

**MINUTES
LIVINGSTON COMMUNITY WATER AUTHORITY
JANUARY 20, 2021 MEETING 9:00 A.M.
GREEN OAK CHARTER TOWNSHIP HALL
10001 SILVER LAKE ROAD BRIGHTON, MI 48116**

Due to the Michigan Department of Health and Human Services' Order to minimize the spread of COVID-19, this meeting will be held electronically.

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

ROLL CALL

Present: P. Michel, D. Shifko (Charter Township of Brighton); M. St. Charles, R. Everett (Green Oak Charter Township); P. Hohl, B. Hahn (Hamburg Township)

Also Present: A. Willets, S. Willets non-voting member (Livingston Community Water Company); B. Vick (Manager Brighton Township); K. Palka (PHP); A. Dowson (Highland Treatment); R. Hobgood (OHM)

ELECTION OF OFFICERS FOR 2021

a. Chairperson

P. Hohl moved and R. Everett seconded to nominate M. St. Charles to serve as Chairperson.

Roll Call Vote: P. Michel aye, D. Shifko aye, M. St. Charles aye, R. Everett aye, P. Hohl aye, B. Hahn aye.

Motion carried.

b. Vice Chairperson

B. Hahn moved and R. Everett seconded to nominate P. Hohl to serve as Vice Chairperson.

Roll Call Vote: P. Michel aye, D. Shifko aye, M. St. Charles aye, R. Everett aye, P. Hohl aye, B. Hahn aye.

Motion carried.

c. Treasurer

P. Hohl moved and P. Michel seconded to nominate R. Everett to serve as Treasurer.

Roll Call Vote: P. Michel aye, D. Shifko aye, M. St. Charles aye, R. Everett aye, P. Hohl aye, B. Hahn aye.

Motion carried.

d. Secretary

P. Hohl moved and R. Everett seconded to nominate P. Michel to serve as Secretary.

Roll Call Vote: P. Michel aye, D. Shifko aye, M. St. Charles aye, R. Everett aye, P. Hohl aye, B. Hahn aye.

Motion carried.

P. Hohl moved and R. Everett seconded to authorize the Chairperson to contract with L. Weaire as Recording Secretary for a fee of \$125.00 per meeting for minutes prepared.

Roll Call Vote: P. Michel aye, D. Shifko aye, M. St. Charles aye, R. Everett aye, P. Hohl aye, B. Hahn aye.

Motion carried.

CALL TO THE PUBLIC

No response.

APPROVAL OF AGENDA

P. Hohl moved and P. Michel seconded to approve the agenda as presented.

Roll Call Vote: P. Michel aye, D. Shifko aye, M. St. Charles aye, R. Everett aye, P. Hohl aye, B. Hahn aye.

Motion carried.

APPROVAL OF THE REGULAR MEETING MINUTES FOR DECEMBER 16, 2020

P. Hohl moved and B. Hahn seconded to approve the December 16, 2020 regular meeting minutes as presented.

Roll Call Vote: P. Michel aye, D. Shifko aye, M. St. Charles aye, R. Everett aye, P. Hohl aye, B. Hahn aye.

Motion carried.

JANUARY 20, 2021 FINANCIAL REPORT

Board members reviewed the January 20, 2021 financial reports. There was discussion of the Green Oak Village irrigation invoice correction for the second and third quarters of 2020 that resulted from an incorrect multiplier applied to the new irrigation meter that had been installed at Green Oak Village in the early spring of 2020. The billed amounts have been corrected and the 2020 Authority revenue and deferred payments adjusted accordingly.

P. Hohl moved and P. Michel seconded to approve the January 20, 2021 Check Register and Escrow Project Balances, and the Cash Balance of Funds as presented with no bank statement received at 1/13/2021.

Roll Call Vote: P. Michel aye, D. Shifko aye, M. St. Charles aye, R. Everett aye, P. Hohl aye, B. Hahn aye.

Motion carried.

POLICY 01-2021 APPROVAL OF WATER BILLS

POLICY 02-2021 WATER USE BILLS TO BE ADDED TO AD VALOREM TAXES

The Board reviewed the proposed policies regarding the approval of water bills and the addition of water use bills to ad valorem taxes.

P. Hohl moved and B. Hahn seconded to adopt Policy 01-2021 and Policy 02-2021 as presented.

Roll Call Vote: P. Michel aye, D. Shifko aye, M. St. Charles aye, R. Everett aye, P. Hohl aye, B. Hahn aye.

Motion carried.

ATTORNEY SERVICES PROPOSAL

The Board reviewed the letter dated January 8, 2021 from Elizabeth Saarela of Rosati, Schultz, Joppich and Amtsbuechler proposing legal services to the LCWA system. The board discussed the letter, the supporting materials, and its experience with the firm's delivery of legal services.

P. Hohl moved and R. Everett seconded to accept the proposal for legal services dated January 8, 2021.

Roll Call Vote: P. Michel aye, D. Shifko aye, M. St. Charles aye, R. Everett aye, P. Hohl aye, B. Hahn aye.

Motion carried.

OPERATORS REPORT

The Operator's Report for December, 2020 was reviewed and discussed. A. Dowson reported that the flow has been down and volume flat for the months of November and December.

ENGINEERS REPORT, PROJECTS and DESIGN REVIEW

a. CIP PERT Report

R. Hobgood reported that with the MDOT US23 lane expansion project slated for 2023 construction, the present focus has shifted from US23 redundancy to Country Club Annex capital improvements. The target is 2022 construction for commencement of Country Club Annex improvements. Phasing of those improvements is being reviewed but will not impact design. There was discussion and consensus for the design to address the 400-500 foot of water main that may be needed to resolve a dead end loop.

P. Hohl moved and R. Everett seconded to direct OHM to prepare a proposal for review at the next Authority meeting for OHM to provide design and engineering services for the entire Country Club Annex capital improvement project, and for the Chairperson and Vice Chairperson of the Authority to work with Jim Kiefer of Dykema Gossett to obtain a proposal for bond counsel service and recommendations for bond firms.

Roll Call Vote: P. Michel aye, D. Shifko aye, M. St. Charles aye, R. Everett aye, P. Hohl aye, B. Hahn aye

Motion carried.

b. RRA and ERP Proposal

The Board reviewed the proposal dated January 12, 2021 from Richard Hobgood of OHM to provide engineering services for preparation of a Risk and Reliance Assessment (RRA) and Emergency Response Plan (ERP). The RRA and ERP are required by the federal government for the Authority to be in compliance with America's Water Infrastructure Act of 2018. The Authority has budgeted the funds to complete the work.

R. Everett moved and B. Hahn seconded to accept the OHM proposal for RRA and ERP services dated January 12, 2021.

ENGINEERS REPORT, PROJECTS and DESIGN REVIEW (cont'd)

b. RRA and ERP Proposal (cont'd)

Roll Call Vote: P. Michel aye, D. Shifko aye, M. St. Charles aye, R. Everett aye, P. Hohl aye, B. Hahn aye.

Motion carried.

R. Hobgood reviewed the Construction and Design Project Summary reports distributed in the Board packet. There was discussion and consensus on the need to obtain further information from the applicant to determine the REUs for the proposed Oxford Recovery Center Expansion. P. Michel noted that the escrow balance calculation for the Oxford project needs to be corrected on the summary.

R. Hobgood briefed the Authority on the potential to apply for DWARF funds for the capital improvement projects that are being planned for the system. He estimated that the project plan required for a DWARF application could cost \$25,000, that there would be hoops to jump through, DWARF timelines to be met and extra cost, with the potential of a lower interest rate on funds borrowed and possible principal forgiveness. There was consensus for OHM to file a notice of intention to apply for DWARF funds which is a single page notice that is free to file, and that to proceed further the Authority will need OHM to provide additional information on the costs, the timing, and the potential benefits of DWARF for all or a portion of the proposed system improvements.

CHAIRPERONS REPORT

M. St. Charles reported that Metron is offering a short term promotion to sell bundles of the Verizon 4G meters on an interest free loan. There was discussion that the Authority has had good experience with the Metron meters and that the present promotion is an opportunity to replace aging Sensus meters, some that are as old as the Authority. The Sensus meters could be sold for scrap or to another municipality to offset some of the cost on the Metron update and replacement.

P. Hohl moved and R. Everett seconded to proceed with the promotion for new Metron meters to be procured on an interest free basis to replace aging Sensus meters.

Roll Call Vote: P. Michel aye, D. Shifko aye, M. St. Charles aye, R. Everett aye, P. Hohl aye, B. Hahn aye.

Motion carried.

DISCUSSION ITEMS

No further discussion items.

TOWNSHIP REPRESENTATIVES REPORT

M. St. Charles reported that the Green Oak Township Planning Commission is continuing its review of the apartment projected proposed for Maltby Road.

P. Hohl reported that he will follow up the escrow letter request with Hampton Manner.

ADJOURNMENT

P. Hohl moved and B. Hahn seconded to adjourn at 10:01 A.M.

Roll Call Vote: P. Michel aye, D. Shifko aye, M. St. Charles aye, R. Everett aye, P. Hohl aye, B. Hahn aye

Motion carried.

Respectfully submitted,



Prepared by:
Athena Willets

Substitute Minute Taker for January 20, 2021 Meeting

