

LOCKPORT TOWNSHIP WATER BOARD MEETING
February 5, 2019

Purpose of the meeting: Regular meeting of the Lockport Township Water Board.

Members Present:

David Cooper, Chairman
Paul Miller, Board Member
Mark Major, Board Member
Lorrie Witt, Board Member
Joe Nowicki, Board Member
Scott King, Operator
Rhonda Wright, Secretary

Member Absent:

None

Call to Order:

The February 5, 2019 meeting was called to order by Chairman David Cooper at 6:01 p.m.

Agenda Approval:

Lorrie made a motion to approve the agenda as presented. Joe seconded the motion. All in favor, MOTION PASSED 5-0.

Meeting Minutes:

Lorrie made a motion to approve the meeting minutes of January 2, 2019 as presented. Joe seconded the motion. All in favor, MOTION PASSED 5-0.

Visitors Comments:

No visitors comment.

Accountants Report:

- A. Accounts Receivables: There are 33 delinquent accounts with four properties already shut off.
- B. Accounts Payables: Accounts payable for the month in the amount of \$9,164.83. Lorrie made a motion to pay the bills as presented. Mark seconded the motion. All in favor, MOTION PASSED 5-0.
- C. For the month of January, 4,552,000 gallons (608.6 cubic feet) of water was pumped.
- D. Bank balances for the month ending January 31, 2019 were Flagstar checking \$31,542.49, Flagstar savings \$100,677.32, Flagstar CD's \$150,115.83, Arbor savings \$0.00, Arbor CD \$0.00, Kellogg Community Credit Union CD's \$160,988.98 for a total of \$443,324.62.
- E. System operation hours were 174. This included hours from Scott, Dave, Paul and Rhonda.
- F. Correspondence for the month were the normal monthly bills and informational mailings for the operator.

System Operators Report:

- A. First quarter nitrate level from well 3 was 7.8. While this is high, it is a normal first quarter reading. Each year the first quarter normally reads high.
- B. Scott has completed the cross-connection report.

- C. The pumpage report has been submitted to the DEQ.
- D. The recent cold weather has not presented any real problems with the system.

Old Business:

- A. The new PayClix automatic payment program has been used 136 times with 55 paid by checking account debit and 81 credit card payments.
- B. Rhonda asked for direction from the board in regards to the property located at 53765 Wilbur Road. The property is a rental property and the water has been shut off since January 5, 2019 although the property is still occupied. The board wants a certified letter sent to the landlord. Rhonda will mail a letter explaining the situation and the amount due. If needed, the information will be forwarded to Doug Kuhlman to condemn the property. Lorrie stated that all billing needs to be sent to the property landlord and not the tenant. The billing for this customer has always been to the renter, however Rhonda will correct billing address.
- C. Melissa and Autumn Major will train with Rhonda to be backup office staff.
- D. Mark reviewed the township hall utility bills from June 2017 to June 2018. The electric bill has increased 40% and the propane cost has also increased. Mark will propose to the township board that the water board pay 10% of the electric, propane, snow removal, and monthly cleaning bills to be revisited each year.

New Business:

- A. Dave reported that the order for one and a half cases of MXU units was never processed and now Sensus does not know if they can fill the order. He requested a quote; however, the quote is not real clear so he is still waiting for further information from the contact person. Other companies are available to purchase MXU units from, however may have to change out the current models. We would also have to update computer programs if we go with a new MXU unit.
- B. Northern Pump was called in because of a malfunction with the dialer system. The phone line needed to be reset. It was discovered that the main master in well 2 is not function effectively. They will be preparing an estimate to repair.
- C. The current water department ordinance allows for the water board to approve any type of billing up to \$10,000. After discussion, it was decided to ask the township board to approve an increase from \$10,000 to \$25,000. Mark will present at the next township board meeting.

Adjournment:

Paul made a motion to adjourn the meeting at 7:01 p.m. Joe seconded the motion. All in favor, MOTION PASSED 5-0.

Respectfully Submitted,

/s/

Rhonda Wright
Secretary

Minutes Approved: 3-5-2019

Next scheduled regular meeting March 5, 2019 at 6:00 pm