

SOUTH COUNTY SEWER & WATER AUTHORITY

(Townships of Brady, Pavilion and Schoolcraft, and the Villages of Schoolcraft and Vicksburg)

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DRAFT: submitted for approval on Dec 12, 2017

Authority Regular Meeting Minutes Tues. November 14, 2017 9:30 am Pavilion Twp. Hall

Regular Meeting was called to order at 9:30 a.m. by Chairman Randy Smith (Supervisor, Brady Township); present were Vice Chairman Patrick White (Supervisor, Pavilion Township), Secretary/Treasurer Don Ulsh (Supervisor, Schoolcraft Township), and Trustee Keith Gunnett (Village of Schoolcraft Council President). Trustee Bill Adams (Village of Vicksburg Council President) was absent. Also present were Director Rich Pierson, Administrator Cindy Chapman, John Speeter (Deputy Supervisor, Pavilion Township), and guests, Kevin Decker (Decker Agency) and John Gisler (Kalamazoo County Commissioner).

Review and Set Agenda -

The agenda was presented for review. Motioned by Ulsh seconded by Gunnett to accept the agenda as presented. **Motion carried; All Ayes.**

Review of Minutes-

The draft minutes of 10-17-17 were presented for review. Motioned by White, seconded by Smith to approve the minutes as presented. **Motion carried; All Ayes.**

Hear those present-

John Gisler commented on and handed out a spreadsheet showing Kalamazoo County Taxable Value Trends by Units (Townships / Cities), noting trends show taxable values increasing from 2009 to 2017.

General Correspondence- No correspondence at this time.

Project Status:

- WAI Feasibility Study- Smaka to present updates at December 12th meeting.

New Business

- Municipal Liability Insurance- Kevin Decker presented the annual renewal policy, noting a minimal premium increase of \$25 over last year. Motioned by White, seconded by Ulsh to accept the policy and fees as presented. **Motion carried; All Ayes.** *Decker to research homeowner coverage for sewer backup for discussion on December 12th.*
- Sprinkle Rd Finance Contract- included in the packet were pages from the 2005 Sprinkle Rd Finance contract noting interest due (15 years-through 2020) on balance of funds borrowed from Pavilion Township. White had requested the Authority continue interest payments beyond 2020. *Pierson to meet with White to discuss in further detail.*

Old Business

- Asset Management (SAW Grant)- Pierson briefly discussed budget items under the SAW Grant noting flow meter & modeling field work could be performed by an outside firm. The Authority may consider individuals or private operations companies for this purpose. Budget numbers may be adjusted as specific needs are determined but will require DEQ approval for adjustment. *Pierson and Smaka to present more detail in December.*
- Clean Water Elimination- Pierson noted, now that flow/electric consumption is dropping to a more normal rate, we will postpone the door-to-door efforts to determine illegal sump pump connections and couple with pipe inspections under the SAW grant.
- Lift Station #10 Maintenance- Chapman noted, the excess pump hours and electrical costs at LS #10 were partially caused by a faulty check valve. The check valve has now been replaced. Chapman has asked Schippers to check LS #2 & #3 for the same issue and replace check valves if necessary.
- QuickBooks conversion- Chapman noted, Dorrie Bell (Seber, Tans, PLC) will begin converting the Sage accounting program to QuickBooks this week. Chapman has asked Dorrie to also assist in the year end close, W2's & 1099's, etc.
- Rate Adjustment- the "draft" Resolutions for a January 2018 Rate Adjustment were presented for Board approval. The rate adjustment re-classifies the Debt Service Fee of \$60/qtr (no longer required after payoff of the Indian/Pickerel Construction Bond on Dec 1st) to a Repair & Replacement Fee of \$60/qtr (providing for future infrastructure repair/replacement needs) beginning January 1st, subject to review upon completion of the Asset Management plan (2-3 years). Motioned by Smith, seconded by White to approve the "draft" Rate Resolutions to be presented to Brady and Pavilion Township Boards in December. **Motion carried; All Ayes.**
- New Connections -Maintenance Building-Crowne Pointe Shores is not yet connected. Pending \$5200 connection fee due the Authority. *Chapman to follow-up.*

Old Business-Inactive- n/a

Financial Review-

- General Operating Expenses in the amount of \$ 15,368.59 were presented for payment. Motioned by Ulsh, seconded by White to pay the expenses as presented. The monthly check register and financial reports as of October 31st, 2017 were presented for approval. Smith suggested, and the Board agreed to moving to a "cost center" budget beginning next fiscal year, April 2018. Motioned by Ulsh, seconded by White to pay the expenses as presented and file the financials. **Motion carried; All Ayes.** Chapman requested, due to the Indian/Pickerel Construction Bond payoff on Dec 1st, the Bond Account title on the Balance Sheet be changed to Repair and Replacement Account going forward. Motioned by Smith, seconded by White to adjust the Balance Sheet as requested via Roll Call vote: **Ayes-** Pat White, Randy Smith, Don Ulsh, Keith Gunnett, **Motion carried.**

Other Business-

- Pierson addressed the possibility of Kalamazoo Regional Water and Wastewater forming a Master Authority which would give voice to both South County Sewer and Water, and, Gull Lake Sewer and Water Authority on a Regional level for paying for common-to-all improvements at the wastewater treatment plant, to the extent we are utilizing the regional (Kalamazoo) wastewater plant.

Board's Closing Comments –

- Don Ulsh commented on a MSU Planning /Zoning seminar regarding “solar” energy possibilities in our region. Several interested elected officials were present.
- Pat White noted his final Authority meeting will be December 12th before he retires at the end of the year. Congratulations Mr. White on your retirement and Thank You for your many years of dedicated service on the Authority Board, in the Township of Pavilion and in the Community.

Meeting was adjourned –

- The next meeting is scheduled for **Tues., December 12th at 9:30 a.m.**

Submitted for approval on 12th Dec, 2017.

Approved by 
Don Ulsh, Secretary / Treasurer