

LOCKPORT TOWNSHIP WATER BOARD MEETING
March 6, 2018

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
Scott King, Operator
Pat Burke, McLellan and Strohm, Accountant
Rhonda Wright, Secretary

Members Absent:

None

Call to order:

The March 6, 2018 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. Paul seconded the motion. All in favor, motion passed 4-0.

Meeting Minutes:

Paul made a motion to approve the minutes of the 2/6/2018 meeting as amended to show (Page 2, Miss Dig A.) "There was a total of 11 Miss Digs for the month of January". Mark seconded the motion. All in favor, motion passed 4-0.

Visitor's Comments:

No visitor's comments

Accountant's report:

A. Accounts Receivable:

1. Pat presented the account aging report showing two properties have their water shut off. She will verify if the customer at 16449 Null Road paid by 3/2/2018 as agreed.
2. Dave asked Pat to explain the billing dates for the next billing cycle. Bills will be printed on or about 3/21/2018 and mailed so the customer receives by 4/1/2018. Payment is due by 4/21/2018. Registered letters to delinquent customers will be sent out on or about 4/24/2018.
3. Dave will be training with Jim reading meters this month. Pat prepares the computer prior to Jim using to read meters and Dave would like to also train on this process. Dave will also work with Scott when he completes the next sample testing.
4. Due to not being able to change the billing statements to postcards at this time, Pat will order a supply of billing statements.
5. Dave provided copy of the notice that will be sent to customers once postcard billing is available.
6. Pat informed the board of a customer, Bradley Kohler, who was upset when he received the shut off notice. He called her office and spoke with Sharon; however, because he was not cooperative on the phone she hung up on him. He then came to the office very irate and made a possible threat about a gun. He paid part of the bill and left but did return shortly and paid the remaining balance in full.

B. Accounts Payable:

1. Dave asked Pat if the credit cards are in the name of the water board. They are in her name because the issuing company required an individual and not an entity. Dave will check how the township handles their cards.
2. The yearly payment to St. Joseph County has increased from \$300 to \$500.
3. Lorrie made a motion to approve and pay the bills in the amount of 8,606.14. Paul seconded the motion. All in favor, motion passed 4-0.

C. Financial Statements: Pat Burke presented the financial statements.

Total Assets:	\$7,058,851.68
Total Liabilities:	\$79,975.13
Fund Balance:	\$6,978,876.55

Expenses are lower year to date and under budget for the year to date. Lorrie made a motion to accept the financial statements as presented. Mark seconded the motion. All in favor, motion passed 5-0.

1. Lorrie made a motion to accept the financial statements as presented. Paul seconded the motion. All in favor, motion passed 4-0
 2. Dave asked the boards opinion on full detailed financial statements being presented each month. Pat said the report takes 30 minutes to prepare. She can provide a different report if the board would like with comparative report monthly and full financial statement quarterly.
 3. Dave made a motion to begin paying the monthly bills in house after purchasing an acceptable payment program. Lorrie seconded the motion. All in favor, motion passed 4-0.
 4. Pat does provide the township report to Mike Friesner, who also picks up the checks from her office.
 5. Paul asked how Rhonda will be paid to pay the monthly bills and provide information to Pat. Rhonda will report hours on a timesheet to be included on the water board system operations summary.
- D. System Operation hours were 92 for the month and total wages of \$2,430.00.
- E. 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 MXU units have been ordered.
- C. Dave and Mark are working on having rocks installed at the water tower to prevent people from trespassing.
- D. The nitrate sample has been completed and submitted for analysis. Scott will report the findings at next month's meeting.
- E. Mark asked Scott if we have mapping of the curb stops. At this time there are no maps with this information.
- F. After this quarter's billing, Dave will contact Rod Beckwith to further address Rod's concerns with a previous billing amount.

Old Business:

- A. Post card billing will be on hold for now due to the program not allowing printing of four bills per sheet.

New Business: No new business to report.

Adjournment:

Paul made a motion to adjourn the meeting at 6:44 p.m. Lorrie seconded the motion. All in favor, motion passed 4-0.

Respectfully Submitted,

/s/

Rhonda Wright
Secretary

Minutes Approved