

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 September 12, 2017

Authority Regular Meeting Minutes Tues. August 15th, 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), Trustee Keith Gunnett (Village of Schoolcraft Council President) and Trustee Bill Adams (Village of Vicksburg Council President). Also present were Director Rich Pierson and Administrator Cindy Chapman, Alan Smaka (WAI engineer), Andrew Hartwick (GLSWA GIS expert) and 17 guests (see attached list).

Review and Set Agenda -

The agenda was presented for review. Smith requested we move item 8a (GIS/Asset Mgmt Demo) to 4b on the agenda. Motioned by Smith, seconded by White to accept the agenda with requested change. **Motion carried; All Ayes.**

Review of Minutes-

The draft minutes of 6-20-17 were presented for review. Motioned by White, seconded by Adams to approve the minutes as presented. **Motion carried; All Ayes.**

Hear those present-

No comments were made at this time.

Asset Mgmt-SAW (GIS Demo)- Pierson introduced Andrew Hartwick (Anderwylde LLC, GIS Technician) who presented the GIS platform developed for the Gull Lake Sewer Authority. Hartwick showed how integration of mapping layers can be customized to show detailed information about the sewer system, linking to parcels, customer data bases, billing systems, and work order scheduling & details for LS's, MH's and any given pipe on the system. In addition, documents stored per parcel (i.e. location maps, correspondence, etc.) can also be linked and easily accessed from the field. Guests, from neighboring government municipalities, commented on the useful aspects of having this information available and at their fingertips. Guest Joanna Johnson (RCKC) commented on the coordination and cooperation of these systems from the state and local levels and how they could be useful on a much larger scale. The South County S&W Authority is considering adopting a similar GIS platform as part of their SAW grant eligible asset management plan. Thanks to Andrew for sharing his knowledge and technical background.

General Correspondence-

- MI Par Plan- On June 16th, the Authority, as a par plan member, received a dividend

distribution in the amount of \$116.27 based on calculations for the 2011-2014 calendar years.

- Authority Board & Guests- The Authority invited member municipalities and their guests to join us for a GIS presentation on Aug 15th.
- Chapman Memorial Church (CMC)- Based on our 2011 agreement with CMC, an annual rate adjustment was calculated based on the previous fiscal years metered flow readings. Beginning July 2017 usage rates will be based on 4.2 REU's, a .1 REU increase from the previous year.

Project Status:

- WAI Feasibility Study- Smaka noted he has met with and is scheduling meetings with several business owners along the US 131 Corridor who continue to have interest in an extension of public sewer and water to accommodate their businesses.

New Business

- Audit - The 2016-2017 Audit is complete, Seber Tans PLC will present the audit financial summary at the September Board meeting.
- Accounting software- Included in the packet was a memo summarizing an accounting software data corruption/complication in our Sage Accounting software program prepared by C. Chapman. She noted, through conversations with Sage tech support and our auditor Monica Loegel, the issue has been corrected; however, she advised the Board her concerns of potential future software complications. We will be investigating the costs and functionality of other accounting programs that may better serve our needs in the future. *Chapman to update of Board of her finding in September.*
- Certified Delinquent Accts- Included in the packet was a preliminary list of customer accounts with delinquent balances over 6 months old. Chapman noted a Sept 1st letter will be sent to property owners stating delinquent balances after Oct 1st will be certified to the Township Treasurer and added to the 2017 Winter Tax rolls. Motioned by White, seconded by Smith to send notification to the property owners, and, as per our Ordinance, certify remaining unpaid balances to the tax roll after Oct 1st. **Motion carried; All Ayes.** *Chapman to send the Sept 1st letters to property owners in this regard.*
- Clean Water Elimination- a 2 pg "draft" letter to property owners implementing a Clean Water Elimination Program was presented for Board discussion. Pierson noted, after discussion with legal counsel, we drafted a letter to enforce the existing Wastewater Ordinance by applying fees for violations of ground water entering the system (via illegal sump pump connections), and/or raising usage rate to cover additional flow costs. In order to avoid an increase in rates, we are proposing that property owners allow the Authority to do an inside plumbing inspection of their homes to insure "only" proper connections to the public system are in place. The Board agreed this approach may be necessary to eliminate the excess water infiltration we are experiencing. Smith asked and Pierson agreed to establish a cost estimate associated with this approach by the September board meeting. Pierson asked each Board member to review the letter and provide their review / evaluation.

Old Business

- Risk Reduction Grant- A Grindex submersible pump for use in emergency situations (i.e. floods, plugged manholes, etc.) has been purchased and will be delivered to the Village of Vicksburg within the next 2 weeks. The pump will be available to maintenance staff for use within the Indian/Pickerel and Sprinkle Rd. districts.
- Lift Station #3 -
 - Generator installation- The new Kennedy Industries generator has been installed and is ready for use at LS #3 on UV Ave. Pictures were shared.
 - LS #3 site work-Thanks to Ken Schippers who put in several hours of hard work and coordination to upgrade LS #3, with removal of old concrete, replacement with gravel/limestone and landscape ties along with the installation of the new generator, and providing a lead for the Crowne Pointe Maintenance Building.
Chapman to send a thank you card to Ken from the Board.
- Crowne Pointe Maintenance Building- a sewer lead has been provided from the wet well at LS #3 for the connection of the maintenance building under construction at Crowne Pointe Shores.
- New Connections pending-
 - Naplin, 6684 Hayward Dr.- now complete
 - Nuyen, Crowne Pointe Lot 5 -now complete
 - Boonstra, 10270 S. Sprinkle Rd.- now complete

Old Business-Inactive- n/a

Financial Review-

- General Operating Expenses in the amount of \$61876.32 were presented for payment. The monthly check register and financial reports as of July 31st, 2017 were presented for approval. Motioned by Ulsh, seconded by Adams to pay the expenses as presented and file the financial reports as presented . **Motion carried; All Ayes.**
- Budget Amendment- Roll Call vote-Smith, White, Ulsh, Gunnett, Adams-All Ayes

Other Business- No other business at this time.

Board's Closing Comments – n/a

Meeting was adjourned - The next meeting is scheduled for **Tues., September 12th at 9:30 a.m.**

Submitted for approval on Sep 12, 2017.

Approved by 
Don Ulsh, Secretary/Treasurer

8-15-17 SCSWA Board Meeting
 List of Guests Present-

	<i>Name</i>	<i>Organization</i>
1	Sue Hoch	City of Kalamazoo
2	John Gisler	Kalamazoo County
3	Marc Elliott	Oshtemo Township
4	Ryan Miller	Wightman & Associates
5	Tracy Locey	Brady Township
6	Lotta Joarnefelt	Kalamazoo County Planning
7	Christopher Bessert	Kalamazoo County
8	Jason Docsa	LD Docsa
9	David Docsa	LD Docsa - DPW
10	Jim Cripps	Kalamazoo County DPW
11	Claudia Stinten	Comstock Township
12	Cathy Harrell	Comstock Township
13	Joch Stefforia	Comstock Township
14	Bret Padgett	Comstock Township
15	Jamie Backer	Oshtemo Township
16	Ren Clark	Oshtemo Township
17	Joanna Johnson	RCKC