Grand Traverse County Board of Public Works-Finance Committee
Public Services Building
Large Conference Room
2650 LaFranier Rd, Traverse City, MI 49686

Meeting Minutes
Wednesday, February 5, 2020 @ 1:00 p.m.

CALL TO ORDER
The DPW Director, called the meeting of the Grand Traverse County Board of Public Works Finance Committee to order at 1:03 p.m. at the Public Services Building located at 2650 LaFranier Road, Traverse City, Michigan. The Secretary, was present.

ROLL CALL

PRESENT: Rob Manigold, Jeff Shaw, Chuck Korn, Beth Friend, and Doug White

ABSENT: N/A

STAFF: John Divozzo and Dianne Thompson

Also Present: Bob Fudge

2019 Officers:
Chair: Vacant (formerly Jay Zollinger-Acme Township Supervisor)
Vice-Chair: Rob Manigold-Peninsula Township Supervisor
Secretary: Jeff Shaw-Elmwood Township Supervisor

The Director opened the floor for Nominations for Finance Committee Chair.

ELECTION OF FINANCE COMMITTEE CHAIR:

MOVED by CHUCK KORN, supported by Doug White to nominate Rob Manigold as Chair.

MOVED by CHUCK KORN, supported by Doug White to close nominations for Chair and cast a unanimous vote for Rob Manigold as Chair.

The Motion PASSED unanimously.

At this point the meeting was turned over to the new Chair.

ELECTION OF FINANCE COMMITTEE VICE CHAIR AND SECRETARY

MOVED by BETH FRIEND, supported by Chuck Korn to nominate Doug White as Vice Chair and Jeff Shaw as Secretary and to close nominations and cast a unanimous vote for Doug White as Vice Chair and Jeff Shaw as Secretary.

The Motion PASSED unanimously.

PUBLIC COMMENT-none
APPROVAL OF AGENDA

Staff requested the handout be accepted as part of Item #6.

MOTION by CHUCK KORN to approve the agenda as amended; second by Jeff Shaw.

The Motion PASSED unanimously.

APPROVAL OF MEETING MINUTES

1. There were no objections, so the meeting minutes of January 8, 2020 were approved as presented.

AGENDA ITEMS

1. Summary of Prepaid Claims—there were no questions.

MOTION by DOUG WHITE to approve and recommend the claims to the BPW; second by Rob Manigold.

The Motion PASSED unanimously.

2. Memo Re: Staff approved Invoices
The committee had no objections.

3. MMRMA Refunds
John presented information related to refund checks from MMRMA:
   - East Bay Sewer #2 Insurance Claim $19,846.74
   - Distribution of Excess Net Assets from the State Pool Retention Fund $7,188.00
   - Distribution of Excess Net Assets to Members $10,768.00

4. City of Traverse City Refunds
John presented information related to refund checks from the City of Traverse City for water and sewer payments for fiscal year 2018/2019.
   - 7/1/18-6/30/19 WWTP Reconciliation ($9,134.63)
   - 7/1/18-6/30/19 Water Reconciliation ($44,970.53)

5. Tokay Service Contract
John presented a contract for committee recommendation that is for software and services associated with the County cross-connection control program. John informed the committee that we recently updated this software and then were informed that the company had been sold. We contacted the new owner who informed us that the software program we were running was not current.

The document on the agenda offers the latest version, which is much more user friendly and is cloud based. This requires testers to submit data online. The program verifies current tester licensing prior to allowing access. The DPW can record inspections online as well.

Our billing program supports this software and will allow data transfer from customer accounts. The fee
for this program is $5,100 with a $1,000 implementation fee. We also pay an annual service cost that
has already been paid for 2020 but will increase to $1,000 over three years. We also must pay a $600
Web Test hosting fee. The annual cost moving forward will be $1,600 in year three.

This software is vital to our cross-connection program and will minimize the use of paper with the
process. This software is also expected to reduce staff time significantly regarding filing and
compliance.

Motion by CHUCK KORN, to approve and recommend to the BPW the Tokay contract,
second by Jeff Shaw.

The Motion PASSED unanimously.

6. 2020 Budget Amendments-see handout
John presented the proposed budget amendments to the committee for review and approval.

The amendments include 2019 projects that were not completed last year; such as the generator contracts
and engineering and the Kaesar blower upgrades at the STF and 2020 projects not included in
the approved budget; such as a rate study for all the townships, the Invoice Cloud contract for billing
assistance software, a system condition assessment for Jacobs, and increased Miss Dig fees. John stated
that staff tried to identify all these projects prior to submitting the budget, but that some came up after
budget approval or were not completed in the same fiscal year. Staff is doing what it can to prevent
these from occurring in the future.

Motion by CHUCK KORN, to approve and Recommend to the BPW the budget
amendments as presented, second by Beth Friend.

The Motion PASSED unanimously.

PUBLIC COMMENT-none

NOTICES
1. The next Regular BPW Meeting will be held on Thursday, February 13, 2020 at 9:00 a.m. in the
upstairs meeting room at GARFIELD TOWNSHIP HALL, 3848 Veterans Drive.

2. The next regular BPW Finance Committee Meeting will be held on Wednesday, March 4, 2020 at
1:00 p.m. in the Large Conference Room in the Public Services Building at 2650 LaFranier Rd

Motion by BETH FRIEND, to adjourn the meeting at 1:40 p.m., second by Jeff
Shaw.

The Motion PASSED unanimously.

Date: March 4, 2020

BPW Finance Committee Chair

BPW Finance Committee Secretary
(Approved as to form and content)

Drafted by: John DiVozzo