

MINUTES
February 28, 2024, 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, Cliff Behrmann, Nate Janini, Tony Miles, Penny Zimmerman

Trustees Absent: Roddy Riggs, Michael Thornton

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**

Cliff Behrmann made the motion to approve minutes, and the motion seconded by Tony Miles. The attending board unanimously approved the motion.

5. **Treasurer's Report**

- a. **Account Balances**

- b. **Presentation of Bills**

Bills over \$500.00

Sandberg Phoenix	\$ 843.56
Schulte Supply –	\$ 590.00
Schulte Supply – New meters	\$3,024.00
• Order twenty-four additional meters.	

Penny Zimmerman made the motion to approve, and the motion seconded by Bryan Albers. The attending board unanimously approved the motion.

c. Approval of order of Disbursements:

Monthly bills over \$500.00

Sandberg Phoenix	\$ 843.56
Schulte Supply	\$ 590.00
Schulte Supply – New meters	\$3,024.00

- Order twenty-four additional meters.

Motion made to approve order of disbursements by Cliff Behrmann. Motion seconded by Penny Zimmerman and unanimously approved by attending board.

d. Payment Order #24-329

Motion made to approve payment order #24-329 by Cliff Behrmann. Motion seconded by Penny Zimmerman and unanimously approved by attending board.

e. Budget

6. Current Business

a. Accountant's Report

1. Summary of Cash & Reserve Accounts
2. Statement of Budget Income and Equity

b. Engineering Report

1. 22-068 – Arkansas/Buckeye BPS Improvements
 - Contract A - Pumps scheduled to arrive the week of March 28, 2024.
 - Contract B – Generator and LP tank placed. Waiting for available start-up date with the generator manufacturer.

c. Attorney's Report

d. Operator's Report

1. Water Loss/Gain Report
2. IEPA Material Inventory and Lead Service Line Replacement Plan

- Due by April 15, 2024 – File extension
3. IEPA Operational Evaluation Levels (OEL) Exceedance (2)

e. Office Staff Report

1. Consumption Report.
2. Customers using over 50,000 consumption report.
3. Zero User Report.
4. Total number of ACH customers for February 2024 was 577. February's ACH deposit was \$38,128.33 on February 15, 2024.
5. January's credit card processing statement from Paystar shows TTWD received 114 transactions totaling \$8,741.46 in payments.

7. Old Business

8. New Business

1. Comparison of SLM and Certop readings
2. Renewal of 6-month Certificate of Deposit SCU

Motion made by Penny Zimmerman to gather three Certificate of Deposit quotes for a term of six-to-seven-months and move funds from Scott Credit Union to the highest yield bank. Motion seconded by Bryan Albers and unanimously approved by attending board.

3. Revised Employee Handbook

Motion made to approve Employee Handbook revisions by Tony Miles. Motion seconded by Bryan Albers and unanimously approved by attending board.

The next meeting is Wednesday, March 20, 2024, at 7:00 PM at the TTWD Office 180 IL-160, Trenton, IL 62293.

Motion to adjourn made by Tony Miles.

Meeting adjourned at 7:44PM.

Minutes taken by: Penny Zimmerman