

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 March 15, 2016

Authority Regular Meeting Minutes Tuesday January 26th, 2016 9:30 am Pavilion Twp. Hall

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), and Trustee Bill Adams (Village of Vicksburg President). Trustee Keith Gunnett (Village of Schoolcraft President) arrived at 9:35 a.m. None absent. Also present were Director Rich Pierson, Administrator Cindy Chapman, Engineer Alan Smaka (WAI), Lisa Deming (Village of Vicksburg Utility Clerk) and two guests, Luanne Czochara (Sunset Lake resident), and Bob Sacksteder (Barton Lake resident).

Review and Set Agenda - The agenda was presented for review and accepted as presented.

Review of Minutes- The draft minutes of 12-15-15 were presented for review. Motioned by Ulsh, seconded by Smith to approve the minutes as presented. **Motion carried; all Ayes.**

Hear those present-

- Luanne Czochara- Luanne reminded the Board she is waiting for documentation on the status of the Village of Vicksburg infrastructure. Adams noted the study is not yet complete under the SAW grant. Pierson noted the report will be forwarded to her by Sept 1, 2016. Czochara also had questions and concerns regarding the grant and the petition process. Smaka invited Czochara to meet with him to discuss and clarify all the documentation available on the WAI website.
- Bob Sacksteder- Bob reiterated concerns from Barton Lake residents regarding the project scope and petitioning process, and stated residents of the initial district have declined the petition by 3 to 1. He noted, unfortunately the process has brought about many negative feelings among residents. He also noted items he believes would help gain residential confidence and trust in a project. (1) Fixed district allocation, (2) Environmental proof, (3) accuracy in hook-up cost estimates, (4) monitor social media, (5) eliminate changes to project mid-stream, and (6) simplify project web-site information.

General Correspondence- no correspondence at this time.

Project Status:

WAI Feasibility Study-

- a. Petition/General updates- Smaka presented the project overview to the Vicksburg Village Council in a work session on January 5th. The initial response was positive and to continue to explore possibilities.
- b. USDA Pre-application- the pre-application has been submitted to determine fund eligibility for a grant. Smaka expects a response will be received by March or April.

New Business-

- 2016-2017 Revenue Expense Budget- a preliminary budget worksheet was handed out to Board members for review prior to the March 15th Board meeting when Board approval for the next fiscal year will be required. Chapman asked the Board members to review the material and contact her with any concerns.

Chapman to prepare a Cash Flow for the March meeting and a final budget to be distributed to Board members prior to the meeting.

Old Business Active-

- Village of Vicksburg-O&M Agreement- Pierson handed out a "draft" revised agreement to extend the maintenance contract with the Village of Vicksburg DPW for an additional 5 year period. Pierson noted only minor changes to the agreement had been proposed to clarify the working relationship on an on-going basis. Schippers and Pierson had reviewed and believe the "draft" wording to be acceptable. Motioned by Smith, seconded by Ulsh to accept the "draft" agreement to be presented to the Vicksburg Village Council for approval on Feb 15th, subject to minor changes that the Village may elect to insert and legal review. **Motion carried; all Ayes.** Thanks to Ken Schippers and his staff for their years of fine work on the Authority's sewer system.

Old Business-Inactive-

- Authority/Vicksburg utility billing- pending until future development. Pierson asked that this item be removed from the agenda until future discussion.
- New Connections pending (Indian/Pickerel)
 - Crowne Pointe Shores (UV Ave PUD)- on-going construction. Chapman noted, engineer Harris had contacted her regarding procedures for sewer connections.

Financial Review-

- General Operating Expenses in the amount of \$23,081.94 were presented for payment approval. The check register and financial reports were also presented for review. Chapman noted the unpaid Audit expenditure questioned last month has been invoiced and was paid this month. Smith questioned other line items that have remaining balances at this time. Chapman/Pierson clarified, noting some items are yet to be invoiced and paid this fiscal year, where other estimated line items, such as O&M, fortunately, may not require the full amounts designated. Motioned by Smith, seconded by Adams to pay the expenses, accept the check register, and file the financial reports as presented. **Motion Carried; All Ayes.**

Other Business- no comments

Board's Closing Comments –

- Adams noted his enthusiasm since Lisa Deming has taken over the utility billing in the Village of Vicksburg. He noted the Village has recovered additional revenue by focusing on non-revenue water loss due to bad or unreadable meters.

Meeting was adjourned -

Meeting adjourned by Chairman White. Motioned by Smith, seconded by White. **Motion carried; all Ayes.** The next meeting is scheduled for **Tues. March 15th at 9:30 a.m.** **No meeting is scheduled for February.**

Submitted for approval on March 15, 2016. Approved by Donald K. Ulsh
Don Ulsh, Secretary/Treasurer