

**LIVINGSTON COMMUNITY WATER AUTHORITY
MAY 17, 2017 REGULAR MEETING 9:00 A.M.
GREEN OAK CHARTER TOWNSHIP HALL
10001 SILVER LAKE ROAD BRIGHTON, MI 48116**

M. St Charles called the meeting to order at 9:00 A.M. The Pledge was recited.

ROLL CALL

Present: L. Weaire, P. Michel (Charter Township of Brighton); M. St. Charles, R. Everett (Green Oak Charter Township); P. Hohl, B. Hahn (Hamburg Township); S. Willets, non-voting member (Livingston Community Water Company) Absent: R. Drouillard (Charter Township of Brighton)
Also Present: V. Putala, R. Hobgood, M. Cousins (OHM), B. Vick (Charter Township of Brighton), A. Willets (Livingston Community Water Company)

CALL TO THE PUBLIC

None present

APPROVAL OF AGENDA

R. Everett moved and B. Hahn seconded to approve the agenda as amended adding Draft Audit Presentation as Item 9A.

Motion carried.

APPROVAL OF THE MINUTES FOR March 15, 2017

P. Hohl moved and R. Everett seconded to approve the March 15, 2017 regular meeting minutes as presented.
Motion carried.

**APRIL 19, 2017 CHECK REGISTER / MARCH 31, 2017 PLAN ESCROW CHECK REGISTER,
PLAN ESCROW STATEMENT OF BALANCES AND CASH BALANCE OF FUNDS**

P. Hohl moved and L. Weaire seconded to approve the April 19, 2017 check register, the March 31, 2017 Plan Escrow Check Register, Plan Escrow Statement of Balances and Cash Balance of Funds as presented.

Motion carried.

**MAY 17, 2017 CHECK REGISTER / APRIL 30, 2017 PLAN ESCROW CHECK REGISTER,
PLAN ESCROW STATEMENT OF BALANCES AND CASH BALANCE OF FUNDS**

L. Weaire moved and P. Hohl seconded to approve the May 17, 2017 check register, the April 30, 2017 Plan Escrow Check Register, Plan Escrow Statement of Balances and Cash Balance of Funds as presented.

Motion carried.

2017 DEFERRED PAYMENT RATE AND RESOLUTION

P. Hohl moved and L. Weaire seconded to adopt Resolution No. 17-001, Adoption of 2017 Deferred Payment Rate as amended to correct two references to Resolution 11-001 that should be to Resolution 17-001 in the third Whereas and the Now Therefore paragraphs.

AYES: L. Weaire, P. Michel, P. Hohl, B. Hahn, M. St. Charles, R. Everett

NAYS: None

Motion carried.

DRAFT AUDIT PRESENTATION

K. Palka presented the Fiscal Year 2016 draft audit including a review of the Statement of Net Position, the Statement of Revenues, Expenses and Changes in Net Position, the Statement of Cash Flows and the O&M Fund Budget to Actual - Schedule of Revenues, Expenses and Transfers. Historical information

was presented on capital reserves, operating revenues and expenses, fund equity, and billed gallons. Discussion included the quarterly schedule of pumped gallons to billed gallons. There was consensus that the Chairman, the Operator and the Authority Engineer work together to review and analyze the numbers relating to flushing volumes, fire department use, older master meters, utilization of low flow meters, large commercial user meters and billing trends, customer billed usage against assigned REUs, and the accurate logging of all water use and main breaks. The Final Audit report will be presented for adoption at the next meeting. It was noted that the list of the Water Authority Board members in the Draft Audit be revised to list L. Weaire. Members were directed to provide comments on the Draft Audit to K. Palka.

OPERATORS REPORT, UPDATE ON WELL REPAIR & LANDSCAPING REPAIRS FOR MILITARY STREET, COUNTRY CLUB WATERMAIN REPAIR

The April Operator's Report was distributed in the packet. The Report includes two quotes for well repair which will be discussed when A. Dowson is present at next month's meeting.

Two quotes for sidewalk repair on Military Street in connection with the Country Club water main repair were reviewed.

P. Hohl moved and L. Weaire seconded to authorize Watertap Inc. to proceed with the sidewalk repair. Motion carried.

ENGINEER'S REPORT, PROJECT UPDATE & GIS MAPPING MICHAEL COUSINS

Mike Cousins of OHM reported that the LCWA Water Utility Viewer is now active and accessible by LCWA. The Utility Viewer provides fast and easy access to an interactive map of the LCWA assets from desktops, laptops, tablets and mobile phones. It is fully searchable by address, asset ID, and other search requests. Detailed data for individual assets such as mains, hydrants, and pump stations is accessed by a click on the map. M. Cousins noted that the map system could be updated in the field as water main repair, maintenance or flushing activities are completed to track assets and build a history database.

OHM is in the process of updating its server and when that is complete M. Cousins will prepare a proposal that includes an a la carte menu of add-on options for LCWA review and consideration.

Vicki Putala of OHM reported that the MDEQ is refining its requirements for the new Drinking Water Asset Management Plan that will need to be filed by year end. LCWA has in place a number of the elements that will be required for the Plan but some additional work will need to be completed. She will prepare a Plan proposal to be submitted in July for LCWA review and consideration.

Rich Hobgood of OHM reviewed the April and May 2017 Project Summary Reports for proposed projects and projects under construction.

CHAIRPERSON'S REPORT

M. St. Charles updated LCWA on the bankruptcy filing of Rue 21 at Green Oak Village Place. Rue 21 was current in its utility and tax payments.

TOWNSHIP REPRESENTATIVES REPORT

No new updates from township representatives.

ADJOURNMENT

P. Hohl moved and R. Everett seconded to adjourn at 10:35 A.M.

Motion carried.

Respectfully submitted,



Prepared by:

Athena Bacalis,

Substitute Minute Taker for May 17, 2017 Meeting



Mark St. Charles - Chairperson