

# 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 Aug 28, 2018

Authority Regular Meeting Minutes      Tues. July 24, 2018 9:30 am      Pavilion Twp. Hall

Regular Meeting was called to order at 9:30 a.m. by Vice Chairman John Speeter (Pavilion Township Supervisor). Present were Trustee Tracy Locey (Brady Township Supervisor), Secretary/Treasurer Don Ulsh (Supervisor, Schoolcraft Township), and Trustee Bill Adams (Village of Vicksburg Council President). Trustee Keith Gunnett (Village of Schoolcraft Council President) was absent. Also present were Director Rich Pierson, Administrator Cindy Chapman, Engineer Alan Smaka, Frank LaPierre & Andrew Rudd (Wightman & Associates Inc.), and Guest John Gisler (Kalamazoo County Commissioner).

## Review and Set Agenda -

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

## Review of Minutes-

The draft minutes of 6-19-18 were presented for review. Motioned by Ulsh, seconded by Adams to approve the minutes as presented. **Motion carried; All Ayes.**

## Hear those present-

- John Gisler- County Commissioner Gisler gave an update regarding the upcoming elections.

## General Correspondence-

Jim Mallery- Pierson sent an email to Mallery requesting they meet prior to the SCSWA Board meeting to discuss the O&M contact issue. Pierson noted, he spoke with Mallery by phone. Mallery stated he does not believe there is a window for renegotiation regarding the current O&M contract, but will bring the subject to the Village council in August. After further Board discussion, Adams offered to communicate directly with Mallery in this regard.

## Project Status:

- WAI US-131 Feasibility Study- Engineer Andrew Rudd noted 25% of the petition drive along the US-131 corridor is complete. Rudd is continuing with business contacts and environmental clearances are being established. Smaka noted "draft" project USDA submittal should be available within the next 30-days.
- Sprinkle Rd. Gravity Extension- Smaka noted a "draft" Memo of Understanding had been emailed to Mallery and Village engineer Schwartz earlier today. The memo considers a collaboration of efforts from the Village of Vicksburg and the Authority as they extend gravity sewer (north and south) to the intersection of TU Ave and Sprinkle Rd. Smaka noted a time frame for construction bids is crucial to beginning construction in 2019, and therefore, if the Village project is not bid out by February (including the SCSWA portion), it may be necessary for the Authority to do a stand alone project (due to the Authority's excess water issues).

New Business- No new business to report at this time.

### Old Business

- Asset Management (SAW Grant)- After final review with Pierson, Smaka and Chapman, SAW Grant Project Manager Frank LaPierre presented the PMP (Project Management Plan) to the Board. The PMP allocates dollar amounts to each task line item to be accomplished by the SAW, although such dollars are not 'cast in stone' and may be adjusted as needed during the project. Motioned by Adams, seconded by Locey to establish the SAW PMP/Budget as presented and appoint John Speeter as signatory for all SAW disbursements. **Motion carried/ All Ayes.**
- Water Elimination Program- With ongoing discussion of excess water infiltration believed to be caused partially by illegal sump pump connections, Pierson noted, by Smaka's suggestion a new concept in collecting fees to compensate for excess charges to the Authority (i.e. treatment, maintenance, inspections etc.) The suggested approach will charge the property owners an initial fee that can be reimbursed upon scheduling an internal home inspection with the Authority (within 90 days) to determine proper or illegal connections to the public sewer. Once the inspection is scheduled the property owner will not pay additional fees unless the subsequent inspection determines the property owner is contributing clean water to the system. If no inspection is scheduled, the fees to those property owners will continue and possibly increase to cover the actual Authority's costs for pumping and treating the excess clean water. *Pierson to revise the Water Elimination Letter for approval to proceed at the August Board meeting.*
- Vicksburg O&M Agreement- previously discussed under Correspondence.
- Insurance- pending information from Decker Agency regarding additional back-up coverage.
- Grinder Pump Warranty- Pierson spoke with the Grinder pump manufacturer and noted a 2 year warranty is available when a warranty registration is submitted on each unit. *Pierson to obtain warranty registration form and submit for the unit recently replaced at the Deal property.*
- Election of Officers- Motioned by Ulsh, seconded by Adams to elect John Speeter as Board Chairman (replacing Randy Smith), and Tracy Locey as Vice Chairman (replacing John Speeter), with all other elected positions remaining as is. **Motion carried; All Ayes.**
- Annual Audit- Seber Tans scheduled to present summary on August 28th.
- New Construction- Chapman mentioned two new sewer connection fees (\$5200+\$10400) pending; Crowne Pointe Shores Lot #6 (Brady Twp) and 10397 S. 29th St. (Pavilion Twp). Both homes are under construction at this time.

### 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. Target date: Summer 2020.
- Website Language- the website language regarding Repair & Replacement Fees needs clarification to allow using a portion of these funds for operations and maintenance and SAW. Rate resolution modifications at Pavilion and Brady Township Board levels will be required. Target date- November 2018..
- Articles of Incorporation- an amendment to the Articles regarding "voting structure" was been recommend by legal counsel and tabled for discussion until September when other changes to the Articles may also be needed. Target date – September 2018.

### Financial Review-

- General Operating Expenses in the amount of \$34,814.19 were presented for payment. Chapman pointed out additional expenses due to City of Kalamazoo's increased treatment charges due to excessive flow issues. Motioned by Adams, seconded by Ulsh to pay the expenses as presented 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 10:45 a.m. Motion to adjourn by Ulsh, seconded by Adams.  
**Motion carried; All Ayes.** The next meeting is tentatively scheduled for **Tues., August 28th, 2018** at 9:30 a.m.  
Pierson noted he would be available by phone only for meetings beginning in August.

Submitted for approval on 8 28<sup>th</sup>, 2018.

Approved by   
Don Ulsh, Secretary / Treasurer