

CALL TO ORDER

The regular meeting of the Michiana Water Authority Commission was called to order at 10:15 am EST by Commission Chairman Carol Shepherd.

ROLL CALL

Council members Present: Chairman Carol Shepherd, Rich Shepherd, and James Wulff.

Council members Absent: None.

Others Present: Joan Lewis, Michiana Shores, Indiana, representative; Michiana Village Public Works Superintendent Rick Reitz; and Michiana Village Clerk Cathy Ganus.

APPROVAL OF MINUTES

Motion by Wulff, second by C. Shepherd, to approve the minutes of the regular quarterly meeting of the Michiana Water Authority Commission held on June 2, 2009 as presented. Voice vote showed unanimous approval, motion carried (3-0).

WATER AUTHORITY BUDGET

Ganus advised that she and Michiana Village Treasurer Amy Hemphill are still in the process of finalizing figures for fiscal year ending June 30, 2008; therefore, no current budget figures are available for the Water Authority Fund at this time. A listing of expenditures for the last quarter was provided.

Reitz advised that last week the Department of Public Works installed a new meter pit at the residence of Jack Linn located at 4350 Ponchartrain Trail in the Village.

NEW METER UPDATE

Reitz advised that approximately one-third (1/3) of the 900+ new meters are installed to date. He noted that a newsletter was inserted in the August, 2009 water billing for all water customers advising that if their meters were located inside, they needed to call the Village to schedule an appointment for the new meter installation. Reitz stated that there has been a fair amount of calls taken to date. When asked about the ratio of meters located inside the residences as opposed to outside the residences, Reitz stated that it's approximately 50/50. Carol Shepherd questioned whether all meters could be located outside to facilitate easier reading. Reitz stated that the install of the meters on the exterior would be costly as meter pits would have to be dug.

Reitz brought the Commission up to date on the meter loan situation in regards to refinancing the total cost of the 900+ new meters secured from Etna Supply for a better interest rate. Due to the Michigan Reform Finance Act (MRFA) as well as the Michiana Village Charter, municipalities are restricted from borrowing money directly from a bank. The Village (via the village attorney) is currently exploring other options with regard to the financing to obtain better terms.

The new meters are "radio-read" meters. The system utilizes a laptop computer to read the radio frequency transmitted from individual meters. The information is then downloaded to a flash drive (or hard drive) and can be saved to any type of electronic medium and then uploaded into the office computer directly into our new computer software and bills generated. This should eliminate the need for manual meter reading which will result in a lower cost as currently meter reading takes approximately one (1) month to complete utilizing the manual method. Once the water billings have been corrected, a test run will be conducted.

NEW METER UPDATE (continued)

Reitz advised that he obtained a quote from a private company for the installation of the new meters in an effort to save time and get the new meters in place; however, a cost of \$45 per meter is cost prohibitive. He stated that the Public Works workers are working diligently to install as many new meters as they can during the normal course of the work week.

WATER TESTING UPDATE

Reitz went on to state that he no longer utilizes the Kent County Health Department for water testing. He now uses the Indiana Department of Environmental Management (IDEM). Previously, Kent County charged \$15 per sample tested and there was a charge of \$19.95 to send the sample to Kent County via UPS. IDEM only charges \$8 per sample and there are no mailing charges associated with the sample.

Reitz stated that he will be meeting with the Environmental Protection Agency (EPA) on Monday, October 5, 2009 to ascertain the process for filing reports for TTHM's and HAA5's (water testing reports).

The lead and copper testing for Indiana as well as Michigan has been completed. These tests are performed every three (3) years.

OLD BUSINESS

Water Billing Issues - Update

Ganus advised that the water billings continue to be an issue. Many have been rectified; however, there are a couple issues outstanding at this time. Ganus stated that as of the last wrap-up, approximately \$56,000 in water billings have yet to be received; two of the total delinquent amounts total approximately \$25,000. Rich Shepherd requested that Ganus track those delinquent amounts and provide a report of same at the next meeting of the Water Authority Commission.

Ganus went on to state that there are approximately ten (10) accounts that have not been paid in over one (1) year. She stated that she is in the process of writing those accounts a letter advising that payment arrangements need to be made by September 19, 2009. If no contact has been made by September 19, 2009, the water will be shut off and fees assessed for same.

Refund of Overpayment of Sales Tax - Indiana Department of Revenue

Ganus reported that she had previously sent a letter to the Indiana Department of Revenue in reference to the Village not filing the Indiana sales tax reports for October, 2008 through December, 2008. Due to a change in administrative staffing, the sales tax reports were not filed. Notices were sent by IDOR and these were paid in error (tax estimates based on the non-filing of the sales tax reports). Ganus completed the reports and filed same. She stated she received a letter last week from the IDOR stating that the explanation of non-filing was sufficient and Ganus has submitted a claim for reimbursement in the amounts of \$5,589.02 and \$5,583.35 totaling \$11,172.37.

ADDITIONAL INFORMATION

Previously a quotation had been received regarding the cleaning of sludge-material from the water holding tank at the pump house. Carol Shepherd inquired as to when this would be done as previous reports indicated it would be completed in the fall of this year. Reitz advised he would make contact with the removal company and schedule an appointment for same.

Carol Shepherd also inquired whether the loop to Grand Beach would be completed for use during an emergency situation. Reitz advised he would investigate this issue and report back.

ADDITIONAL INFORMATION (continued)

Carol Shepherd brought up the application of overusage charges for customers who use over a certain amount of water. This is typical of larger municipal water systems. Reitz will check with other communities to see how this is applied and will report back with his findings.

The next quarterly meeting of the Michiana Water Authority Commission is set for Tuesday, December 1, 2009 at 10:00 am EST.

ADJOURNMENT

Motion by Wulff, second by C. Shepherd, to adjourn the meeting at 10:58 am EST. Voice vote showed unanimous approval, motion carried. (3-0)

Cathy A. Ganus
Michiana Village Clerk