

Dorr/Leighton Wastewater Authority Regular Meeting

May 20, 2021

7:00 p.m.

1. Meeting called to order by Chairperson Wolbrink at 7:00 p.m. at the Leighton Township Hall.
2. Members present: Akers, Bultsma, Fennema, Marr, Miling, Sewers, Wolbrink  
Member(s) absent: VanderWoude  
Others present: Mark Evans (Hopkins Twp. Supervisor), Steve Deer, Fern O’ Beshaw
3. Motion by Bultsma, support by Miling to approve the minutes from the December 14, 2020 meeting. Motion carried.
4. Motion by Bultsma, support by Sewers to change agenda item 5a Change Order #9 to Change Order #5. Motion carried.
5. Discussion of plant expansion and change order #5, letter to Paul Bristol regarding the change order was read aloud. We have verbal confirmation from Williams & Works that this is the final change. Motion by Wolbrink, support by Sewers to accept the letter as written. Motion carried.
6. Public Comment: Steve Deer arrived shortly after meeting was called to order, and asked for introductions during public comment time.
7. No Correspondence
8. Operations Report:
  - A. Joe Baxter is on vacation; no operation concerns have been reported.
  - B. Sump Pump I & I: Discussed how to handle the 15 offenders whose sumps or downspouts are incorrectly entering the system. Steps discussed are as follows:
    - Send letter notifying and warning of possible penalty for non-compliance to offending users by June 3, 2021
    - Send second letter with penalty of up to three times normal bill by September 2, 2021
    - Wolbrink or Joe Baxter to inspect the properties
    - Motion by Sewers, support by Bultsma to approve the drafting of the letter referenced above for the board to review and direct any questions to the Chair and Vice-Chair; and for Chairman Wolbrink and Vice-Chairman Miling to have final approval of said letter. Motion carried.
  - C. Discussed changing invoices to a full sheet instead of postcard for the purpose of communication and collecting contact information. Questions were voiced as to the cost of such a change.
  - D. Discussed working with board member Joe Akers to set up e-billing and online payments to offset some of the billing costs. Tabled until November meeting.
  - E. Discussed possibility of changing from quarterly billing to monthly billing. Concerns regarding cost were brought up. Tabled until November meeting.
  - F. Financial Review:
    - 501 Accounts, 1321.52 REU’s, \$251,088.88 per quarter.
    - Total Funds Available: \$2,229,516.33
    - 20 year plan will be discussed during November meeting; Wolbrink and Deer to work on

9. Old Business:

- A. Director Position – Steve Deer: Chairman Wolbrink discussed what the Director’s duties should be, not to take responsibilities away from Joe or Fern, along with the cost of keeping the Director position.  
--Motion by Wolbrink, support by Miling to discontinue the Director position. Motion carried.  
--Motion by Sewers, support by Marr to hire Steve Deer as a consultant as needed and at the request of both chairs at \$25/hour. Motion carried.
- B. SUM Consulting: Going forward, SUM Consulting will no longer be working on a freelance basis, but will be taking direction from the board. It will be requested that he return any DLWA files he may have in his possession.

10. New Business:

- A. Agreement for Operation and Maintenance: Obtained contract from Joe Baxter (drawn up by Williams & Works); tabled until November meeting with updates.
  - B. Procurement Policy – Motion by Sewers, support by Wolbrink to adopt Resolution #2021-05-20 adopting the Uniform Guidance Procurement Policy. Roll call vote: Yeas: Akers, Bultsma, Fennema, Marr, Miling, Sewers, Wolbrink. Nays: None. Motion carried.
  - C. Wolbrink is going to research signage regulations regarding a sign for the DLWA entrance.
  - D. Mark Evans, Hopkins Township Supervisor, expressed a desire to connect to the system for a section of Hopkins Township. Possibilities were discussed with a promise of no cost to the DLWA. Williams & Works was consulted prior to the meeting and has given assurance that the system can handle the extra users. No current objections were made by the board, so Mark will proceed with further research.
11. Chairman Wolbrink issued an invitation to the board to attend the finance meetings that occur the third Thursdays of each month at 2 p.m. at the Leighton Township Hall.
12. November meeting date has been set for November 17, 2021 at 7 p.m. at Leighton Township.
13. Motion by Sewers, second by Fennema to adjourn. Motion carried.
14. Meeting adjourned.

Sec’y: \_\_\_\_\_

Chair Wolbrink: \_\_\_\_\_

Vice-Chair Miling: \_\_\_\_\_