

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 NOV 1 2016

Authority Regular Meeting Minutes Tuesday September 27, 2016 9:30 am Pavilion Twp. Hall

Note: Meeting rescheduled from week prior which had been postponed due to lack of a quorum.

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 President) & Trustee Bill Adams (Village of Vicksburg President). None absent. Also present were Director Rich Pierson and Administrator Cindy Chapman, Alan Smaka (Wightman & Associates, Inc-Engineer), Jim Mallery (Village of Vicksburg Manager), Guests- Frank Lapeer and Ryan Miller (WAI), Ken Schippers (retired Vlg Vicksburg Mgr/DPW), Mike Schwartz and Dan Frizzo (Prein & Newhof).

Review and Set Agenda - The agenda was presented for review. Motioned by Smith, seconded by Ulsh. **Motion carried; All Ayes.**

Review of Minutes- The draft minutes of 8-16-16 were presented for review. Motioned by Ulsh, seconded by Smith to approve the minutes as presented. **Motion carried; All Ayes.**

Hear those present- No guest comments at this time.

General Correspondence-

- To: Mike Breneman- in response to property owners request to discontinue usage invoicing, a letter was mailed stating it is necessary to cap the sewer line to avoid sewer usage fees. The house demolished in 2014, with garage left standing, has no record of sewer line being capped, and no rebuild planned as required by Brady Township. Several failed attempts have been made via email/phone conversations to inspect and confirm the sewer line had been capped properly. Smith noted, he met with the demolition contractor Gordon Milnes yesterday (9-26-16) on the site (11192 E. Indian Lake Dr.) and witnessed the capping of the 4" sewer line. Milnes could not verify it had been capped at time of demo in 2014. Motioned by Smith, seconded by Ulsh to discontinue invoicing for usage as of 9-26-16, with no reimbursement of previously invoiced fees. **Motion carried; All Ayes.** *Chapman to monitor this address for rebuild and reconnection to sewer.*
- To: James Mallery- a letter from Pierson outlined the Asset Management opportunity (SAW) discussed at last meeting to purchase and implement GIS technologies to enhance the level of service to Indian/Pickrel customers, and potentially all customers in the South County region, by expanding our maintenance partnership with the Village of Vicksburg to include GIS technology in-house.

Project Status:

- WAI Feasibility Study- Smaka provided a brief update noting Sugarloaf Lake petitions will be submitted soon and N. US 131 Businesses are being contacted. Rettenmaier USA was also contacted. *Pierson will meet with Portage regarding the 3 properties within Portage in the Sugarloaf area.*
- GIS presentation- WAI representatives, Lapeer and Miller, presented a PowerPoint presentation beginning with an explanation of the Indian/Pickerel SAW grant key elements to include implementation of GIS technology and work order systems. Using the WAI on-line configuration, a GIS based work order system would allow office and maintenance staff to communicate and coordinate daily and on-going maintenance of the system.
- SAM-exp Dec 2016-Chapman noted the annual registration for grant consideration through SAM is due in December at a cost of \$600. Smaka believes this is a free service and asked Chapman to contact him in this regard. *Chapman to follow-up with Smaka.*

New Business-

- E. Indian Lake Dr. Flood- On August 17th, Indian Lake at the north end of the Nazarene Camp flooded due to excessive rain. Our lift station, servicing homes on north E. Indian Lake Dr. area, was unable to keep up with the additional flow. A summary of events and estimated expenses (\$20,000 +/-) was included in the packet for review. With the use of Vac trucks and an additional pump (provided by City of Battle Creek) we were able to maintain the water level to avoid backups into homes. The Board discussed the need to purchase a portable pump to have on hand for these rare occurrences. Pierson and Schippers are researching purchase options between \$8000-\$16000 for a high volume, submersible pump. *Chapman to check with insurance company regarding a Risk Reduction Grant to help with the purchase.*
- Asset Mgmt (SAW)- continued discussion regarding pre-SAW grant use of funds.
- Demolished Homes/No rebuild- *Pierson to write policy to present to Board next meeting.* As discussed, when a home is demolished the property owner/contractor is required to cap the sewer line as close to the 6" lead as possible and have it inspected by Vicksburg DPW and photographed for our file.
- Cash Flow update- Chapman presented the annual Cash Flow summary for review noting a projected cash surplus of \$40,000 after final debt service payments are made in Dec 2017. Any surplus will be able to be designated to repair and maintenance of the system.

Old Business -

- New Connections pending (Indian/Pickerel)
 - (1) Crowne Pointe Shores (UV Ave PUD)- New construction on-going, final inspections pending. 2nd house construction is anticipated this year.
 - (2) Nisenson-6685 East UV Ave.-New construction on-going, final inspections pending.
 - (3) Shaw-5501 E. TU Ave.-New construction on-going, final inspections pending.

Old Business-Inactive- n/a

Financial Review-

General Operating Expenses in the amount of \$24,083.55 were presented for payment approval along with the monthly check register and financial reports as of August 31st, 2016. Motioned by Ulsh, seconded by Gunnett to pay the expenses, accept the check register, and file the financial reports as presented. **Motion Carried; All Ayes.**

Other Business- Ulsh noted a recent News Channel 3 report noting Sunset Lake's water quality (i.e. health advisory) and some residents disagreeing on the source; geese or septic issues.

Board's Closing Comments – Guest, County Commissioner, John Gisler noted he was pleased to become more aware of the Authority's roles and proposed sewer projects, and offer what assistance the County had to offer.

Meeting was adjourned -

Meeting adjourned by Chairman White. The next meeting is scheduled for **Tues. November 1st at 9:30 a.m.**

Submitted for approval on NOV 1st, 2016. Approved by Donald K. Ulsh
Don Ulsh, Secretary/Treasurer