

# 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 March 21, 2017

Authority Regular Meeting Minutes Tuesday January 17, 2017 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) and Ron Smith (Village of Vicksburg-SCSWA Alternate Trustee)

## Review and Set Agenda -

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

## Review of Minutes-

The draft minutes of 11/1/16 were presented for review. Motioned by Smith, seconded by Ulsh to approve the minutes as presented. **Motion carried; All Ayes.**

## Hear those present-

White welcomed Ron Smith, Village of Vicksburg Trustee, appointed Alternate Trustee to the SCSWA Board.

## General Correspondence-

From: Mike Breneman (11192 E. Indian Lake Dr.)- Breneman sent a letter to Brady Township and an email to SCSWA requesting relief of usage fees certified delinquent to the 2016 winter tax roll. After review of prior action at the November 1st meeting, no action was taken. *Chapman will contact Mr. Breneman in this regard.*

## Project Status:

- WAI Feasibility Study- Smaka noted he is planning to make contact with US-131 business owners regarding a potential future sewer project. Support from several new homeowners in the Sugarloaf lake area will be pursued.

## New Business-

- 2017 Board Meeting Schedule- a 2017 monthly meeting schedule was included in the packet for review (no February meeting unless needed). Motioned by Adams, seconded by Smith to approved the tentative schedule as presented. **Motion carried; All Ayes.**

- Alternate Board Members- In November, the Board members were reminded to appoint alternate board members (elected officials from each municipality) to represent the SCSWA Board in the absence of the current member. *Each municipal member is to provide a copy of their minutes noting Board/Council motion, and the oath of office document, to the Authority.*
- Construction Bond status- Pierson noted, the Authority has two final payments totaling \$265,200 due on the Indian/Pickrel Construction Bond in 2017. Funds restricted for this payment are collected as final assessment payments due on the 2016 winter tax rolls are received, plus the debt service fees of 2017. Our debt obligation will expire in Dec 2017 at which time the Authority will need to restructure the quarterly usage invoice to remove the debt service fee language, and adjust the rate per recommendations per budget – to include a SAW grant and a Replacement Fund , as the System is 20 years old and we have been focused on the paying off the debt. Now it is time to prepare an Asset Management Plan and fund the known / predicted replacement costs of the infrastructure. It has not yet been determined whether the overall rate will remain the same, will increase or decrease.
- Preliminary Budget 2017-2018- Chapman distributed a Preliminary "Draft" Budget for fye 3-31-2018, to be reviewed by Board Members prior to submitting for approval at the March 21st Board meeting. It was noted that this draft budget failed to include the upcoming SAW grant expenditures we will incur for the Asset Management Plan, nor does it have the proposed revenue adjustment / recommendation on what the Operations + Maintenance Rate will be as of January 1<sup>st</sup> (when the debt is retired). *A revised budget will be prepared detailing these items and be forwarded in mid February for review. Once received, Members are asked to contact Chapman with any comments and/or suggestions before the March meeting.*

Old Business -

- Asset Mgmt (SAW)- Pierson handed out an updated outline of potential purchases and recommendations for funding SAW grant eligible items ahead of receiving the actual grant (award expected Oct 2017 or Apr 2018). Pierson noted we believe the upcoming SAW grant efforts should enhance and complement the accomplishments of Vicksburg's SAW grant effort. *Pierson to schedule a meeting with Vicksburg to demonstrate GIS/Work Order/SAW results--field application sometime in March, prior to the March 21st SCSWA Board meeting.*
- Risk Reduction Grant Resolution-Chapman noted, our \$5000 grant application (for the purchase of a submersible pump) submitted in Nov has been awarded a Grant. We are awaiting details on amount and distribution at this time. *Chapman to provide further updates in March.*
- New Connections (Indian/Pickrel Sewer)-
  - (1) Crowne Pointe Shores-UV Ave PUD -Lots #7 pending final inspection  
-Lot # 5 beginning construction
  - (2) Nisenson-6685 East UV Ave.- occupancy issued Dec 2016
  - (3) Shaw-5501 E. TU Ave.- occupancy issued Dec 2016

Old Business-Inactive- n/a

Financial Review-

General Operating Expenses in the amount of \$130,363.87 were presented for payment. Item #6 (\$100k) represented a transfer of restricted funds for the Dec Bond payment. Motioned by Smith, seconded by Ulsh to pay the expenses as presented. **Motion carried; All Ayes.**

The monthly check register and financial reports as of Dec 31st, 2016 were presented for approval. Motioned by Ulsh, seconded by Ulsh to accept the check register, and file the financial reports as presented. **Motion Carried; All Ayes.**

Other Business- n/a

Board's Closing Comments – n/a

Meeting was adjourned -

Motioned by Adams, seconded by Smith to adjourn. **Motion carried, All Ayes.** The next meeting is scheduled for **Tues. Mar 21st at 9:30 a.m.**

Submitted for approval on March 21, 2017.

Approved by Donald K. Ulsh  
Don Ulsh, Secretary/Treasurer