

**LOCKPORT TOWNSHIP WATER BOARD MEETING**  
**June 5, 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  
Scott King Operator  
Pat Burke, McLellan and Strohm, Accountant  
Rhonda Wright, Secretary

**Member Absent:**

Lorrie Witt

**Call to Order:**

The June 5, 2018 meeting was called to order by Chairman David Cooper at 6:04 p.m.

**Agenda Approval:**

Mark made a motion to approve the agenda as presented. Dave seconded the motion. All in favor, MOTION PASSED 3-0.

**Visitors Comments:**

No visitors comment.

**Accountants Report:**

- A. Pat provided the account aging report.
- B. Pat's office received a call from Daniel Schultz regarding the last payment being applied to the wrong property. He has two properties on the system and the payment should have been applied to 17250 Gentzler Dr not 17247 Moorepark Rd. He had made notation on the check for the correct property. He is requesting the payment be applied to Gentzler and the late charge removed. Mark made a motion to correct payment and remove late charge. Dave second the motion. All in favor, MOTION PASSED 3-0.
- C. Accounts payable for the month is \$10,426.38. Paul made a motion to pay the monthly bills as presented in the amount of \$10,426.38. Mark seconded the motion. All in favor, MOTION PASSED 3-0.
- D. Pat provided the Flagstar savings account balance of \$179,183.49. Dave questioned the CD balance and would like account numbers for all accounts.
- E. Dave made a motion to move the quarterly billing and accounts receivable in house. Mark seconded the motion. All in favor, MOTION PASSED 3-0. Dave will contact Frontier to have phone line moved/installed at the township hall. Additional information regarding the change will be added to the website and glass box at township hall. Use the PO Box more and a mailbox will be installed at township hall. Flagstar Bank owns the check scanner. Dave will contact them to have changed from Pat's office to township hall. Dave will pick up Sensus meter and computer from Pat's office. Norman and Paulsen will now be the accounting firm. Rick Strawser quoted \$400-\$500 monthly plus \$100 per hour for Kayla and \$200 per hour for

Rick to prepare any additional information that may be needed during the year. They will prepare the needed audit information.

- F. The system operator's hours were 80.5 this month.
- G. Correspondence was the normal monthly along with information on upcoming classes.

**System Operators 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 two hours of call in time was for Miss Dig calls.
- C. Scott provided a copy of the quote to install a new well from North American Pump. The quote does not include any upgrades to well house. If the nitrate level were to reach 10, the well would need to be shut down immediately. Mark would to see done within next three years. Scott said we should really start looking at installing a new well if nitrate levels reach 8.5. The board has concerns about fertilizer effecting the wells because of the new Sports Complex.
- D. 4,463,000 gallons of water were pumped for the month of May.

**Old Business:**

- A. The Township Board denied the recommendation of Kelli Atkinson to the water board. The position will be posted on the township website with hopes someone on the system will show interest. The new member must be willing to help during emergencies.

**New Business:**

- A. Dave made a motion to accept the meeting dates for 2018/2019. Mark seconded the motion. All in favor, MOTION PASSED 3-0.
- B. The 2018/2019 preliminary budget was reviewed. This budget is similar to last years. The board will need to adjust throughout the year because of the changes made to accounts payable/accounts receivable/billing. Mark made a motion to approve the preliminary budget. Paul seconded the motion. All in favor, MOTION PASSED 3-0. Final budget will be presented at next month's meeting.

**Adjournment:**

Paul made a motion to adjourn the meeting at 6:55 p.m. Mark seconded the motion. All in favor, MOTION PASSED 3-0.

Respectfully Submitted,

/s/  
Rhonda Wright  
Secretary

Minutes Approved: 07-03-2018

Next scheduled regular meeting August 9, 2018.