

# **LIVINGSTON COMMUNITY WATER AUTHORITY**

**June 4, 2008**

**Regular Meeting**

**Green Oak Charter Township Hall**

**10001 Silver Lake Road**

**Brighton, Michigan 48116**

## **Call to order**

The meeting was called to order by Chairperson St.Charles at 9:02 a.m.

## **Roll Call of the Board**

**Present:** Mark St. Charles – Green Oak Charter Township  
Bud H. Prine- Charter Township of Brighton+  
Tracey Edry – Green Oak Charter Township  
Susan Daugherty – Green Oak Charter Township  
Treasurer for LCWA  
Cathy Doughty – Charter Township of Brighton  
Athena Willets – Livingston Community Water Company  
Secretary for LCWA  
Roberta Balon-Vaughn – Hamburg Township  
Mike Bitondo – Hamburg Township

**Also Present:** Scott Willets – Livingston Community Water Company

**Absent:** Teri Olson – Green Oak Charter Township  
Tracey Edry – Green Oak Charter Township  
Vicki Putala – OHM

Chairperson St.Charles announced a quorum.

## **Call to the Public**

Call was made with no response.

## **Approval of the Agenda**

**Motion by Prine and seconded by Doughty to approve the agenda as presented.**

**Motion carried unanimously.**

## **Operator's Report**

Mr. Dowson briefed the board

Chairperson St.Charles requested from Mr. Dowson that the monthly reports be presented in written format verses a verbal report. Mr. Dowson indicated that would be no problem. There was also discussion among the board members regarding efforts to bring businesses receiving water from LCWA in the Lee Road area to bring their water softeners discharge into compliance with township, county and state regulations.

**Minutes, May 7, 2008 Authority Regular Meeting as amended.**

**Motion by Doughty and seconded by Balon-Vaughn to approve the May 7, 2008 minutes with the following corrections:**

Page 3 under Engineer update: paragraph 2, third line, change “be not” ‘not be”

Page 3 under Acceptance of Country Club Annex Water Mains: Paragraph 1, fourth line change “reading” to “ready”

Page 4 under Green Oak Township: 6 line in paragraph, change ‘none” to “nine”

**Bills**

Ms. Daugherty presented a status list of construction and O&M bills for May 2008 along with a financial summary that was distributed to authority members.

**Motion by Prine and seconded by Bitondo to accept the financial reports as presented, including payment for the listed bills.**

**Motion carried unanimously.**

**Draft Audit Report**

Mr. Ken Palka outlined the draft audit report to the board members and discussed several accounts within the audit for the 2007 fiscal year. Mr. Palka is recommending three items that the Authority should address in the upcoming year.

1. Adoption of an Investment Policy
2. Adoption of an Adjustment of Customer Accounts policy
3. Consideration development of an Asset Management Report by the Authority’s Engineer

Mr. Palka asked the board members to forward any questions to him prior to the next meeting. This will be placed on the agenda for adoption at the July 2, 2008 Authority meeting.

**Engineers Report**

No report.

**Roles & responsibilities Update:**

Vice Chairperson Prine discussed the revised Roles & responsibilities. There was discussion regarding several portions of the revisions. On page 2 row F. Easements the last Column is changed from “any testing deemed necessary will be coordinated or performed by the LCWA engineer” to “N/A”

**Motion by Prine and seconded by Balon-Vaughn to approve the Roles & Responsibilities as amended.**

**Motion carried unanimously.**

Chairperson St.Charles thanked Vice Chairperson for taking the lead on this project and all the hard work that he has put into the project.

**Township Representatives Reports**

**Hamburg Township** – report that special assessment second hearing was held and the SAD was approved.

**Charter Township of Brighton** – None

**Green Oak Charter Township** – Discussion was held on the possibility of painting older fire hydrants and utilizing summer help and or Maxey workers. Chairperson will look into and report at next Authority meeting.

**Chairperson Report**

Chairperson St.Charles passed out an email from vice Chairperson Prine regarding the locating of system infrastructure. There was discussion among the board members and the board requested Chairperson St.Charles to get a quote from the engineers for an Asset Management Report and a quote for a location of system infrastructure in Country club Annex, Saxony, Wilmor and Meadows subdivisions. Chairperson St.Charles stated that he would also seek a quote for the location of system infrastructure from the Miss Dig operator.

**Discussion Items - None**

**Adjournment**

**Motion by Prine and seconded by Bitondo to adjourn.**

**Motion carried unanimously.**

**Meeting adjourned at 10:08 a.m.**

Next meeting, July 2, 2008, 9:00 a.m. Green Oak Charter Township

*Respectfully submitted,  
Mark St.Charles, Chairperson, Livingston Community Water Authority*

*Approved as presented on July 2, 2008*

*Approved as amended on*

  
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*Mark St.Charles, Chairperson*

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*Athena Willets, Secretary*