

**MINUTES**  
**July 19, 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 called to order at 7:00 PM.

**2. Roll Call**

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

**Trustees Absent:** Cliff Behrmann

**District Personnel Present:** Chris Horstmann

**District Personnel Absent:** John Gilbert, Matt Tosh, Kevin Tepen

**3. Introduction of Guests**

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

Motion made to approve minutes by Michael Thornton and seconded by Bryan Albers. Unanimously approved by attending board.

**5. Treasurer's Report**

**a. Account Balances**

**b. Presentation of Bills**

**Bills over \$500.00**

Brown & Roberts – Arkansas/Buckeye Engineering Bill #1	\$18,944.01
Illinois Electric Works – Replace VFD Fan	\$ 620.86
Krehbiel & Associates, LLC – Quarterly Bill	\$ 950.00
Sandberg Phoenix	\$ 1,303.69
USABluebook – Stenner Pump & Chemicals	\$ 881.28

Motion made to approve by Roddy Riggs. Motion seconded by Tony Miles.  
Unanimously approved by attending board.

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

**Monthly bills over \$500.00**

Brown & Roberts – Arkansas/Buckeye Engineering Bill #1	\$18,944.01
Illinois Electric Works – Replace VFD Fan	\$ 620.86
Krehbiel & Associates, LLC – Quarterly Bill	\$ 950.00
Sandberg Phoenix	\$ 1,303.69
USABluebook – Stenner Pump & Chemicals	\$ 881.28

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

**d. Payment Order #22-322**

Motion made to approve payment order #22-322 by Penny Zimmerman. Motion seconded by Michael Thornton. Unanimously approved by attending board.

**e. Budget**

**6. Current Business**

**a. Accountant's Report**

1. Summary of Cash & Reserve Accounts.

**b. Engineering Report**

1. 22-068 – Arkansas/Buckeye BPS Improvements Engineering Bill #1
  - Contract A & B - \$18,944.01
2. Change Order for Contract B Emergency Generator
  - Decreased - \$2,460.00

Motion made by Penny Zimmerman to approve Change Order for Contract B Emergency Generator from Midwest Petroleum & Excavating.

Motion seconded by Tony Miles. Unanimous approved by attending board.

**c. Attorney's Report**

1. Petition to Intervene filed in the Ameren IL Aviston/Sursee Project

**d. Operator's Report**

1. Water Loss/Gain Report – Unavailable

**e. Office Staff Report**

1. Consumption report. Unavailable
2. Customers using over 50,000 consumption report. Unavailable
3. Zero users report. Unavailable
4. Total number of ACH customers for July 2023 was 564. July's ACH deposit was \$47,935.57 on July 17, 2023.
5. June's credit card processing statement from Paystar shows TTWD received 105 transactions totaling \$9,416.71 in payments.

**7. Old Business**

**8. New Business**

1. Comparison of SLM and Certop readings
2. Request to keep an extra chlorine pump in stock – Approximate cost \$700.00.
3. Closed Session

Motion made by Penny Zimmerman to maintain an extra chlorine pump in stock. Motion seconded by Roddy Riggs. Unanimously approved by attending board.

**Closed Session:** Closed Session to consider the appointment, employment, compensation, discipline, performance, or dismissal of a specific employees (5 ILCS 120/2 Sec 2 © 1 & 4) and pending litigation.

Motion to enter executive session made by Penny Zimmerman. Motion seconded by Michael Thornton.

Closed Session entered at 7:17 PM.

- Revised Employee Handbook

Motion made by Bryan Albers to approve Revised Employee Handbook effective 7/19/2023. Motion seconded by Penny Zimmerman. Unanimously approved by attending board.

- Board Meeting Dates

Motion made by Roddy Riggs to approve Board Meeting Dates for 2024. Motion seconded by Tony Miles. Unanimously approved by attending board.

Closed Session adjourned at 7:20 PM.

The next meeting is Wednesday, August 23, 2023, at 7:00 PM at the TTWD Office  
180 IL-160, Trenton, IL 62293.

Motion to adjourn made by Bryan Albers.

Meeting adjourned at 7:26 PM.

Minutes taken by: Penny Zimmerman.