

**WATER DISTRICT NO. 1 OF MIDLAND COUNTY
BOARD OF TRUSTEES MEETING MINUTES
DATE: MAY 16, 2018**

Board Members Present:

Roger Crockett, Lincoln
Craig Gosen, Edenville
Carl Hamann, Sanford
Andy Kobisa, Hope
Dave Rothman, Hope
Bill Stewart, Lee
Mike Wood, Jerome
Kevin Wray, Lincoln

Staff Present:

Aaron Mead
Ron Rose
Marilyn Reid

Drafted: May 16, 2018

Approved: *6/20/2018*

*LDR
CLG*

Also Present:

Shannon Wilson- Winelander-Fitzhugh
for audit report

Board Members Absent:

Laura Grubaugh, Jerome
Bill Page, Edenville
Bonnie Whaley, Sanford
George Whittington, Lee

MEETING LOCATION: Jerome Township Hall, 737 Beamish Road, Sanford, MI

CALL TO ORDER: Meeting called to order by Chairman Gosen at 7:00 PM

PLEDGE TO THE FLAG AND ROLL CALL: Performed. 8 board members were in attendance, a quorum.

MINUTES It was moved by Kobisa, seconded by Stewart to approve the minutes of the April 18, 2018 meeting. Motion approved by voice vote.

PRESENTATION OF 2017 AUDIT REPORT: Shannon Wilson from Winelander-Fitzhugh presented the audit report in the form of a PowerPoint presentation and printed copies of the report. There were no significant problems found in the audit, the issues noted are the same as have been noted every previous year and are a consequence of our small staff size. Shannon noted that our cash-on-hand is very healthy, amounting to 330 days of operational costs, including bills for bulk water. Our cash position is very good, we just need to watch against accumulating excessive funds. As noted by Wray, we have not yet heard from State of Michigan what financial reserves they will want water authorities to have.

It was moved by Gosen, seconded by Stewart, to accept the audit report. Motion approved by voice vote.

OPERATIONAL BILLS: It was moved by Rothman, seconded by Stewart, to approve payment of bills and payments to our member government units totaling \$66,863.55, checks # 10522-10562 and 1297-1304.

Motion approved by roll call vote. It was moved by Rothman, seconded by Stewart, to approve payment of payroll bills totaling \$32,911.72, checks # 10532-10553. Motion approved by roll call vote.

CORRESPONDENCE: Mr. Lee Mueller contacted Gosen to inquire about extension of a water main to his property in Midland County. His intended property use will require a re-zoning action. Gosen advised that Mueller would bear the cost of the water extension and that water could not be used to serve Mueller's Gladwin County properties without new agreements with City of Midland.

STAFF REPORTS: Mead- A customer is challenging our \$25 service charge for inspecting her water meter to determine why it was leaking. The cause was her allowing the meter to freeze. Her claim was that she was not advised of the \$25 charge before the inspection. It was moved by Gosen, seconded by Kobisa, to require payment of the \$25 fee. Motion passed by voice vote.

Work continues to select a credit card processing provider.

IT Right was slow to respond to a call from Marilyn, leaving her unable to use the system until 4:00 PM that day. In addition, there is some confusion about bills from IT Right for web hosting last year (they didn't host any web sites for us) and a bill for a service contract for 2017-2018. We could consider terminating the IT Right contract, as it currently stands. We will look for a 3rd party to take over hosting and maintenance of our web page.

Duplicate vehicle titles have been acquired for the District's vehicles. The Chemical Bank account for Water District #2 has been changed to eliminate the need for a minimum balance.

Rose: mains flushing program is wrapping up. New connections activity is ramping up for the season.

COMMITTEE REPORTS:

Executive Committee: Gosen- no report beyond report of communications with Mr. Mueller.

Operations and maintenance: Kobisa reported the committee met May 10. Meeting minutes were sent to the Board.

Business and Finance: Rothman reported for Grubaugh that the committee met May 15. Meeting minutes were sent to the Board.

Policy Page absent, no report.

Human Resources: Wray had no report. Acknowledged the recent death of Ron Lowrey.

NEW BUSINESS: None

PUBLIC COMMENT: None

ADJOURN

Meeting was adjourned at 7:55 PM.

L. David Rothman
C. Rosen