

# 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 4-25-19

Authority Regular Meeting Minutes      Tues. March 19, 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; Director Larry Fischer, Engineers Alan Smaka & Andrew Rudd (WAI), and Attorney Rob Thall (WAI). Guests present were John Stears (Brady Twp resident), John Stodola (Village of Schoolcraft Trustee), John Gisler (Kalamazoo County Commissioner), Scott Sanderson (Village of Vicksburg Police), Jim Meyers (Village of Vicksburg DPW), and Wes Thompson & Jared LeClercq (IAI).

## Review and Set Agenda -

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

## Review of Minutes-

The draft minutes of 1-22-19 were presented for review. Motioned by Locey, seconded by Adams to approve the minutes as presented. **Motion carried; All Ayes.**

## Hear those present-

- John Gisler commented the Kalamazoo County Road Commission's, Dan Moyle will not be running for re-election.
- John Stears made comments about his concerns regarding open communications with local Boards.

## General Correspondence-

- To Jim Mallery- per our LS Maintenance Agreement with the Village of Vicksburg, an adjustment beginning April 2019 will be applied to maintenance fees based on this years 2.8% COLA increase.
- From John Stears- a FOIA request was received via email for meeting packets from Oct 2018- March 2019. In addition, a FOIA subscribing to monthly agenda/packet information will be honored of 6 months.
- To John Stears- Chapman responded via email completing the requirements of the FOIA request.

## Project Status:

- WAI US-131 Feasibility Study/USDA-RD- Smaka noted progress continues on determining discharge limitations for the proposed project, finalizing specific areas involved, meeting with local authorities, etc. Smaka to schedule a meeting with Ulsh to discuss possible property locations for a proposed treatment plant south of the Village of Schoolcraft. Speeter mentioned he had the pleasure of meeting with U.S. Senator Fred Upton who seemed eager to support the

project, offering to write a letter of support, and add any assistance we may need. Upton referred to the loss of a large Toyota facility several years back mainly due to the lack of public sewer on US 131. Speeter noted South West Michigan First has also offered to assist in our efforts. *Speeter to set up meeting with SW Michigan First in this regard.*

- Sprinkle Rd. Gravity Extension- Adams mentioned the Village of Vicksburg continues to discuss the details and timing for the Sprinkle Road pipe extension.

#### New Business-

- Company Credit Card- Speeter noted the SCSWA does not have a credit card to use for expenses, and asked that Chapman be given permission to apply for a company card for future purchases. Thall noted a credit card policy needs to be in place and offered to provide language to the Authority for this purpose. Motion by Ulsh, seconded by Locey to allow Chapman to apply for a company credit card to be used for Authority expenses, and, for Thall to provide policy language for Board approval. Motioned by Ulsh, seconded by Locey. **Motion carried; All Ayes.**

#### Old Business-

- Asset Management (SAW Grant) update / Meter Modeling Equipment-WAI continues to move forward with SAW grant projects to include the installation of the new PLC monitoring equipment and office equipment upgrades. *WAI/Fischer to attend a training meeting at JP Motors this week regarding installation & operation of the equipment.*
- WAI Contract- the WAI contract for general engineering was presented at the March meeting and reviewed by legal counsel. Adams noted, after contract review, he found it to be standard contract language. Motioned by Adams, seconded by Locey to approve the WAI contract as presented last month. **Motion carried; All Ayes.**
- Lift Station #5- Fischer noted he has been in contact with Kennedy Industries regarding the new Flygt pump replacements for LS #5. The installation of the pumps is scheduled for this week. Fischer noted he has been in contact with R Schippers to coordinate the installation.
- O&M Contract- The Infrastructure Alternatives Inc. (IAI) O&M Proposal has been reviewed by legal counsel Thall, and approved by IAI with suggested changes. Thall noted, prior to the start of the new contract, the Village of Vicksburg must provide written acknowledgment of the termination date for the existing O&M Agreement. Motioned by Locey, seconded by Speeter to accept the new O&M Proposal with IAI, to begin at the acknowledged termination date of the current O&M Agreement with the Village of Vicksburg. Fischer to work with the Village of Vicksburg DPW and IAI to provide a smooth transition, and determine an appropriate date for termination of the existing contract. **Motion carried; All Ayes.**
- Clean Water Infiltration Elimination Program (CWIEP)- Chapman noted the inspections are approximately 50% complete and will continue through Sept 2019. Chapman mentioned we have been notified of another home on Indian Lake that is in violation of the Ordinance by use of a ground water sump pump flowing into the public sewer. The homeowner is making arrangements to remedy the situation.
- Lift Station Repairs- Fischer noted he will inspect the wet well conditions (deterioration) at LS #5 to determine when restoration of the wet well is necessary. It may be possible to push this costly repair out to a later date (est. 2-5 years).
- Director Position- Chapman noted, the employment contract for Larry Fischer presented in March has now been reviewed/edited by legal counsel, Thall. Motioned by Ulsh, seconded by Adams to accept the final Director Contract as reviewed/edited by legal counsel. **Motion carried; All Ayes.**
- Rate Resolutions- The April 2019 rate adjustment was been approved by Resolution by both Brady and Pavilion Township Boards at their March 2019 meetings. *Chapman to proceed in*



*making the adjustments to the April 2019 quarterly invoices.*

- Office Internet/equip issues- Chapman/Fischer to meet with F. LaPierre this week regarding the purchase of computer hardware (through SAW) to accommodate the new GIS/Alarm software.

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- General Operating Expenses in the amount of \$14,613.54 were presented for payment. Motioned by Locey, seconded by Speeter to approve the monthly expenses as presented. **Motion carried; All Ayes.**
- Check Register- The monthly check register was presented for approval. Motioned by Ulsh, seconded by Locey to accept the check register as presented. **Motion carried; All Ayes.**
- The financial reports as of February 28, 2019 were presented for approval along with the FYE 2019 Budget Amendments. Motioned by Locey, seconded by Speeter to accept the financials and approve the FYE Budget amendments as presented. **Motion carried; All Ayes.**

Other Business-

- Adams commented, that during the proposed project process, it is necessary to keep the public informed by offering information through meetings, news articles etc.
- Chapman noted the Authority's annual Election of Officers will be on the April agenda.

Closing Comments- no closing comments.

Meeting was adjourned- Meeting was adjourned, motioned by Ulsh, seconded by Adams. **Motion carried; All Ayes.**

The next meeting date was not yet determined at close of meeting, but tentatively scheduled for **Thursday, April 25th** or **Tues. April 30th** at 9:30 a.m.

Submitted for approval on Apr. 25, 2019.

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