

LOCKPORT TOWNSHIP WATER BOARD MEETING
November 7, 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
Wayne Timm, Board Member
Pat Burke, McLellan and Strohm, Accountant
Rhonda Wright, Secretary

Members Absent:

Scott King, Operator

Call to order:

The November 7, 2017 meeting was called to order by Chairman David Cooper at 6:01 p.m.

Agenda Approval:

Paul made a motion to approve the agenda as presented. Mark seconded the motion. All in favor, motion passed 5-0.

Meeting Minutes:

Lorrie made a motion to approve the minutes of the 10/3/2017 meeting. Wayne seconded the motion. All in favor, motion passed 5-0.

Accountant's report:

- A. Accounts Receivable: The past due billing for the property located at 54002 Wilbur Rd has been turned over for winter tax bill collection. Seven properties are on the shut off list with six properties to be shut off beginning 10/4/2017. Rod Beckwith included a letter with his payment stating he will be waiting to see how much the next quarterly bill is before pursuing options as to why the last bill was higher than normal. He did pay in full the bill in question. Gerald Heckelman included a letter with his payment changing his address and stating he would like ACH payments to be allowed and mass emails for boil water notices.
- B. Accounts Payable: Payment will be made to the Michigan Department of Environmental Quality in the amount of \$1,291.55. This is an annual payment based on the size of the system. Lorrie made a motion to pay the bills in the amount of \$13,175.82. Wayne seconded the motion. All in favor, motion passed 5-0.
- C. Financial Statements: Pat Burke presented the financial statements.

Total Assets:	\$7,106,980.70
Total Liabilities:	\$85,074.43
Fund Balance:	\$7,021,906.27

Revenue is up and expenses are lower year to date. Two new properties have been connected to the system. Lorrie made a motion to accept the financial statements as presented. Paul seconded the motion. All in favor, motion passed 5-0.
- D. The total system operation hours were 125 and total wages were \$3,180.00.
- E. Miss Dig was 23.50 hours of the 125 total system operation hours. Next month the Miss Dig report will be presented after the Accountant's report.
- F. Correspondence was the normal monthly bills.

System Operator's report:

- A. Scott continues to check the pumps daily, check the generators weekly, flush the end hydrants, collect water samples once a month, and complete the yearly monitoring samples.
- B. The hydrant on Buckhorn Road has been replaced.
- C. The MUX and meter have been replaced at Eagle Auto on Wilbur Road.

Old Business: No old business to report.

New Business:

- A. The DEQ is requiring an Asset Management Plan be completed by January 2018. John with water quality is available to help with the report at no cost to the water department. Pat has received two e mails with the spreadsheets needing to be completed. Lorrie made a motion to prepare the plan. Paul seconded the motion. All in favor, motion passed 5-0.
- B. Dave submitted the Emergency Response Report last month, however Katelyn has rejected due to a missing signature. The same report was accepted a couple months ago but now has been rejected. Lorrie suggested Dave contact Gary Wasniack for guidelines and time frames.
- C. The board received a thank you card from Taylor Rider for the salary bonus.
- D. Dave asked Pat to provide an itemized bill for accounting charges.
- E. Rhonda has agreed to help with the Asset Management Plan if needed.

Visitor's Comments: No visitor comments.

Adjournment:

Wayne made a motion to adjourn the meeting at 6:34 p.m. Paul seconded the motion. All in favor, motion passed 5-0.

Respectfully Submitted,

/s/

Rhonda Wright
Secretary

Minutes Approved 12-05-2017