

May 16, 2019

1. The regular meeting of the Dorr Leighton Wastewater Authority was called to order by Steve Deer at 12:00 a.m.
2. Members present: Deer, Miling, Nieuwenhuis, Sewers, Martin, Overmyer
3. Members absent: Bultsma, VanderWoude
4. Also present: Joe Baxter, Brandon Mieras, Roger Swets, Steve Wolbrink, Fern O’Beshaw
5. Plant expansion & financing: The DEQ permit has been finalized. The contract still needs approval. Bids should be ready to advertise approximately June 15. Following a 4-week bid period, the opening should be July 15-25. Mieras will take 1-2 to review the bids and make a recommendation to the Authority. A special meeting will be called to award the bid and approve the bond resolution, following which the bonds will be issued.
6. To finalize the USDA Rural Development Grant, there is a list of items to finalize by June 1 at which point the authority will have two bonds to repay. Roger Swets reviewed 3 options to raise the additional money needed to repay the bonds – 1) make the best use of money on hand but investing it to maximize interest 2) a loan from each township. (Under the current loan the townships are obligated to pay off the bond) 3) raise the rates for connections and usage. (It was suggested that a resolution be drafted for the August meeting for an annual rate increase, rather than a large increase every few years.
7. The Rules and Regulations are getting close to being ready to be finalized. Motion by Overmyer, support by Sewers to table the adoption of the rules and regulations until the August meeting. All members voted yes. Motion carried.
8. Motion by Overmyer, support by Martin to amend the Sewer System Service Contract and Franchise Agreement by adding the following language to page 2(1): “ Notwithstanding the above, the parties to this Contract acknowledge that Sewer District Number 5 in Dorr Township was constructed by Dorr Township and financed by Dorr Township’s 2010 Special Assessment Bonds and its 2010 Local Development Bonds. Accordingly, Sewer District Number 5 is owned by Dorr Township, and Dorr Township and the Authority have entered into a Treatment and Services Agreement and Management Agreement for Sewer District Number 5. Sewer District Number 5 shall continue to be owned by Dorr Township and be managed as part of the System by the Authority pursuant to the Treatment and Services Agreement and Management Agreement. The Authority shall fully manage and operate Sewer District Number 5 as part of the System until such time as the Dorr Township bonds are paid in full. The Authority shall continue to collect trunkage fees for Sewer District Number 5 and pay those to Dorr Township in the amounts and manner required by Dorr Township agreements and proceedings relating to the Dorr Township bonds, including but not limited to the DDA FINANCING CONTRACT between Dorr Township and the Downtown Development Authority for the Township of Dorr, as such may be amended from time to time.” Roll call vote. Yeas: Overmyer, Martin, Miling Sewers, Martin, Nieuwenhuis, Deer Nays: None Absent: Bultsma, VanderWoude Motion carried.
9. Brandan Mieras reported on the SAW Grant and said that he has submitted the capital improvement plan and other appropriate paperwork.
10. Baxter reported on a repair at station #4 that needs to be addressed.

11. Baxter showed a brief demonstration on MiWaters which is his primary method of reporting to the DEQ. He is going to add Deer and Miling to the systems as administrators.
12. Overmyer reported that the DEQ said that we no longer need an IPP program at this time. He reported on the I&I which consists of 15 homes that are suspected abusers of the system. Those have been turned over to PCI for inspection/compliance/fines. He reported that Williams & Works has taken over the job of reviewing new connections for REUs etc.
13. Motion by Overmyer, support by Sewers to adopt Resolution #2019-05-16-1 - Sanitary Sewer System Event Overflow Policy and Procedures. Roll call vote. Yeas: Overmyer, Sewers, Martin, Miling, Nieuwenhuis, Deer Nays: None Absent: Bultsma, VanderWoude Motion carried.
14. Motion by Overmyer, support by Sewers to adopt Resolution #2019-05-16-2 - Revisions to "DLWA Residential Equivalent Unit (REU) Use Policy". Roll call vote. Yeas: Overmyer, Sewers, Nieuwenhuis, Martin, Miling, Deer Nays: None Absent: Bultsma, VanderWoude Motion carried.
15. Motion by Sewers, support by Martin to adopt the Development Guidance Manual as presented. All members voted yes. Motion carried.
16. There was discussion regarding the position of Superintendent. Steve Wolbrink is interested in the position but the matter was tabled for more information on a job description/wage.
17. O'Beshaw presented a financial review.
18. Motion by Overmyer, support by Nieuwenhuis to adopt a Returned Payment Fee Charges Policy as presented. All members voted yes. Motion carried.
19. Motion by Overmyer, support by Nieuwenhuis to adopt an ACH (Automated Clearing House) Policy. All members voted yes. Motion carried.
20. O'Beshaw explained that she has discovered a duplicate billing on one account. One of the accounts has been keeping current on payments and the other has not. She has spoken with the auditor about reversing the charges. Motion by Overmyer, support by Sewers to reverse the charges on the unpaid account as authorized by the auditor. All members voted yes. Motion carried.
21. Public Comment: None
22. New Business: None
23. Public Comment: None
24. August 15 2019 at noon is the next scheduled meeting.
25. Motion by Overmyer, support by Nieuwenhuis adjourn. All members voted yes. Motion carried.
26. Meeting adjourned.

Sec'y: _____

Co-Chair: _____

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