



CHARTER TOWNSHIP OF VAN BUREN
WATER & SEWER COMMISSION

Tuesday April 28, 2015
Van Buren Township Hall
46425 Tyler Road

The meeting was called to order at 7:30 p.m. in the Otisville/Sheldon Room by Chairman Cook. Members present: Chairman Cook, Vice-Chairman Graf, Commissioner Rochowiak, Commissioner Pedersen, absent excused Trustee McClanahan. Director James Taylor and Superintendent William Turner also present.

APPROVAL OF AGENDA:

Motion Commissioner Graf , Second Commissioner Rochowiak Motion Carried.

APPROVAL OF MINUTES:

Motion Commissioner Rochowiak, to approve the minutes of the October 28, 2014 meeting as presented, Second Commissioner Graf. Motion Carried.

REPORTS:

1. Monthly Operations Report- Superintendent Turner

- January 2014 thru April 2015

This month the numbers break out a little different as we have begun shutting water off for non-payment again. We have a 93% collection rate on homes shut off , but some are vacant which adds into that percent. We just started a new water worker I employee from an internal candidate and are working on filling two more vacancies.

- **Lift stations**

North Shore and Ryznar stations are nearly complete, there are a few computer issues being hammered out now but stations are online and functioning Haggerty Station was stated a little later than anticipated due to severe cold over winter but underground is in and station is about 70% complete.

2. Administrative Reports.- Director Taylor

- **GIS/City Works-** New GIS tech Joel Sabin has been working very diligently to update current software and integrate old data into the current GIS system. Joel is keeping track of where he applies his hours because some work can be charged back to a SAW grant once that is approved.

MISSION STATEMENT

"The Van Buren Public Works Department is committed to a clean and safe environment, enhanced service delivery to its customers and protection of the significant public investment in the township's buildings and grounds, and water distribution and sanitary collection systems."



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- **DUWA-** The Downriver Utility Wastewater Authority will meet April 30 to discuss the “ Non-Binding Term Sheet” presented to them on April 22. The County continues to maintain the necessity to monetize the system to aid in getting them out of danger to an EFM appointment or Bankruptcy.
- **GLWA/DWSD** – Updated information on the continued work of transferring what used to be DWSD to GLWA.
- **Billing Software Project-** Utility billing is moving to BS&A from Springbrook. We had a launch meeting last week with our Project team to set up dates for data transfer and training. During this time we will be reevaluating the work flow and establish some best practices in an effort to make the work flow is smooth and cohesive, and to be sure we are providing efficient and effective customer service. We will also hold a focus group made up of some residents and staff members to design the best possible, reader friendly utility bill format.
- **Water & Sewer Staffing Changes-** As mentioned, we have filled a vacant position in the Water and Sewer department. We were only able to do that after we set up a Defined Assessment Procedure. This Process will facilitate bringing new staff into the department, using a proper, consistent and fair evaluation each time.

3. **SCADA** –Superintendent Turner

Superintendent Turner gave a demonstration on the SCADA . SCADA stands for Supervisory Control and Data Acquisition. It is a cloud based program that monitors the Water and Sewer Systems in the township. It allows us to see the status of each pump station and Water tower in real time so that we can monitor and/or respond to any issues that may arise quicker.

PUBLIC COMMENT: None

OLD BUSINESS: None

NEW BUSINESS: Election of Commission Officers for the 2015-16 terms to take effect immediately

- **Chairman** – Commissioner Rochowiak Nominated Commissioner Graf, Commissioner Graf accepted Commissioner Pedersen seconded; Motion carried
- **Vice Chairman** – Commissioner Cook nominated Commissioner Pedersen, Commissioner Pedersen accepted Commissioner Rochowiak Seconded; Motion carried

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NON-AGENDA ITEMS: Chairman Cook submitted his letter of resignation to the commission, adding it has been a pleasure and honor to serve for these many years.

NEXT MEETING: May 26,2015

ADJOURNMENT: Commissioner Rochowiak motion to adjourn, Commissioner Rochowiak seconded
Motion carried, meeting adjourned at 8:38 p.m.

Respectfully Submitted by Karen E Smith

Approved _____

Robert Cook, Chairman

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