

# 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 1 - 17 - 17

Authority Regular Meeting Minutes Tuesday November 1, 2016 9:30 am Pavilion Twp. Hall

Regular Meeting was called to order at 9:30 a.m. by Chairman Patrick White (Supervisor, Pavilion Township); present were Vice Chairman Randy Smith (Supervisor, Brady Township), Secretary/Treasurer Don Ulsh (Supervisor, Schoolcraft Township), Trustee Keith Gunnett (Village of Schoolcraft President) & Trustee Bill Adams (Village of Vicksburg President). None absent. Also present were Director Rich Pierson and Administrator Cindy Chapman, Alan Smaka (Wightman & Associates, Inc-Engineer), Randy Schippers (Vlg Vicksburg DPW) and Guest, John Gisler (Kalamazoo County Commissioner).

Review and Set Agenda - The agenda was presented for review. Motioned by Smith, seconded by Adams. **Motion carried; All Ayes.**

Review of Minutes- The draft minutes of 9-27-16 were presented for review. Smith asked that under New Business item regarding August Flood, that the word "Nazarene Camp" be substituted with E. Indian Lake Dr. to more accurately depict the area that was larger than the Nazarene Camp.. Motioned by Smith, seconded by Gunnett to approve the minutes with changes as suggested. **Motion carried; All Ayes.**

Hear those present- Gisler presented a brief update on Kalamazoo County Board activities.

## General Correspondence-

- From: MI Dept of Treasury- the Authority received a letter requesting a CAP (corrective action plan) to address a 3 year trend (2014-2016) of expenditures exceeding revenues.
- To: MI Dept of Treasury-Director Pierson and Administrator Chapman responded with a letter (10-19-16) to the MI Treasury explaining the Authority's recorded expenditures (per the report) include depreciation, a non-cash expense. The Authority's expenses, absent depreciation, show a 9% surplus over actual expenditures for the past 3 years, plus we have at least 6-months working capital set aside.. The Authority Board members reviewed the "draft" response prior to its submission. Motioned by Ulsh, seconded by Gunnett to formally approve the submission as presented. **Motion carried; All Ayes.**

## Project Status:

- WAI Feasibility Study- Smaka noted he continues to make contact with US-131 business owners regarding a potential future sewer project.
- SAM annual registration- Chapman noted the SAM registration (Systems for Award Management) has been renewed free of charge via the government website.

New Business- no new business presented.

Old Business -

- Asset Mgmt (SAW)- continued discussion regarding pre-SAW grant use of funds. Pierson noted he believes GIS in-house and on-line work-order system are necessities to provide the level of service the Authority Board expects.. *Pierson to bring a formal recommendation to the Board in the ensuing months,, estimated cost \$20k-\$25k total.*
- Risk Reduction Grant Resolution- White noted, the Authority is applying for a Grant through MI Par Plan to help with the purchase of a portable submersible pump to have available for emergencies such as the August flood event. The Resolution was offered for approval. Motioned by Smith, seconded by Adams to approve the Resolution as presented. **Motion carried; All Ayes.** Upon roll call vote, the following voted Yes; Pat White, Randy Smith, Don Ulsh, Keith Gunnett, Bill Adams. *Pierson will meet with Mallery at Vicksburg on the pump and ancillary issues.*
- Demolished Homes/No rebuild- Attached for Board review was a "draft" copy of the Policy Document noting procedures for contractors/homeowners upon house demolition/sewer disconnect. Upon demolition, the sewer line is to be capped and inspected per this policy. Motioned by Smith, seconded by Ulsh to approve the policy as presented, subject to minor non-substantive changes for clarification.. **Motion carried; All Ayes.** *Chapman to attached approved "final" document to the Nov 1st meeting minutes.*
- New Connections (Indian/Pickrel Sewer)- the following properties are pending final inspection/occupancy:
  - (1) Crowne Pointe Shores (UV Ave PUD)-
  - (2) Nisenson-6685 East UV Ave.-
  - (3) Shaw-5501 E. TU Ave.-

Old Business-Inactive- n/a

Financial Review-

General Operating Expenses in the amount of \$46,622.39 were presented for payment. Motioned by Smith, seconded by Ulsh to pay the expenses as presented. **Motion carried; All Ayes.**

A budget amendment in the amount of \$19,911.28 to cover expenses incurred during the August flood event was presented. Motioned by Smith, seconded by Gunnett to adjust the 2016-2017 budget as presented. **Motion carried; All Ayes.**

The monthly check register and financial reports as of Sept 30th, 2016 were presented for approval. Motioned by Ulsh, seconded by Gunnett to accept the check register, and file the financial reports as presented. **Motion Carried; All Ayes.**

Other Business- Adams noted the need for Succession Planning in the case of Board member/Administrative turnover. Smith reminded the Board, each municipal member is to appoint an

Alternate (elected official from the municipality) to act in his/her absence, per the Authority Articles of Incorporation. *Board Members to address this issue with each of their perspective Boards/Councils.*

Board's Closing Comments –

Meeting was adjourned -

Meeting adjourned by Chairman White. The next meeting is scheduled for **Tues. Dec 20th at 9:30 a.m.**

Submitted for approval on Jan 17, 2017. Approved by Don Ulsh  
Don Ulsh, Secretary/Treasurer