

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 Feb 26, 2019

Authority Regular Meeting Minutes Tues. January 22, 2019 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 Administrator Cindy Chapman; Engineer Andrew Rudd (WAI), Frank LaPierre (WAI). Guests present were Larry Fischer (Vicksburg), Bill & Deb Christiansen and Deb Murrey (Sugarloaf Lake), Jim Mallery (Village of Vicksburg Manager), John Stodola (Village of Schoolcraft Trustee); and John Gisler (Kalamazoo County Commissioner).

Review and Set Agenda -

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

Review of Minutes-

The draft minutes of 12-18-18 were presented for review. Motioned by Locey, seconded by Adams to approve the minutes as presented. **Motion carried; All Ayes.**

Hear those present-

Gisler commented that business items being discussed in Kalamazoo County are encouraging.

General Correspondence- no correspondence presented.

Project Status:

- WAI US-131 Feasibility Study/USDA-RD- Rudd noted, items in preparation for a proposed project continue. The USDA-RD loan application has been stalled due to the government shutdown.
- Sprinkle Rd. Gravity Extension- Speeter asked to postpone this item until next month as Vicksburg engineers (P&N) continue to work on details.

New Business-

- WAI Expenses- An invoice covering expenses related to general engineering, Sprinkle Rd extension, flow investigation, etc., was presented to the Board for review.

Old Business

- Asset Management (SAW Grant)-
 - WAI update-Meter Modeling Plan- LaPierre noted the new PLC's have been

ordered and are expected to be installed in March.

- SAW Distribution/Expense DR #6- Included in the packet was SAW Distribution Packet #6 in the amount of \$6,069.70, covering WAI engineering fees. Motioned by Gunnett, seconded by Ulsh to approved DR#6 as presented. **Motion Carried; All Ayes.**

- Clean Water Infiltration Elimination Program (CWIEP)- Chapman informed the Board of the progress on the program inspections, by Jan end, Schippers will have completed 250 (+/-) inspections to date. Randy Smith has completed 52 inspections within the Nazarene Camp. *Chapman will continue scheduling inspections through the winter and spring. A second reminder will be included in the April usage invoice.*
- Lift Station Repairs- WAI email correspondence estimated costs of LS repairs identified in the SAW assessment at \$45k. The majority of cost being related to a raven coating process in the wet well at LS #5 on E. UV Ave. Rudd noted they believe this cost to be high and will look into it. Rudd will also provide a quote and schedule for replacement of the hinges on the wet wells prior to the PLC installation. *Rudd to follow up on these items.*
- Director Position- Speeter introduced guest Larry Fischer to the Board as a candidate for the Director position. The subcommittee will meet with Fischer and consider a recommendation to the Board.
- 2019-2020 Revenue/Expense Budget- Chapman noted, the preliminary Budget will be provided to the Board for review in February. Chapman asked Speeter and Locey to meet with her to review the Budget line by line prior to the February 26th meeting. The budget will be presented for approval in March.
- Office Internet/equip issues- Speeter mentioned the Township took the initiative to clear the vault area inside the SCSWA office to provide additional space for Authority files. Chapman now has room to accommodate a second work station for the Director and/or a part-timer when needed.
- SCSWA/Vicksburg O&M (operations & maintenance) Agreement- Speeter referred to Jim Mallery regarding the termination notice of the O&M agreement. Mallery noted they had waited intentionally to give the Authority time to secure a new Director. The Authority/Village agreement allows 12 months from date of written notification.
- New Construction- Chapman noted, the new connection at 10397 S. 29th St. (Pavilion Twp) is scheduled this week. The Connection Fee Contract was signed by the property owner, with final payment due in June 2019 or upon sale of the property, whichever comes first. Chapman noted a property lien has been recorded with the Register of Deeds office.

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 \$43,208.91 were presented for payment (to include WAI Invoice \$10,813.75). The financial reports as of December 31st, 2018 were presented for approval. Chapman noted, cost centers/budget amendments will be reviewed at fiscal year end. Motioned by Adams, seconded by Locey to pay the expenses and file month end financials as presented. **Motion carried; All Ayes.**

Other Business- no other business discussed.

Closing Comments- no closing comments.

Meeting was adjourned- Meeting was adjourned, motioned by Ulsh, seconded by Adams. **Motion carried; All Ayes.** The next meeting is scheduled for **Tues., February 26, 2019** at 9:30 a.m.

Submitted for approval on 2 26 , 2019.

Approved by Don Ulsh
Don Ulsh, Secretary / Treasurer