

**MINUTES
LIVINGSTON COMMUNITY WATER AUTHORITY
MARCH 17, 2021 REGULAR 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, Charter Township of Brighton; M. St. Charles, R. Everett, Green Oak Township; P. Hohl, B. Hahn, Hamburg Township;

Also Present: A. Willets, S. Willets non-voting members, Livingston Community Water Company; R. Hobgood, OHM; K. Palka of Pfeffer, Hanniford, Palka; B. Vick, Manager, Charter Township of Brighton; Lucille Weaire, Recording Secretary

Absent: D. Shifko, Charter Township of Brighton, A. Dowson Highland Treatment

APPROVAL OF THE AGENDA

P. Hohl moved and P. Michel seconded **to approve the March 17, 2021 agenda as presented.**

Ayes: Hahn, Hohl, Michel, Everett, St. Charles

Nays: None

Motion carried.

PUBLIC COMMENT

No response.

APPROVAL OF THE MINUTES

P. Hohl moved and B. Hahn seconded **to approve the February 17, 2021 minutes as presented.**

Ayes: Hahn, Hohl, Michel, Everett, St. Charles

Nays: None.

Motion carried.

FINANCIAL REPORT

P. Michel moved and R. Everett seconded **to approve the March 17, 2021 Check Register / Plan Escrow Check register, Plan Escrow Statement of Balances and Cash Balance of Funds as of February 29, 2021.**

Ayes: Everett, Michael, Hohl, Hahn, St. T. Charles

Nays: None

Motion carried.

D. Shifko, Charter Township of Brighton joined the meeting at 9:08 a.m.

A. Dowson, Highland Treatment joined the meeting at 9:09 a.m.

LAWN & SNOW BIDS

M. St. Charles presented the two lawn and snow maintenance bids he received for the years 2021, 2022 and 2023. M. St. Charles included a spread sheet he developed for the purpose to display and discuss the costs the 2 bidders submitted for mowing, plowing and spring/fall clean-up.

P. Michel moved and R. Everett seconded to accept Spilak Professional Lawns, LLC proposal of March 21, 2021 and direct the Chairman to execute the contract for the 2021, 2022, and 2023 lawn moving and snow removal season(s).

Ayes: Shifko, Everett, Michel, Hohl, Hahn, St. Charles

Nays: None

Motion carried.

OPERATORS REPORT

Anthony Dowson stated that his staff had completed 3 final curb stop inspections and installed 2 rental meters for BCCC and Stante / Green Oak Crossing.

ENGINEERS REPORT – Projects & Design Review

R.Hobgood presented a review of Design and Construction Projects as outlined below.

Design Review Project

Oxford Recovery Center Expansion – Need to reconcile number of REU's. Company is requesting LCWA to apply Oakland County's Standards to determine the number of REU's. M. St. Charles stated that we, LCWA, will abide by the Standard Factor Tables that we have used in establishing the number of REU's for this complex and that number is 14. No permits will be signed until this issue is resolved.

Construction Project Summary

Spencer Road Office Complex – Still working on some punchline items.

Legacy Sports, Phase D – Working on punchline items.

High Hills Phase 2- Record drawings are ready for distribution. Final walk through.

Hampton Manor – Review and clean-up escrow balance.

Green Oak Crossing, Phase 2-4 – Easements in and recorded.

Green Oak Crossing, Phase 1 – Easements in and recorded.

Willow Woods, Phase 1 & 11 – Waiting for final walkthrough.

Green Woods WWTP – M. St. Charles presented a background on the easements before they could be recorded at the Livingston County Register of Deeds. The law firm of Rosati, Schulta, Joppich and Amtsbrechler were directed to resolve the issues related to the easements as these easements go through Michigan Land Holding, which was Lombardo Homes. The land, the property, still showing at Green Oak Crossing WWTP, is a collaborative between all of the two developers; MI Homes, Lombardo Homes and of course, Green Oak Crossing. Thus, we had numerous documents with different names and this is why we needed our attorney to clean this up so we can get these easements recorded. The County would never have accepted those documents with all of the different names and no way to track it.

The attorney put the documents in order, obtained signatures and M. St. Charles signed said documents and submitted them to the County for recording.

LCWA Project Updates

B. Vick displayed the map of the Brighton Area Fire Authority's Preliminary Utility Plan for Station 33 with a concerted effort to make sure that they, LCWA and BAFA, are in communication and insuring the layout of specifications are put into the plan and are in line with LCWA's standards.

As yet, the water line allegedly located on Saunders has yet to be located. M. St. Charles authorized A. Dowson along with Water Tap to make a concerted effort to find this elusive water line.

The water main running North on Thomas Avenue and then veers to the right to cross on to township property, will continue north to the curb cut just past the EMS Building.

B. Vick spoke with BAFA's attorney who is working on easements and was asked to consider granting a 20 foot easement running east to west across the top of the property. It could be beneficial for LCWA to have an easement running from Saunders to the east side of the property.

BAFA and the township are working together and at their meeting, acted towards abandonment of Saunders and Thomas Avenue and at the same time, keeping the rights for utility installation.

Country Club Annex Proposal

R. Hobgood presented OHM's proposal for Country Club Annex water main replacement. The scope of services was outlined along with the Preliminary Engineering Design. A schedule of data collection and preliminary design was presented as Tasks 1-4 with a start and end date for completion of each assignment.

P. Michel moved and P. Hohl seconded **to accept OHM's March 10, 2021 proposal to provide the services for preliminary investigation and data collection for the preliminary design for Country Club Annex's water main project and a not to exceed amount of \$130,000.**

Discussion of the motion ensued before the roll call.

R. Everett stated that the fund the \$130,000 is coming out of, must be identified. The \$130,000 is coming out of the Capitol Projects Fund.

P. Hohl felt it was warranted to make an additional comment that we reimburse that reserve with bond funds once the Bond is sold. We need a Reimbursement Resolution designed by our Bond attorney, Jim Kiefer. M. St. Charles will contact Jim Kiefer regarding the resolution. This needs to be done ASAP.

A new motion with the items R. Everett and P. Hohl presented to the board will be added to this motion.

P. Michel moved and P. Hohl seconded **to accept OHM's March 10, 2021 proposal to proceed with Tasks 1-4 of the Preliminary Design of County Club Annex at a cost not to exceed \$130,000 with the Bonds coming from the Capitol Project Reserves and this motion will be followed by the Reimbursement Resolution designed by our Bond attorney, Jim Kiefer to reimburse the reserves from the Bond once Bond is sold.**

Ayes: Hahn, Hohl, Michel, Shifko, Everett, St. Charles

Nays: None

Motion carried.

R. Everett requested in the future, any billing that comes through that is specifically related to this project, be noted on that billing so it can be charged to the correct account when we pay it. R. Hobgood noted that charges will be on separate invoice(s). R. Everett stated all future invoices for this project should be marked "Special" so they do not get logged in with normal billings.

M. St Charles asked R. Hobgood what questions does he perseve to be asked by the residents of Country Club Annex regarding the activity that will be taking place regarding the water main replacement project?

R. Hobgood stated the first step of this project will be the presence of a field crew to get the drone going. Next step, using a drill rig to get soil borings and lastly, the survey crews.

M. St. Charles requested R. Hobgood submit a schedule of dates and times when the aforementioned activities begin. M. St. Charles will keep the residents of CCA informed through a newsletter.

CHAIRPERSONS REPORT.

No report.

DISCUSSION ITEMS

Anthony Dowson received notice that Water Tap had located a water pipe / line off of Saunders.

TOWNSHIP REPRESENTATIVES REPORT

B. Vick has been in contact with the Brighton Are Schools about the Bus Yard and at this time, is inquiring if LCWA be receptive to install the water main loop within a utility easement?

ADJOURNMENT.

P. Hohl moved and P. Michel seconded **to adjourn.**

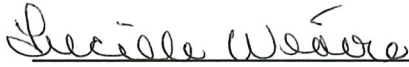
Ayes: Hahn, Hohl, Michel, Shifko, Everett, St. Charles

Nays: None.

Motion carried.

The meeting adjourned at 9:54 a.m.

Respectfully submitted,



**Prepared by:
Lucille Weaire – Recording Secretary**



Mark St. Charles – Chairman