

MITCHELLVILLE WATER DISTRICT

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February Board Meeting Minutes

DATE: Feb.19, 2026

TIME: 5:30 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 5:30 PM.
2. Roll Call: Jeremy Palmer, Julie Dunn, Alex Humm, Brad McCormick, Jim Grimes, Betsy O'Brien, Mickey Woolard **All Present**

Guests: Brook Harrawood, Tiffany Kielhorn, Dustin Kielhorn

3. **Approval of Agenda:** Julie made the motion to approve the of agenda while amending the order of Old and New Business: **Second: Brad All in Favor**

4. **Public comment:** N/A

5. **Closed session** - Employee compensation **Time in 5:31 Time out: 6:13**

Julie made the motion to move into closed session: **Second: Jim**

Julie Made the motion to come out of closed session: **Second: Jim Motion Carried**

6. **New Business:**

- a. Action from closed session on employees & compensation
- b. Subcontractors to install new meters

Motion by: Julie To Hire Dustin Kielhorn to help install meters @ \$50 per meter or \$150 per hour with equipment. **Second Jim Roll call: All YAY**

Motion by: Julie for Garrett Thomas Plumbing to help install meters @ \$50 per meter or \$150 per hour with equipment **Second: Alex Roll call: All YAY**

Motion by Jim: Steve Lambert \$25 to sub for Jason and install meters **Second: Julie Roll Call: All YAY**

Motion: Julie John Parkinson to locate Meters 1 day a week for 8 weeks @ \$25 per hour **Second: Jim Roll Call Vote All YAY**

Discussion Co-op / School/ Diamond Mapping: Not Necessary until we get the meters pulled in from Beacon so lines can be mapped.

c. **5 Year Strategic Planning with Engineering:** Brown and Roberts / Farley Engineering: Brad discussed Illinois Professional Services Selection Act: When spending over \$40,000 with an engineering firm, architect etc. you must go through a Qualification Based Selection Process. Must Select a min. of 3 firms to negotiate with. You may not request estimates, selection is based solely on qualifications. One exception is if you have established a relationship with a firm and spent a significant amount of money you must go through this process. The concern is that we have a history (Satisfactory Relationship) with Brown & Roberts and we did not follow the correct procedure when switching. We have spent less than \$9,000 with Ryan Farley.

Julie made a Motion: To move forward to get a proposal from Brown & Roberts for a 5 year Management plan with explanations of what it will include and exclude in those services. **Second: Betsy- All in Favor No abstentions**

Discussion: Mickey wanted to check on our relationship with IRWA and ensure that we were working with them. Meeting with Robert Ross about grant opportunities.

7. Old Business

a. Ordinance revisions/additions:

i. Pricing was voted on and changed for new installations last April but it was never updated on paperwork or in the ordinance. Revisiting the New Service Installation pricing at \$2,500 tap without Boring and \$3,500 with Boring

Motion by Betsy: To update the Ordinance for New installation costs to be \$2000 without boring and \$3000 with. **All in favor**

ii. **1" & 2" meter customer pricing:** Tabled for more information.

iii. **Pressure reducing valve policy as presented w/ typing corrections & deleting 3rd line.**

Revised 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.

Special Meeting 5:00pm March 24th

Motion to Adjourn: @ 6:58 Julie Second: Mickey - All in Favor

