

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 Jan 26, 2019

Authority Regular Meeting Minutes Tues. December 18th, 2018 9:30 am Pavilion Twp. Hall

Regular Meeting was called to order at 9:30 a.m. by Board Chairman John Speeter (Pavilion Township Supervisor). Present were Vice Chairman Tracy Locey (Brady Township Supervisor); Secretary/Treasurer Don Ulsh (Supervisor, Schoolcraft Township); Trustee Keith Gunnett (Village of Schoolcraft Council President) and Trustee Bill Adams (Village of Vicksburg Council President). Also present were Director Rich Pierson (via phone); Administrator Cindy Chapman; Engineer Alan Smaka, Andrew Rudd and Frank LaPierre (WAI); Cheri Lutz (Village of Schoolcraft-Mgr); John Stodola (Village of Schoolcraft Trustee); Carl Kelly (Village of Vicksburg Trustee); Chris Postlewait (Postlewait Construction); and John Gisler (Kalamazoo County Commissioner).

Review and Set Agenda -

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

Review of Minutes-

The draft minutes of 11-27-18 were presented for review. Motioned by Ulsh, seconded by Gunnett to approve the minutes as presented. **Motion carried; All Ayes.**

Hear those present-

- Gisler commented on an Assessment Management presentation to be held at the Road Commission.
- Postlewait requested assistance in paying the connection fee of \$10,400 for new construction (spec house) at 10397 S. 29th St. The Board discussed 50% down payment with balance due in 6 months or upon sale of the property to include 5% interest due at that time. Motioned by Adams, seconded by Gunnett to proceed with a Contract under the terms discussed above. **Motion carried; All Ayes.**

General Correspondence-

Kathryn Jones- a 90 day letter of notice was mailed to property owner regarding illegal connection of sump pump to the public sewer.

Project Status:

- WAI US-131 Feasibility Study/USDA-RD- Smaka noted that WAI had held a phone conference with the DEQ regarding a new treatment facility. There is no reason to believe the DEQ would deny a new facility (as was recently rumored). Speeter noted Senator John McCann has been invited to attend an upcoming SCSWA meeting to become familiar with our proposed project (date to be determined). Smaka noted discussions with the Village of Schoolcraft and Schoolcraft Township will be scheduled to clarify details regarding "connection fees & rates" for the proposed project.
- Sprinkle Rd. Gravity Extension- Maps from P&N to clarify district boundaries need to be reviewed.

New Business-

- 2019-2020 Revenue/Expense Budget- Chapman noted a preliminary budget will be presented at the January 22, 2019 meeting. *Pierson to review the Budget with Chapman prior to the meeting.*
- 2019 SCSWA Board Meeting Calendar- a schedule of dates were presented to the Board in the packet. *Chapman to post the 2019 calendar on the website before January.*

Old Business

- Asset Management (SAW Grant)-
 - WAI update-Rudd noted the manhole inspections are complete and documented.
 - Meter Modeling Plan- Rudd noted Pierson has reviewed/edited and clarified the Meter Modeling summary as presented last month. Rudd requested an approval from the Board to move forward with the purchase of the Meter Modeling equipment to be installed by March 2019. Motioned by Locey, seconded by Gunnett to approve the purchase of equipment per the revised specification and summary review. **Motion carried; All Ayes.**
 - SAW Distribution/Expense DR #5- Included in the packet was SAW Distribution Packet #5 in the amount of \$2545.70, covering WAI engineering fees. LaPierre noted the next Distribution request will include detail as requested. Motioned by Ulsh, seconded by Locey to approved DR#5 as presented. **Motion Carried; All Ayes.**
- Clean Water Infiltration Elimination Program (CWIEP)- Chapman informed the Board of the progress on the program inspections. She noted Schippers has completed 185 inspections to date and counting. Two illegal connections confirming ground water flowing into the public sewer were confirmed, one has been corrected and re-inspected. A letter was mailed to the second violator stating the plumbing must be rerouted within a 90 day time period to avoid fees. One additional inspection questioned the discharge of roof eaves and a letter will be mailed to the property owner for clarification. If unclear, a dye or smoke test will be done to determine where the discharge is flowing. Again, thanks to Ken Schippers for his diligence in performing the inspections. Randy Smith has completed approximately 50 inspections within the Nazarene Camp. Certificates of Compliance have been mailed to the property owners where inspections passed. *Chapman will continue scheduling inspections through the winter and spring and send reminder notices in the January and April invoices.*
- Lift Station Repairs- Pierson noted we have yet to receive estimated costs of the repair needs determined by IAI during their LS evaluation. *Rudd to contact IAI in this regard.* Rudd noted his assessment of LS #6 check valve showed the valve did need replacing. Randy Schippers replaced the valve and LS #6 now has 2 pumps in working order.
- Director Position- Speeter noted he has posted the Director position in the SC News for December and has received 2 responses from possible candidates. The committee will determine a date to meet with said candidates to discuss the position.
- Office Internet/equip issues- Speeter noted he and Chapman have discussed the use of the interior vault inside the SCSWA office to be cleaned out for Authority use.
- SCSWA/Vicksburg O&M (operations & maintenance) Agreement- Adams noted we will receive a letter from the Village of Vicksburg regarding the termination of the O&M agreement.
- New Construction- Chapman noted, the new connection at 10397 S. 29th St. (Pavilion Twp) was discussed above under item "Hear those present". Chapman to provide Connection Fee Contract and finalize with property owner under terms discussed and approved by the Board. Chapman noted a property lien will be recorded with Kalamazoo County for the balance due.

Old Business-Inactive

- Sprinkle Rd Finance Contract- Discussion is tabled until 2020 regarding Pavilion Township interest due on SR Contract.
- Articles of Incorporation- An amendment regarding the voting structure language (using the new language suggested by legal counsel Thall) definitely needs to happen, but will be tabled until other potential amendments are reviewed that possibly relate to the proposed US131 project.

Financial Review-

- General Operating Expenses/Financial Reports - General Operating Expenses in the amount of \$19,865.66 were presented for payment, and financial reports as of November 31st, 2018 were presented for approval. Motioned by Locey, seconded by Adams to pay the expenses and file month end financials as presented. **Motion carried; All Ayes.**

Other Business-

Closing Comments- Speeter noted this is the last official meeting for Director Rich Pierson. Our Thanks and Gratitude go out to him for his years of service to the Authority.

Meeting was adjourned- Meeting was adjourned, motioned by Ulsh, seconded by Locey. **Motion carried; All Ayes.** The next meeting is scheduled for **Tues., January 22, 2019** at 9:30 a.m.

Submitted for approval on Jan 22, 2019

Approved by 
Don Ulsh, Secretary / Treasurer