

**Sewer Advisory Meeting Minutes**  
**21156 W. Cannonsville Rd**  
**Pierson, MI 49339**  
**October 26, 2021 at 5 pm**

- I. **Meeting started at 5pm w pledge of allegiance.**
- II. **Roll Call:** Present: Dan Buyze, Steve Campbell, Bob Coffin, Miles Underwood  
Absent: Brent Boden, Mary Underwood (resigning)  
F&V O Guests: Chris Munson (Project Mgr.), Jeff Pugh, Mike Hefferan
- III. **Nominate Secretary**-Motion by Bob Coffin to nominate Brent Boden as Secretary, second by Steve Campbell, Aye: All
- IV. **Approve July 2021 minutes**- Motion by Bob Coffin to accept minutes, 2<sup>nd</sup> by Steve Campbell, Aye: All
- V. **Public Comment**
- VI. **New Business**
  - a. **Billing and invoicing**- Proposal using cards, estimated annual cost savings of \$285. Some discussion as to privacy. Long way to go before being able to email statements. Motion by Dan Buyze to go with post card invoicing, second by Steve Campbell, Aye: All.
  - b. **Past Dues**- BWL virtually \$0, LWL considerable but progress is being made.
  - c. **Anticipated Wages**-About 50% less than budgeted, to watch and adjust as more is being done by FVO and less than Al Evink.
- VII. **Open Items**
  - a. **Budgets** to Date-In good shape, still in transition process.
  - b. **Flow Analysis**-usually 60/40 split, recently about 52/48. Just an FYI but curious as to why the change. Steve suggests to watch on an annual basis and discuss next meeting.
  - c. **Deed/ Asset Transfer**-In process
- VIII. **F&V Operations**
  - a. **Contract and Service Agreement**-To remove personal name of Dan Buyze and replace with Twp. Supervisor. Reword contract statement about "consultants". Motion to sign and accept contract by Dan Buyze, second by Steve Campbell Aye: All.
  - b. **Billings**-Motion by Dan Buyze to pay August Invoices (accepting credits), second by Steve Campbell, Aye: All.
    - a. Invoices include billing break down.
    - b. Working through credits, LWL should be used shortly.
  - c. **Efficiencies**-sub out snow plowing, mowing, excavating. Mike suggests keeping Robinson due to being local and can do 4 or 5 pumps in a day. To evaluate tank pumping and excavating.
  - d. **MI Waters** - F&VO have login information.
  - e. **Future projects/ O&M Projections**-Mike notified us that the Flow Meters at the facility have not worked for years, Al would determine by using calculations of other flow meters. Need replacing, Mike to get estimates. Time to start replacing older pumps and floats to reduce calls.
  - f. Chris Munson asks how much of routine maintenance expenses should be ran by the committee before purchasing, no dollar amount set, just continue as in the past.
  - g. FVO to provide Capital Improvement Plan (asset management study) by March 1, 2022.
  - h. Original covers that have lived their life will be replaced as needed w no cost to customer, damaged ones still responsibility of property owner.
- IX. **Public comment**-No public present but group discussion of future expenses on starting to replace needed mechanical equipment.
- X. **Adjournment**-Move to close at 6:40 pm by Dan Buyze, second by Steve Campbell, Aye: all (Coffin absent).