

South County Sewer & Water Authority

(Serving the Townships of Brady, Pavilion & Schoolcraft)

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DRAFT: submitted for approval on 11/28/23.

Authority Regular Meeting Minutes of Tues. Oct. 24, 2023, 9:30 a.m.

Regular Meeting was called to order at 9:30 a.m. by Board Chair John Speeter (Pavilion Township Supervisor). In attendance were Vice Chair Tracy Locey (Brady Township Supervisor), Secretary/Treasurer Don Ulsh (Schoolcraft Township Supervisor), Trustee Keith Gunnett (Village of Schoolcraft President) and Trustee Tim Frisbee (Village of Vicksburg President). Also present were SCSWA Executive Director Frank LaPierre and the SCSWA Attorney Rob Thall.

Review and Set Agenda -

Today's meeting agenda was presented for review. Motioned by Locey, seconded by Ulsh to approve the agenda as presented. **Motion carried.**

Review of Minutes-

The draft minutes of the Sep. 26, 2023 meeting were presented for review. Motioned by Ulsh, seconded by Locey to approve the draft minutes as presented. **Motion carried.**

Hear those present - N/A

General Correspondence-

- FOIA request / response to Mr. Stears was included in the Board Handouts.
- SCSWA Audit CAP was summarized by LaPierre and included in the Board Handouts.

Active Project Status-

- Baker Tilly Rate Study Final Report- LaPierre presented the Baker Tilly Rate Study Final report. LaPierre referenced the annual rate and annual "cash and investment" forecasts modeled by Baker Tilly beginning year 2024/25, for two scenarios. The recommended rate increases were consistent for scenarios with 2 and with 4 capital improvement projects ("CIPs") forecasted for the City of Portage. 2 CIPs were confirmed by Portage.
 - Locey suggested that a separate R/R account fund could be carried on the SCSWA balance sheet to help highlight the specific reserve account balances that are necessary to fund the forecasted City of Portage project repairs.
 - All agreed that clear communication to SCSWA customers would be effective in explaining the rate increases that are necessary to fund the City of Portage capital improvement projects.
 - LaPierre reiterated that the rate study was commissioned to help validate the rate increases and communicated that he will provide DRAFTS of the rate increase letter and ideas for carrying separate fund balances at the January Board Mtg.

- Village of Schoolcraft Update- Gunnett updated that the village is still working on developing a new water well to provide service to the Village. The existing water wells servicing the Village are old and there is a need to locate a new well location. Gunnett also updated that the Village is currently focused on lead water line remediation which is required by State mandate.
- St. Joe County Collaboration Project- LaPierre updated that the recent Steering Committee meeting was held on 10/16/23. The Steering Committee approved the final WWTF plan that will be published and presented to the State of MI Legislators and to Federal Funding channel sources with a request for funding support of the buildout of the WWTF. LaPierre predicted that the final WWTF Plan will be published within 2 weeks and presented at the SCSWA November Board Meeting.
 - LaPierre also updated that he will attend a 4PM meeting today at Lockport Township, at Lockport's request, to discuss their interest in expanding their water system up 131 to the county border and potentially into Schoolcraft Township to service Schoolcraft businesses.

New Business

- SCSWA Force Main Condition Assessment- Thall conducted a preliminary review of the current agreements with Vicksburg. He had some questions and requested to review with Speeter and LaPierre and to provide an update at the November Board meeting.

Old Business-

- Amendment to the Articles of Incorporation- Thall updated that The Village of Schoolcraft still needed to sign the Amendment to become effective. Gunnett agreed to schedule a virtual meeting including Thall, Gunnett, Cheri Lutz and LaPierre to review the execution of the Amendment.
- Maintenance Update- The Sep. 2023 O/M report from GLSWA was included for Board review.

Financial Review-

- General Operating Expenses/Check Register/Financial reports- General Operating Expenses and Payroll Expenses were presented as of Oct. 13th, 2023. The SCSWA financial reports of Sep. 2023 were presented. Motioned by Locey, seconded by Ulsh to approve the operating and payroll expenses and accept the financials as presented.
Motion carried.

Any other Business: N/A

Closing Comments: N/A

Meeting Adjourned- The meeting was adjourned at 10:22 a.m. Motioned by Ulsh, seconded by Speeter to adjourn the meeting. **Motion carried.**

The next meeting is tentatively scheduled for Nov. 28th, 2023 at 9:30 a.m.

Submitted for approval on: 11-28-23, 2023 Approved by: M.K. Ulsh
Don Ulsh / Secretary