



MINUTES OF THE August 15, 2022, REGULAR BOARD MEETING

Authority Board Meeting

1:30 p.m.

CALL TO ORDER/ ROLL CALL: Chairperson Harma called the meeting to order at 1:32 p.m. Commissioners present were Lysanne Harma, Jimmy Stoneburner, and Barry Bower. Commissioners Jeff Sorensen and Christina Hutchings were absent with notice. Also present were Executive Director John Crumb, Executive Assistant Heather Mezo, Office Manager Leslee Schnepf, Attorney Rob Thall, Field Superintendent Aaron Grogg, Water Superintendent Bill Bresson, Engineer Paul Schram, Audit Firm Robert Loftus and Monica Loegel.

REVIEW AND SET THE AGENDA

Stoneburner made the motion to set the agenda as amended. Motion was seconded by Bower.

Motion carried; all ayes.

HEAR THOSE PRESENT: Nothing was presented.

Auditor Presentation FYE 3/31/2022

Motion

Stoneburner made the motion to allow the auditors to file the audit with the State of Michigan on the Authority's behalf. Motion was seconded by Bower.

CONSENT AGENDA:

Motion

Gull Meadow Farms will be adding to their system, but it will remain a private system. 11938 Yorkshire invoice for installation, this includes additional cost requested by homeowner. FOIA Response for 1383 W Gull Lake Drive was a letter from Attorney's office to explain FOIA procedure.

Bower made the motion to approve the consent agenda as amended. Motion was seconded by Stoneburner

Motion carried; all ayes.



NEW BUSINESS

Sewer Permit Fee Increase Motion
 Authority would like to increase the permit fee from \$90 to \$100. This reflects the cost of staff covering 2-hours of work. Also requesting to start billing at connection date.

Bower made the motion to approve the sewer permit fee increase and begin billing at connection date. Motion was seconded by Stoneburner.

Motion carried; all ayes.

Invoice Cloud Suite Motion
 Change in credit card processing company. This will integrate with the billing system yet allowing the Authority to pass the processing fees to the users.

Stoneburner made the motion to approve the change in credit card processing companies. Motion was seconded by Bower.

Motion carried; all ayes.

BS&A Online Motion

The authority would like to add the BS&A Online and Cash Receipting Suites. These suites integrate the credit card processing and allow users to view their bills online boosting staff productivity.

A motion was made by Bower and seconded by Stoneburner to approve the addition of the BS&A Online and Cash Receipting Suites.

Motion carried; all ayes.

Delinquent Accounts Motion

Staff to follow up with tax-exempt entity that is showing as delinquent.

A motion was made by Stoneburner and seconded by Bower to approve certification of delinquent accounts to respective tax rolls.

Motion carried; all ayes.



Surplus Equipment Disposal Motion
 This is an annual list of equipment brought before the Authority Board for the proper method of disposal.

A motion was made by Stoneburner and seconded by Bower to dispose of the surplus equipment at the discretion of the Director.
Motion carried; all ayes.

Past due invoices from A1 Mechanical and A-1 Asphalt. Motion
 Attorney Thall will be sending letters to each contractor regarding their past due invoices. The Authority requests of the supporting Townships to not enter contracts with contractors or vendors that are past due on Authority invoices.

A motion was made by Stoneburner and seconded by Bower requesting the supporting Townships to avoid entering contracts with contractors or vendors that are indebted to the Authority.
Motion carried; all ayes.

A motion was made by Stoneburner and seconded by Bower authorizing Attorney Thall to send a letter to A1 Mechanical and to provide an alternate option for collection on the A-1 Asphalt invoice.
Motion carried; all ayes

N 20th Street and Colby Ave, I&I Discussion
 Plummer’s Environmental indicated the cause of the leak was due to a crack in the pipe and provided supporting documentation from the repair process. The leak occurred on infrastructure that lies within 1,000 feet of an insured structure. We are in contact with our insurance agent regarding a claim for our losses that exceed \$220,000.00.

Sherman Lake Update Discussion
 Bond was sold to Highpoint Community Bank at 3.75%. We have a total of 81 connections participating in the project out of a possible 97 connections. This is a 83.5% participation rate.

M-96 Pipe Rehab Update Discussion
 The Authority, the Contractor, and the Engineer have set a pre-construction meeting for September 1, 2022, to finalize a project schedule for the pipe lining. The schedule will be presented at the September board meeting. Tentatively, project completion should occur in late October or early November.



City of Kalamazoo mid-year rate increase proposal Discussion
The City of Kalamazoo projects a raise to the wastewater rates of 10% with a target date of
October 1, 2022.

OLD BUSINESS: On Going Projected

Crumb included the Old Business On-Going update in the packet emailed to the Board.
There were no questions.

CLOSING COMMENTS

The Authority will be close on September 15th for the staff to participate in the United
Way Day of caring program.


ADJOURN.

The meeting was adjourned at 3:54 p.m.

NEXT MEETING:

MONDAY, September 19, 2022, 1:30 P.M.

Submitted for approval


Jimmy Stoneburner – Secretary