

**WATER DISTRICT NO. 1 OF MIDLAND COUNTY**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**DATE: NOV. 20, 2019**

**Board Members Present:**

Roger Crockett, Lincoln  
Craig Gosen, Edenville  
Laura Grubaugh, Jerome  
Carl Hamann, Sanford  
Andy Kobisa, Hope  
Bill Page, Edenville  
Dave Rothman, Hope  
Bill Stewart, Lee  
Bonnie Whaley, Sanford  
George Whittington, Lee  
Mike Wood, Jerome  
Kevin Wray, Lincoln

**Staff Present:**

Rowan Everleigh  
Ron Rose

**Drafted:** Nov. 20, 2019

**Approved:** *12/18/19*

*HDK*

*CRG*

**Board Members Absent:**

None

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

**CALL TO ORDER:** Chairman Gosen called the meeting to order at 7:00 PM.

**PLEDGE TO THE FLAG AND ROLL CALL:** Pledge led by Gosen. All 12 Board members were present, a quorum.

**MINUTES:** It was moved by Kobisa, seconded by Stewart, to approve the minutes of the October 16, 2019 meeting. Motion approved by voice vote.

**OPERATIONAL BILLS:** It was moved by Grubaugh, seconded by Stewart, to approve payroll totaling \$46,182.16, checks 11335, 11344-11355, 11363-11372, 11374-11376. Motion approved by roll call vote, 12/0. It was moved by Grubaugh, seconded by Stewart, to approve payment of WD#1 bills totaling \$59,532.23, checks 11336-11343, 11356-11362, 11373, 11377-11383. Motion approved by roll call vote 12/0. It was moved by Grubaugh, seconded by Stewart, to approve WD#2 bills totaling \$9,850, checks 1353-1356. Motion approved by roll call vote, 12/0.

**CORRESPONDENCE:** None

**STAFF REPORTS:** Everleigh- 4536 bills were mailed to customers. She and Rose are updating records on USDA reportables. Preparation of annual report to USDA in progress.

Rose- Sova has been repairing curb boxes. 10 permits were sold. Rose asked for the Board to approve an increase in the permit fee to \$2,800, based on increased costs for installation of curb boxes. It was moved by Wray, seconded by Kobisa, to increase the permit fee to \$2,800 effective Jan. 1, 2020. Motion approved by voice vote.

#### COMMITTEE REPORTS:

**Executive Committee:** Gosen reported he attended the Code Authority meeting. The Authority did not adopt the WD#1 position with respect to materials of construction for water supply lines. The Authority has referred the matter to legal counsel for advice.

**Operations and maintenance:** Kobisa report on the committee's Nov. 14, 2019 meeting, minutes provided to Board members. The GIS system, a new building for WD#1 buildings, a welding system and acetylene torch and parking lot improvements were discussed at the meeting and later discussed with Rothman for budget preparation purposes.

**Business and Finance:** Grubaugh report on the committee meeting that occurred Nov. 19, 2019. See minutes provided to Board members. It was moved by Gosen, seconded by Kobisa, to approve phase 1 of the GIS project, asking Wade Trim to scope the project, bid at \$3500. Motion approved by roll call vote, 12/0. Rothman discussed the draft 2020 budget presented to Board members at the meeting. Discussion of the O&M budget requests were accommodated as follows: welder and acetylene torch already provided for in draft budget, new pickup truck to be paid from the Vehicle Replacement funded account, new building and GIS project to be entered as capital expenses for 2020 and parking lot work to be paid from the Building Maintenance funded account. Board members were encouraged to provide any budget input, with the final budget presented to the Board at the December 2019 meeting for approval. It was noted that the draft 2020 budget surplus may be enough to cover the capital projects, depending on overall GIS project cost.

Grubaugh noted that the annual REU summary is being prepared.

**Policy:** Page had no activity to report.

**Human Resources:** Wray reported JPR data is being collected and a salary plan being prepared. Salary plan will be provided to Rothman for preparation of final 2020 budget and will be reported at December Board meeting.

UNFINISHED BUSINESS: None

NEW BUSINESS: None

OTHER ITEMS: Whittington reported discussion with Mt. Haley Township Board regarding the resolution to provide water services along some township border roads.

PUBLIC COMMENT: No public present

ADJOURN      It was moved by Whittington, seconded by Whaley, to adjourn. Motion approved by voice vote. Meeting adjourned at 7:54 PM.

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*L. David Rothman*  
*C. R. Goswami*