

MITCHELLVILLE WATER DISTRICT

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OFFICE 618-252-4501

FAX 618-252-3027

January Board Meeting Minutes

DATE: January 20, 2026

TIME: 5:00 PM

LOCATION: MITCHELLVILLE WATER OFFICE, 125 TRIPLE S ROAD, HARRISBURG, IL 62946

1. Call to Order: Chairman Jeremy Palmer called the meeting to order at 5:00 PM.

2. Roll Call: Jeremy Palmer, Julie Dunn, Alex Humm, Brad McCormick, Jim Grimes, Betsy O'Brien, Mickey Woolard
Absent: Julie Dunn

Guests: Terry Hale & Wife

3. Approval of Agenda: Additions / Changes if needed: 10/21/25 & 12/19/25

Motion: Jim Second: Mickey Abstentions: = Motion Carried

4. Public Comment

Terry Hale & His wife discussed having issues on Jan 5th, Issues with an employee and water flooding their driveway and house when they flush meters because the hose was not long enough. Steve apologized and they will look into fixing the hydrant to avoid issues in the future.

5. Consent Agenda:

a. Approve meeting minutes 10/21/25, 12/19/25 & permission to publish:

Motion to approve **10/21/25 Minutes** with changes as discussed by Brad, 7. include Brook & Tiffany instead of THEY & 8. Steve/ Jason recommends a threshold to the Board for Maintenance to function. Completed Changes TK

Motion: **Brad** Second: **Betsy** Abstentions: _____ Motion Carried

Motion: **Alex** Second: **Mickey** Abstentions: _____ Motion Carried

Approve Financial Reports: Roll Call

Motion: Brad Second: Jim Abstentions: _____ Nay: Betsy Motion Carried

6. Office Report – Tiffany Kielhorn and Brook Harrawood: Treasury Management, ACH, New Meter Entry and system, attended Training for JULIE Positive Response system etc.

7. Field Report – Steve Lambert: 31 + 10 = 41 meters entered in Beacon

Completed the Mandatory IDOT Water Main Project: Final cost Information discussed and passed out

8. Old Business

a. SEIEC power pole update: Jeremey gave an update. Still waiting to see if anything becomes of it based on the fact the poles were placed above our lines.

b. We added 2 Computer screens for the office instead of replacing a computer total \$607.35

c. Approval of Budget: Brad McCormick created a budget from audits but needs more input for accuracy in FY2026. This budget framework will fulfill our obligations and finish out this year.

Motion: Jim **Second:** Alex Abstentions: Betsy Motion Carried

9. New Business

1. Approve ACH Letter

Motion: Alex **Second:** Betsy Abstentions: - Motion Carried

2. **Pay Lexcam Bill:** 4 hrs Standby to bore: Walnut Grove/ 1/14/25 **Tabled** until we receive more information

3. Townhall New Meter Meeting for App & info: Decision to be made by office staff

4. Economic Interest Forms due March. 1, 2026 Board Members will fill and will be taken to the Court House.

5. **Ordinance Review:**

a. Pool Fill Policy: No Action after discussion

b. Amendment to Terms of Service agreement:

Vacation Mode: Extended period (14 Days) with charge of \$50 to prevent abuse of time but we will continue to follow the ordinance: \$40 no matter if you are on vacation mode. **Tabled to revise if needed**

Damage Meter Policy: Discussion about customers turning meters on and off. The ordinance says only water district representatives are allowed to do this. Discussion. The current ordinance includes a \$100 fee for damage plus labor and materials to repair and/or replace.

Hardship Discretionary Policy. No Action until a better revision is created.

Water Leak adjustment Policy Change: Change from 20,000 gallons and the overage at cost to the customers average 6 months of normal usage with no maximum. Leakage portion to be billed at @1.5 times (X 12.40 per 1000 gallons) of cost.

c. Adjustment for 2" meter customers rates: 6 meters

d. **Pressure Reducing Valve Policy:** Installed to protect our equipment and recommend for everyone w/ a 2" meter to have one on their side as well. See Attached Policy

Motion: To adopt policy as presented with deleting line 3 from the policy made by **Betsy**. **Second: Mickey.** Motion carried

e. **Water Tank Maintenance:** Mickey thinks the tank needs maintenance every 10/ 20 years and it has not been done since possibly 2008. The tank gets inspected and the inspector is supposed to be the one who tells us to do the maintenance. Jeremy and Farley are checking into this.

f. **Policy for Telephone Harassment** of employees: Right to refuse service based on harassment?
Tabled

10. **Engineering Recommendations:** Plan to improve the district System to reduce leaks and improve water quality: **Motion by Betsy** to look in to connect to the new Extension of Millstone water line near Blackman Hill / Oak Rd. **Second:** Alex all in favor, Motion Carried

Motion to adjourn: Besty Second: Mickey Adjourned at 8:06 PM.

Mitchellville Water District Pressure Reducing Valve Policy

Mitchellville Water District, hereinafter referred to as District, installs pressure reducing valves where needed to protect infrastructure. These devices are usually installed inside individual meter pits at needed services. These pressure reducing valves are installed by the District and are solely for the purpose of protecting meters from high pressures. It is the responsibility of the water customer of the District to control pressures for their residence or business. Pressure reducing valves and other protective devices can be added at the discretion of the District's customers to their service line past their water meter when deemed necessary to control water pressures. Mitchellville Water District is not liable for damage or repairs caused by excessive pressures. It is advisable that District customers consult with a licensed plumbing contractor to assess plumbing systems to determine if a pressure reducing valve or other protective equipment is needed for their plumbing system.