

WEST SIDE WATER CITIZENS ADVISORY COMMITTEE MINUTES

October 26, 2020

3:03 p.m.

MEMBERS PRESENT: John Broughton, Tracie Harris, John Koval, Marilyn McKenzie, Troy Sika and Mike Sudberry

ALSO PRESENT: Randy Seida, Laura Tegels, Matt Woodbury

ABSENT:

Approval of the Agenda

Moved by McKenzie, supported by Koval, to approve the agenda.

Motion approved unanimously.

NEW BUSINESS

Public Comment/Correspondence

No public comment or correspondence.

Nominations for Committee Officers

Harris moved to retain the current officers, supported by Koval, to approve John Broughton as Chair and Marilyn McKenzie as Co-Chair.

Motion approved unanimously.

2019/2020 Review

Year End

Seida stated the year end budget and audit look good. Harris asked if water main breaks for the year were up or down from the prior year. Seida said the number of breaks were down for the season, but there were 2 unusual summer main breaks.

Audit Adjustments

Seida informed the committee about adjustments to the depreciation of the Asset Schedule. The adjustments were made using current industry standards and EPA guidelines.

Covid-19

McKenzie asked Seida when water shut offs would resume since the covid-19 water shut off moratorium was lifted by the State of Michigan. Seida stated that the process for water shut offs for delinquent accounts had started today.

Projects/Staffing

Seida informed the committee the USDA projects are complete and the loan is closed out. Seida and Broughton lead the discussion of the West Park development. Seida stated the project to replace some of the older fire hydrants and valves had to be postponed due to covid-19 restriction, but there was a lot of progress with the GIS mapping system of the fire hydrants and curb stop locations. Seida informed the committee about the good response from the customers signing up for the new Immediate Emergency Response System (IRIS), which will allow WSW to send out interactive communications to customers.

Seida discussed staffing changes and looking to the future needs to add a full-time clerk/field position. Seida asked the committee if they would like him to bring an approval to add a full-time position made by the Personal Committee back to the WSW Advisory Committee (WSWAC) for approval before taking the Personal Committee (PC) decision to the Lansing Township Board of Trustees (LTBOT). McKenzie asked if it is included in the 2021 budget, Seida stated it is currently not in the budget, but he believes it would be safe to add it to the budget.

Broughton stated if the PC approves the full-time position, he does not see a need to return to the WSWAC before going to the LTBOT, but if the PC does not approve it, Seida could bring it back to WSWAC for support before going to LTBOT. Harris, McKenzie and Koval all agreed with Broughton's statement.

Approval of Minutes

Moved by Sudberry, supported by McKenzie, to approve the minutes of October 28, 2019.

Motion approved unanimously.

2021 Budget Discussion/Recommendation

Seida directed the discussion of the 2021 budget. Seida informed the committee of the loss of revenue due to Covid-19 moratorium of water shut off.

A motion was made by Sudberry and supported by Harris, to recommend the 2021 West Side Water System budget to go in front of the Lansing Township Board of Trustees.

Motion approved unanimously.

Other Business

No other business was discussed.

Meeting adjourned at 4:07 p.m.

These minutes have not been approved. An audio recording of this meeting is available in our office upon request.

Approved on _____