

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 December 18, 2018

Authority Regular Meeting Minutes Tues. November 27th, 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); 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 ; Administrator Cindy Chapman; Engineer Andrew Rudd (WAI); and Guest John Gisler (Kalamazoo County Commissioner).

Review and Set Agenda -

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

Review of Minutes-

The draft minutes of 10-30-18 were presented for review. Motioned by Ulsh, seconded by Locey to approve the minutes as presented. **Motion carried; All Ayes.**

Hear those present- no comments.

General Correspondence- no correspondence

Project Status:

- WAI US-131 Feasibility Study/USDA-RD- Rudd mentioned tasks to move forward on the project are being reviewed and completed. Pierson suggested the Board form a subcommittee of two board members representing Schoolcraft Twp and Vlg of Schoolcraft (with potential customer consideration) to continue discussions with our financial/bond councils as we proceed.
- Sprinkle Rd. Gravity Extension- Pierson noted we are waiting for a proposal from the Village of Vicksburg regarding cost commitments for this project. In addition, Speeter noted a potential new sub-division in Pavilion Township (48 potential homes) is being considered on Sprinkle Rd. across from the Byholt property. The contractor will bring information to the Township as negotiations progress. Pierson reminded the Board that any new connections fees collected on Sprinkle Rd. will go to pay off the loan borrowed from Pavilion for the 2005 project.

New Business- No new business

Old Business

- Asset Management (SAW Grant)-
 - WAI update-Rudd noted Manhole scans under the SAW grant are in the process of being completed next week.
 - Meter Modeling Plan- Rudd handed out specifications from JP Motors listing the obtainable record data available through the PLC system at each pump station (i.e. wet well levels, flow rates, rainfall amounts, historical averages etc.) Rudd noted the original

cost quote of \$57k did not include \$5k to install poles at each LS to carry the equipment bringing the new cost estimate to \$62k. Motioned by Speeter, seconded by Locey to approve the cost of \$62k pending review of the specifications by Director Pierson.

Motion carried; All Ayes.

- SAW Distribution/Expense DR #4- Included in the packet was SAW Distribution Packet #3 in the amount of \$20,000.40, covering WAI engineering fees. Pierson referred to the documents noting line items adding up to the total submitted and indicated to WAI that the Authority receive documentation of the line items for each Distribution for our files. Motioned by Speeter, seconded by Ulsh to approve DR#4 and the expenses submitted for payment and request that WAI electronically send the expense detail to Chapman for filing. **Motion carried; All Ayes.**
- Clean Water Infiltration Elimination Program (CWIEP)- Chapman informed the Board of the progress on the program inspections. She noted, Schippers has completed 131 inspections to date with another 35 scheduled at this time. Two illegal connections confirming ground water flowing into the public sewer were confirmed, one has been corrected and re-inspected. A letter will be mailed to the second violator stating the plumbing must be rerouted within a 90 day time period to avoid fees. Randy Smith has completed inspections of 20 camp facilities and will begin working on the 163 residential homes within the Nazarene Camp. Certificates of Compliance have been mailed to the property owners where inspections passed. *Chapman will continue scheduling inspections through the winter and spring and send reminder notices in the January and April invoices.*
- Lift Station Repairs- Pierson noted we have yet to receive estimated costs of the repair needs determined by IAI during their LS evaluation. *Rudd to contact IAI in this regard.* Pierson noted, he asked WAI to confirm a failed check valve at LS #6 last week. With that confirmation, Pierson asked Ken Schippers to take a look at possible options to repair rather than replace the check valve. *Chapman to follow up on these issues.*
- Director Position- Speeter passed out a "draft" advertisement in search for a replacement for Director Pierson who is retiring at the end of this year. The sub-committee will be seeking applications/resumes and setting up interviews during the month of December. Pierson indicated he would continue to be available by phone into 2019 to assist in any transition that needs to occur, but that the level of effort necessary has tripled with the CWEP, SAW and US-131 efforts, and he no longer is able to commit this level of time.
- Office Internet/equip issues- Speeter noted the office facility space for SCSWA is no longer adequate for the administrative needs of the Authority. As new projects come on, Chapman's salary, filing space and the potential for a part time assistant need to be addressed. Chapman noted as the budget is reviewed for the next fiscal year, we will look at the potential for some needed changes.
- SCSWA/Vicksburg O&M (operations & maintenance) Agreement- Pierson noted we are still waiting for the "letter of notification" from the Village of Vicksburg regarding their decision to terminate the O&M agreement. Locey suggested waiting until December to contact Village Manager Jim Mallery in this regard.
- New Construction- Chapman noted, the new connection at 10397 S. 29th St. (Pavilion Twp) estimated November is still pending. *Chapman to check in with the contractor/property owner regarding status.*
- Articles of Incorporation- Pierson noted an amendment regarding the voting structure language (using the new language suggested by legal counsel Thall) definitely needs to happen, but can be tabled until other potential amendments are needed relative to the proposed US131 project. This item to be moved to Old Business-Inactive.

Old Business-Inactive

- Sprinkle Rd Finance Contract- Discussion is tabled until 2020 regarding Pavilion Township interest due on SR Contract.

Financial Review-

- General Operating Expenses/Financial Reports - General Operating Expenses in the amount of \$62,545.03 were presented for payment, and financial reports as of October 31st, 2018 were presented for approval. Motioned by Locey, seconded by Ulsh to pay the expenses and file month end financials as presented. **Motion carried; All Ayes.**

Other Business-

Closing Comments- Gunnett noted the talk circulating in Schoolcraft saying the potential US 131 project must flow north to the Kalamazoo treatment plant -versus- building our own treatment facility, may be a stumbling block for Village residents. Pierson noted the option for our own wastewater facility and the option for pumping north have always been evaluated on their own merits, and a wastewater facility is permissible under the MDEQ rules. WAI will address these options in the near future. Speeter suggested we contact our newly elected Senator Sean McCann to bring him up to speed in this matter. *Speeter to contact Senator McCann on behalf of the Authority.*

Meeting was adjourned- Meeting was adjourned, motioned by Locey, seconded by Speeter. **Motion carried; All Ayes.** The next meeting is scheduled for **Tues., December 18, 2018** at 9:30 a.m.

Submitted for approval on Dec. 18, 2018.

Approved by 
Don Ulsh, Secretary / Treasurer