

# 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 October 17, 2017

Authority Regular Meeting Minutes      Tues. September 12, 2017 9:30 am Pavilion Twp. Hall

Regular Meeting was called to order at 9:30 a.m. by Chairman Randy Smith (Supervisor, Brady Township); present were Vice Chairman Patrick White (Supervisor, Pavilion Township), Secretary/Treasurer Don Ulsh (Supervisor, Schoolcraft Township) and Trustee Keith Gunnett (Village of Schoolcraft Council President). Trustee Bill Adams (Village of Vicksburg Council President) was absent. Also present were Director Rich Pierson and Administrator Cindy Chapman, John Speeter (Deputy Supervisor, Pavilion Township), and Auditors Robert Loftus and Monica Loegel (Seber Tans PLC).

White introduced and the Board welcomed newly appointed Pavilion Township Deputy Supervisor John Speeter to the table. White noted Speeter will be named alternate for the SCSWA Board, replacing Karen Siegart and his intent to step-down at the end of 2017 with Mr. Speeter as appointed Supervisor. Welcome John.

## Review and Set Agenda -

The agenda was presented for review. Pierson suggested we add phone request from Luanne Czochara under Correspondence. Motioned by Ulsh, seconded by White to accept the agenda with requested change. **Motion carried; All Ayes.**

## Review of Minutes-

The draft minutes of 8-15-17 were presented for review. Motioned by White, seconded by Smith to approve the minutes as presented. **Motion carried; All Ayes.**

## Hear those present-

No comments were made at this time.

## General Correspondence-

- Ken Schippers-On behalf of the Authority, special Thanks to Ken for his excellent work on the revamp at Lift Station #3.
- Luanne Czochara- Luanne phoned the Authority office asking for assistance in obtaining the final SAW infrastructure, asset management report from the Village of Vicksburg. *Pierson/Chapman to draft/send a letter to Jim Mallery (Village of Vicksburg, Mgr) requesting the information.*

## Project Status:

- WAI Feasibility Study- Smaka was not present at this meeting. Ulsh noted there is still interest in sewer along the US 131 Business Corridor. Gunnett noted the Village of Schoolcraft is still open to public sewer for the village business district at this time.

## New Business

- 2016-2017 Audit Summary - Auditors, Loftus and Loegel presented the "draft" financial summary to the Authority Board. Loftus noted the Dec 2017 construction bond final payment is

to be commended, and the re-direction of debt service fees to repair/replacement beginning in January will benefit the overall cash flow of the Authority. Pierson requested a new 3-year proposal from the Auditing firm. Motioned by White and seconded by Gunnett to authorize Seber Tans to submit the final report to the State. **Motion carried; All Ayes.**

- PCI Compliance- Chapman noted with the Boards recent decision to accept credit card payments via phone and in-person made it necessary to establish a credit card security policy to be considered PCI compliant. The policy was emailed in advance of the meeting for Board member review. Motioned by Smith, seconded by Uish to adopt the policy as presented. **Motion carried; All Ayes.** White was absent for this motion.
- Nazarene Camp Invoices- Chapman included a memo to the Board referencing a calculation error in the quarterly usage invoice that had gone unnoticed for four consecutive quarters causing the camp to be under billed by approximately \$1000 per quarter. Chapman noted she had previously met with Camp Treasurer, Smith, who agreed the unbilled fees should be collected over the next four quarters beginning in October 2017 to lessen the impact on the camp residents. *Chapman to adjust the camp's quarterly invoices in Oct 2017 and Jan, Apr and July 2018 to collect the unbilled fees.*

#### Old Business

- Asset Management (SAW Grant)- As requested by D. Worthington, MDEQ, the Authority needs to approve the letter of acceptance to begin necessary steps to accept the SAW grant offer. Pierson noted, the \$325,000 SAW grant will allow the Authority to begin infrastructure inspections in summer 2018 and establish a GIS work order system in 2019. Motioned by White to approve the letter of acceptance for the SAW grant, seconded by Gunnett. **Motion carried; All Ayes.**
- Risk Reduction Grant- The Grant funds of \$3800 have been received to pay for a portion of the submersible pump recently purchased and delivered to the Village of Vicksburg maintenance staff. The pump will be used in emergency flood situations as needed.
- Clean Water Elimination- the "draft" letter to property owners regarding illegal sump pump connections was review by legal counsel with minor changes Attorney Thall noted it is not necessary for the Authority to hire a licensed plumber as long as our staff is knowledgeable to inspect in-house plumbing for proper connections. White suggested minor changes to the "draft" letter. Smith asked Pierson to develop a cost model based on average inspection time and estimated hourly wage of inspector. *Chapman to implement changes per White suggestions and Pierson/White/Smaka to update the board on process, estimated cost and procedure for implementation.*
- Certified Delinquent Accts- The Sept 1st notification letters to property owners with delinquent balances were mailed, stating payment must be received by Oct 1st to avoid having the delinquent balance added to the December Tax Roll at the Township.
- Accounting software- Chapman noted she is researching new accounting software options. Auditors, Loftus and Loegel suggested Quick Books, stating their staff is very familiar with the software and could provide tech support as needed. *Chapman to continue research into Quick Books.*
- New Connections pending-
  - Maintenance Building-Crowne Pointe Shores- the building is under construction, pending sewer connection and connection fees due the Authority.
  - Flintrop, 5592 TU Ave.- new connection due to failed septic system as of 8-29-17, fees paid in full.

Old Business-Inactive- n/a

Financial Review-

- General Operating Expenses in the amount of \$16,297.64 were presented for payment. The monthly check register and financial reports as of August 31st, 2017 were presented for approval. Motioned by White, seconded by Smith to pay the expenses as presented and file the financial reports as presented . **Motion carried; All Ayes.**

Other Business- no other business at this time.

Board's Closing Comments – no closing comments.

Meeting was adjourned - The next meeting is scheduled for **Tues., October 17th at 9:30 a.m.**

Submitted for approval on Oct 17, 2017.

Approved by   
Randy Smith, Board Chairman