

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 10-30-2018

Authority Regular Meeting Minutes Tues. September 25, 2018 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 Director Rich Pierson (by phone); Administrator Cindy Chapman; Engineer Alan Smaka (WAI); Frank LaPierre & Andrew Rudd (WAI.); and Guests, Ben Herson (JP Motors) and John Gisler (Kal Co Commissioner).

Review and Set Agenda -

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

Review of Minutes-

The draft minutes of 8-28-18 were presented for review. Motioned by Ulsh, seconded by Locey to approve the minutes as presented. **Motion carried; All Ayes.**

Hear those present- Gisler commented on the Kalamazoo Co budget, and the Community Action Agency reverting to the State at year end.

General Correspondence- No general correspondence presented.

Project Status:

- WAI US-131 Feasibility Study/USDA-RD Grant update- WAI received a letter of support from Kalamazoo County Health and Community Services Department regarding the proposed SCSWA/USDA Sewer Project.
- Village of Schoolcraft- Cheri Lutz (Village of Schoolcraft Manager) requested an overview of the current proposed project status for the Village of Schoolcraft Council. WAI provided the summary included in today's Board packet.
- Map clarification-Village of Vicksburg- Pierson email regarding the map included in last month's packet: it was out of date and did not reflect the "current" project being submitted to the USDA. To clarify, the current proposed project does not include the Village of Vicksburg (a revised map was included in the packet).
- Sprinkle Rd. Gravity Extension- an October meeting is scheduled to discuss options for the Sprinkle Rd extension with P&N and WAI. Pierson has asked the Village for the basis of their design flows to review prior to the meeting.

New Business- No new business at this time.

Old Business

- Asset Management (SAW Grant)- WAI update
 - Lift Station Condition Assessments- Andrew Rudd (WAI) updated the Board on the Lift Station condition assessment performed by IAI on behalf of the SAW. Recommendations for needed repairs on all stations were addressed (i.e. padlocks on wet wells, valve vaults and control panels, missing conduit seals, wet well safety grates, no parking signs and replacement of worn impellers).
Chapman/Pierson to put together cost estimates for all repairs.
 - Meter Modeling Plan- Alan Rudd (WAI) summarized three (3) possible metering and modeling alternatives/costs for data acquisition from our 11 Lift Stations. Current equipment and data collection /alarm capabilities of the system are obsolete and do not offer potential for pro-active/preventative maintenance of the system. Ben Herson (JP Motors) discussed Option 3, a customized SCADA system, with local tech support, and the potential to add/delete data requirements as needed and as our system grows. . After Board discussion, Gunnett motioned and Ulsh seconded to proceed with a Meter Modeling Plan #3. *WAI to put together a performance spec/guideline for implementation..* **Motion carried; All Ayes.**
 - SAW Distribution/Expense DR #2 - Included in the packet was SAW Distribution Packet #2 in the amount of \$7737.30, covering 90% of the WAI engineering fees submitted. Motioned by Ulsh, seconded by Locey to approve DR#2 and the expenses submitted for payment. **Motion carried; All Ayes.**
- Audit Summary- For Board review, included in the packet was the 4 pg Management Discussion and Analysis to be submitted to the State with the FYE 2018 audited financial statements presented by auditor Loftus (Seber Tans PLC) last month. Motioned by Locey, seconded by Ulsh to have the auditors proceed in submitting the FYE 2018 Audit documentation to the State of MI. **Motion carried; All Ayes.**
- Clean Water Inflow/Infiltration Elimination Program-
 - Resolutions: Included in the packet were "draft" Resolutions for Pavilion and Brady Township to (i) reallocate Repair/Replacement funds to Operations & Maintenance with no increase to total fees charged (beginning January 2019) to cover on-going increasing O&M costs to include funding of the Clean Water Inflow/Infiltration Elimination Program, and (ii) to implement a \$300/connection/year Miscellaneous fee (due Oct 2019) to those property owners who have not completed and passed an interior inspection of their home/facility/structure by Authority personnel -- to locate ground water being illegally discharged/pumped into the public sewer system. Motioned by Ulsh, seconded by Locey to recommend Resolutions be presented to the Pavilion and Brady Township Boards for approval in October. Locey noted concern regarding the reallocation of R&R funds to O&M may leave a shortfall in the Repair/Replacement Fund. Pierson noted the SAW grant over the 3-year period will identify gaps in funding future replacement costs and identify specific needs and anticipated replacement costs of the system. **Motion carried; All Ayes.**
 - Appoint Inspectors: With regard to the Clean Water Inflow/Infiltration Elimination Program, home inspections to begin Nov 1, 2018 +/- . The Board had previously directed Pierson and attorney Thall to prepare a contract for having Ken Schippers be the inspector under the program. Pierson requested the Authority Board appoint Ken Schippers as inspector-Indian/Pickerel District and Randy Smith as inspector-Nazarene Camp to provide home inspections under the Clean Water Inflow/Infiltration Elimination

Program. Motioned by Locey, seconded by Ulsh to appoint Schippers and Smith as inspectors for home inspections as requested. **Motion carried; All Ayes.**

- Vicksburg O&M (operations & maintenance) Agreement- Pursuant to communications received from Manger Mallery, on Sept 17th, the Village of Vicksburg Council voted to serve 12-month notice of terminating the existing O&M Agreement with the Authority. Anticipating this notice, the Authority has solicited quotations from other entities/private firms for O & M. *Chapman and Pierson to bring forward quotations / proposals for Board consideration.*
- New Construction- Chapman updated the Board regarding three pending new connections:
 - (i) Crowne Pointe Shores Lot #6 (Brady Twp)- connection est. this week/fee paid in full.
 - (ii) 10397 S. 29th St. (Pavilion Twp) -connection/payment pending November.
 - (iii) 11434 E. Indian Lake Dr.-connection complete/fees Paid in full.*Chapman will continue to follow up on the construction status at these properties and invoice user fees upon occupancy.*

Old Business-Inactive

- Sprinkle Rd Finance Contract- Pavilion Township interest due on SR Contract remains open for discussion at a later date prior to contract expiration in 2020. Pierson had noted (incorrectly) that the principal due was extinguished in 2020, but review of contract documents reveals that only the interest accrual is suspended. Pavilion Township had requested the item be kept in queue for discussion before the 2020 date. Target date: Summer 2020.
- Sewer Backup insurance- Pending quotes from Decker Agency to be presented in October.
- Articles of Incorporation- An amendment to the Articles regarding "voting structure" is on hold until other changes to the Articles may also be needed.

Financial Review-

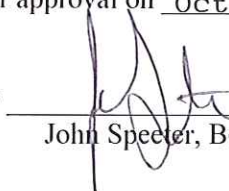
- Expenses/Financials/Budget Amendment- General Operating Expenses in the amount of \$39,249.01 were presented for payment. Motioned by Locey, seconded by Ulsh to pay the expenses and file month end financials as presented. **Motion carried; All Ayes.**

Other Business- no other business at this time.

Closing Comments- no closing comments.

Meeting was adjourned- Meeting adjourned at 11:30 a.m. Motion to adjourn by Locey, seconded by Adam. **Motion carried; All Ayes.** The next meeting is tentatively scheduled for **Tues., Oct 23, 2018** at 9:30 a.m.

Submitted for approval on Oct 30th, 2018.

Approved by  _____
John Speeter, Board Chairman