

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 18, 2017

Authority Regular Meeting Minutes Tuesday March 21, 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 Council President) & Trustee Bill Adams (Village of Vicksburg Council President). None absent. Also present were Director Rich Pierson and Administrator Cindy Chapman, Alan Smaka (Wightman & Associates, Inc-Engineer), Ken Schippers (Village of Vicksburg-SCSWA DPW) and guest John Gisler (Kalamazoo County Commissioner)

Review and Set Agenda -

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

Review of Minutes-

The draft minutes of 1-17-17 were presented for review. Motioned by Smith, seconded by Adams to approve the minutes as presented. **Motion carried; All Ayes.**

Hear those present-

Gisler updated the Board on County plans to build downtown, new administrative offices in court house, parking facilities, etc.

General Correspondence-

- Village of Vicksburg- the annual rate adjustment to our maintenance agreement (based on COLA) will go into effect April 1st with the new fiscal year.
- Ronalie Turcott- in response to a request for detail regarding the Debt Service fee, it was noted once the Construction Bonds are paid in full (Dec 2017), it is likely the \$60/qtr would continue to be collected for on-going future repair and replacement of the system.

Project Status:

- WAI Feasibility Study- Smaka noted the Sugar Loaf petitions would be submitted to Schoolcraft Township Board for approval this week with a 58% positive response. Ulsh and Smaka will continue to meet with US 131 Business owners. Smaka noted there is interest in water service along the US131 corridor, and Smaka will look into the possibility/feasibility of water extension from the Village of Schoolcraft. Adams expressed a need to maintain or lower water/sewer rates in the Village of Vicksburg when continuing to pursue future projects.

New Business-

- Alternate Board Members- A reminder that the municipalities should appoint Alternate members, every 4 years, to serve on the Authority Board in the absence of their primary elected official.

Karen Siegart-Pavilion Township, Virginia Mongrieg-Schoolcraft Township, Tracy Locey-Brady Township and Ronald Smith-Village of Vicksburg have been appointed to serve by their respective municipal boards/councils. *The Village of Schoolcraft intends to appoint their alternate member by next month.*

- Election of Officers- Each fiscal year, the Authority Board appoints the members to serve in official capacities on the Authority Board for the upcoming fiscal year. White nominated Smith to serve as Board Chairman for the next fiscal year. Motioned by White, seconded by Ulsh to close the nominations and cast a unanimous ballot for Randy Smith as Authority Chairman for fiscal year 2017-2018. **Motion carried; All Ayes.** Smith nominated White to serve as Vice-Chairman for the next fiscal year. Motioned by Smith, seconded by Ulsh to close the nominations and cast a unanimous ballot for Pat White as Authority Vice-Chairman for fiscal year 2017-2018. **Motion carried; All Ayes.** Motioned by White, seconded by Smith to have Don Ulsh remain as Authority Secr/Treasurer for fiscal year 2017-2018. **Motion carried; All Ayes.** Many thanks to Pat White for his years as Chairman and note that Bill Adams and Keith Gunnett will remain as Trustees for fiscal year 2017-2018. Also, motioned by Smith, seconded by Ulsh to have Vice-Chairman White, Secretary/Treasurer Ulsh and Administrator Chapman continue as authorized signers on all Authority bank accounts. **Motion carried; All Ayes.** *Smith and White to begin serving in new capacities on April 1st.*

- Budget 2017-2018-

Credit card pymt option- Chapman proposed utilizing a no-contract, credit card payment option (through our existing accounting software), to offer our customers the convenience of making credit card payments via phone or in person. Credit card payments are currently accepted on-line only, through a third party service at a fee of \$4.95 per transaction. Sage processing fees would be passed on to the customer at a rate of \$3-\$4 per average transaction. After Board discussion, White motioned, and Smith seconded, to utilize the new credit card option as presented for a 1 year trial, noting we could withdrawal the option after a year if it does not work out. Officialpayments.com on-line payment option would also remain available. **Motion carried; All Ayes.** *Chapman to contact Sage Acct to set-up and begin April 1st.*

Budget review/approval- The Board reviewed the proposed 2017-2018 draft Revenue/Expense budgets. Chapman noted new line items to include SAW expenses and reimbursement, 4th Qtr debt service fees transitioning to a repair/replacement fund beginning Jan 2018 (once construction bond debt is retired), credit card fee revenues w/offset expenses and Risk Reduction grant revenue reserved for a submersible pump purchase. Motioned by Ulsh, seconded by Gunnett to approve the 2017-2018 Budget as presented. **Motion carried; All Ayes.**

- Lead Issues-

Crowne Pointe Maintenance Building- a maintenance building is to be constructed on the Nuyen property at a location where no sewer lead is currently available. Pierson noted the building could possibly connect directly to the Lift Station. The lead location will be reviewed and determined once the building is staked. *Chapman/Pierson to visit site, review and follow up.*

6684 Hayward Dr.- new home construction on the corner of Hayward and UV Ave. will be connecting to the lead located to the east. The Authority may need to extend the

lead depending on property line location. . *Chapman to visit site and contact contractor.*

Old Business -

- Asset Mgmt (SAW)- no update at this time.
- Risk Reduction Grant Resolution- a letter dated Feb 7, 2017 stated our grant request had been approved for funding in the amount of \$3800 toward the purchase of a submersible pump. Purchase to be made prior to August 7th this year. Adams noted the Village of Vicksburg intends to buy a pump separately for the Village use. Pierson and Chapman to follow up on purchase of the pump for the Authority.
- New Connections (Indian/Pickerel Sewer)-
 - (1) Crowne Pointe Shores-UV Ave PUD -Lots #7 & #5- pending occupancy
 - (2) Naplin-6684 Hayward Dr-under construction-pending connection and fees.

Old Business-Inactive- n/a

Financial Review-

- Budget Amendment (fye 3-31-17 line item adjustments)- the Board reviewed the adjustments to balance the budget line items. Motioned by Smith, seconded by Ulsh to amend the budget as presented. Motion carried; All Ayes. *Chapman to make adjustments as presented.*
- General Operating Expenses in the amount of \$197,600.47 were presented for payment. Chapman noted, expenses include \$165,000 transfer of restricted funds to MM acct for Bond Payments. The monthly check register and financial reports as of February 28, 2017 were presented for approval. Motioned by Smith, seconded by Ulsh to pay the expenses as presented and file the financial reports as presented . **Motion carried; All Ayes.**

Other Business- n/a

Board's Closing Comments – n/a

Meeting was adjourned -

The next meeting is scheduled for **Tues. April 18th at 9:30 a.m.**

Submitted for approval on 4-18-17, 2017.

Approved by


Don Ulsh, Secretary/Treasurer