

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 April 17, 2018

Authority Regular Meeting Minutes Tues. March 20, 2018 9:30 am Pavilion Twp. Hall

Regular Meeting was called to order at 9:30 a.m. by Chairman Randy Smith (Brady Township Supervisor); present were Vice Chairman John Speeter (Pavilion Township Supervisor), Secretary/Treasurer Don Ulsh (Supervisor, Schoolcraft Township), and Trustee Keith Gunnett (Village of Schoolcraft Council President), and Trustee Bill Adams (Village of Vicksburg Council President). None absent. Also present were Director Rich Pierson, Administrator Cindy Chapman, Alan Smaka and Andrew Rudd; (WAI) Guests; 10 Schoolcraft Middle School students and their advisors, and John Gisler (Kalamazoo County Commissioner).

Review and Set Agenda -

The agenda was presented for review. Chapman requested the following items be added to the agenda under New Business; (i) Election of Officers, (ii) Schoolcraft/Portage Wastewater Agreement extension and (iii) FYE Budget Amendments. Motioned by Smith, seconded by Gunnett to accept the agenda with proposed additions. **Motion carried; All Ayes.**

Review of Minutes-

The draft minutes of 1-16-18 were presented for review. Motioned by Ulsh, seconded by Gunnett to approve the minutes as presented. **Motion carried; All Ayes.**

Hear those present-

- The Authority welcomed the Schoolcraft Middle School Robotics Team to the meeting. Pierson welcomed them with a short summary of the Authorities responsibility as agent for five member municipalities. The students had been tasked to research a topic of their choice as part of a competition last fall/winter. The students proceeded with a well researched presentation comparing public sewers and septic systems. They have since been invited to present their findings to the School Board, the Village Council and now the Sewer & Water Authority Board. This topic has been a major subject of discussion for the Village of Schoolcraft residents and business owners in the Village and on US 131 North & South of the Village for many years. It was exciting to see our next generation so enthusiastic about the future of their community.
- John Gisler noted some recent modifications to Michigan Public Act 415 that may enforce recycling in Kalamazoo Townships.

General Correspondence-

- From: Pavilion Township Planning Commission- information correspondence stating a planning effort to prepare a new Master Plan is underway.
- To: Jim Mallery (Village of Vicksburg Mgr)- the Authority will make the annual adjustment to the Maintenance Contract fees to reflect a 2 percent increase beginning April 1st, 2018.

Project Status:

- WAI US-131 Feasibility Study- Smaka presented updated alternatives for sewer projects comparing costs of treatment plant versus lagoons for several potential outlined service districts. Smaka will continue discussion with property owners along US-131 and will update the Authority next month.
- TU Ave sewer extension- Smaka outlined their work on this potential project, and noted one of the potential service districts would include the gravity extension from TU Ave going south on 26th St.

New Business

- Seber Tans PLC Audit proposal- Chapman presented the proposal from Auditors Seber, Tans PLC for a 3 year Audit contract.. Fees would increase slightly over the 3 years from the current cost of \$6600 to \$7000 in the third year. Motioned by Adams, seconded by Ulsh to accept the Audit proposal as presented. **Motion carried; All Ayes.**
- Feb 21-22 Flooding- Chapman included a breakdown of expenses related to the recent Feb flood totaling \$6552 which included costs for overtime labor, pump & haul expenses, electric and treatment charges. Pierson noted the 1-yr flooding also affected Vicksburg and “locked out” our main pump station as they both share the Vicksburg forcemain. Therefore, Pierson will pursue with Vicksburg extending the Sprinkle Road Gravity Sewer south to TU Ave. to eliminate the use of the Village of Vicksburg's forcemain to carry wastewater flow from our TU Ave Lift Station. The project has already been designed.
- 2018-2019 Proposed Budget / FYE Budget Amendments- The proposed expense/revenue budget for fiscal year 2018-2019 was emailed previously and handed out at the meeting for review and approval. The Board discussed the use of Repair & Replacement funds as they are collected to cover repairs and replacement of the system, and, the addition of SAW grant revenue to investigate and determine needs for long-term maintenance of the systems infrastructure. Motioned by Adams, seconded by Smith to accept the new fiscal year budget as presented. **Motion carried; All Ayes.**
-FYE Budget Amendments- Chapman presented budget amendments required to balance the budget for our fiscal year ending 3-31-18. Motioned by Ulsh, seconded by Smith to accept and approve the budget amendments as presented. **Motion carried; All Ayes.**
- Pierson-Conference Expense / Contract revision- included in the packet was a summary of expenses for the annual ERSI GIS Conference Pierson attended in January of which \$645 will be reimbursed by SCSWA. Also attached were revisions to Pierson's Employment Contract to be extend through Dec 31, 2018. Motioned by Smith, seconded by Speeter to pay Pierson's conference expenses and extend Pierson's contract as-proposed. **Motion carried; All Ayes.**
- Election of Officers- Motioned by Speeter, seconded by Ulsh to continue with the current elected officers for the upcoming fiscal year through March 31, 2019 as noted: Randy Smith, Chairman; John Speeter, Vice Chairman; Don Ulsh, Secretary-Treasurer; Keith Gunnett, Trustee; and Bill Adams, Trustee. **Motion carried; All Ayes.**
- Schoolcraft / Portage Wastewater Agreement- Ulsh noted the City of Portage is willing to extend their Wastewater Agreement with the exception of removing language that appeared to be redundant in Paragraph 15 (Hold Harmless) of the original document. Pierson agreed with the omission of the language and suggested Schoolcraft Township run the proposed deletion by the Township attorney. *Ulsh to discuss with township attorney before proceeding.*

Old Business

- Asset Management (SAW Grant)- *Pierson/Smaka continue to review the budget as needed.*

- Operations & Maintenance- *Pierson is to meet with J Mallery next week in this regard.*
- Insurance- *Pierson to meet with Decker agency regarding additional sewer backup insurance for the Authority.*

Old Business-Inactive-

- Sprinkle Rd Finance Contract- Pavilion Township interest due on SR Contract remains open for discussion at a later date prior to contract expiration in 2020.

Financial Review-

- General Operating Expenses in the amount of \$38,131.90 were presented for payment. Motioned by Ulsh, seconded by Smith to pay the expenses as presented and file end of month financials.
Motion carried; All Ayes.

Other Business- no other business at this time.

Closing Comments – no closing comments.

Meeting was adjourned –

- The next meeting originally scheduled for April 24th will be moved to **Tues., April 17th, 2018** (3rd Tues) at 9:30 a.m.

Submitted for approval on April 17, 2018.

Approved by DK Ulsh
Don Ulsh, Secretary / Treasurer