    | \$ 549.00   |
| United Systems (New server, installation, travel) | \$ 9,792.00 |

Motion made to approve order of disbursements by Penny Zimmerman. Motion seconded by Michael Thornton. Unanimously approved by attending board.

**d. Payment Order #22-317**

Motion made to approve payment order #22-317 by Michael Thornton. Motion seconded by Penny Zimmerman. Unanimously approved by attending board.

**e. Budget**

## **Current Business**

### **a. Accountant's Report**

1. Summary of cash & reserve accounts.

### **b. Engineering Report**

1. ARPA – Madison County Water Company Funding – Subaward Agreement has been sent.
  - IEPA Permit filed
2. Mapping – Final mapping sent for review

### **c. Attorney's Report - Nothing currently**

### **d. Operator's Report**

1. Water Loss/gain report.
  - Certop will send most recent THM Report

### **e. Office Staff Report**

1. Consumption report. Nothing currently
2. Customers using over 50,000 consumption report. Nothing Currently
3. Sally's zero users report. Nothing Currently
4. Total number of ACH customers for January 2023 was 548. February's ACH deposit was \$36,319.53 on February 15, 2023.
5. January's credit card processing statement from Paystar shows TTWD received 87 transactions totaling \$7,094.09 in payments.

## **6. Old Business**

## **7. New Business**

1. Comparison of SLM and Certop readings
2. Mark Richter retirement effective 12/31/2023
3. Damon Harbison – Requests water service for 10441 W. Aster Rd, St. Jacob
  - Confirm with Matt Tosh customer is within TTWD boundaries'

**4. Nomination of John Anthony Miles**

Bryan Albers – Yes  
Nate Janini – Yes  
Roddy Riggs - Yes  
Michael Thornton – Yes  
Penny Zimmerman – Yes

**5. Renomination of Nathan Janini**

Bryan Albers – Yes  
Roddy Riggs – Yes  
Michael Thornton – Yes  
Penny Zimmerman – Yes

**6. United Systems replacement server costs**

Motion made by Penny Zimmerman to approve purchase of new server using Phase IV Funds. Motion seconded by Michael Thornton. Unanimously approved by attending board.

**7. Copier lease bids**

Motion made by Michael Thornton to approve Tom Day Business Machines Inc. as apparent low bidder for leasing a copier. Motion seconded by Roddy Riggs. Unanimously approved by attending board.

The next meeting will be held Wednesday, March 22, 2023 at 7:00 PM at the TTWD Office 180 IL-160, Trenton, IL 62293.

Motion to adjourn made by Penny Zimmerman.  
Meeting adjourned at 7:50 PM.  
Minutes taken by: Penny Zimmerman.