



**Augusta Twp Utility Advisory Committee Meeting Minutes**  
**November 20, 2018, 5:00 pm**  
**Augusta Twp Hall**  
**8021 Talladay Rd**  
**Whittaker MI 48190**

**Attendees:**

Brian Shelby	Twp Supervisor
John Linville	UMS
Tommy Meyers	UMS
Nicholas Bayley	OHM
Colleen Coogan	Woodhill Group

Also present: Pete Hafler, Terry Petrowski and Dean Keffer

No meeting minutes prepared from prior UAC meeting

1. Delinquency Shut Off Notices, UMS were denied compensation for prior processing,
  - Compensation sought for 126 Shut-off notices issued, \$12.50/ea (\$1,575 Total) amount previously agreed upon by pervious Supervisor, but not included in UMS 2016 contract extension.
  - Amount reflects 50/50% split of the \$25 notice of shut off fee added to delinquent customers next invoice
  - Board felt that this service was covered under current contract under mailing services
  - UMS feels that the contract work scope for mailing services is for regular water bills only, shut-off notices are above and beyond and require extra administrative effort to process, including cost of certified mailing of each notice.
  - Board did direct UMS to issue Shut-off notices per the ordinance but no compensation was included in that discussion.
  - UMS was directed by Brian to invoice for Shut-off notice effort but Board rejected invoice.

Recommendation: UMS to draft amendment to the contract for compensation for this additional effort, to be passed by the Board. Note UMS's contract goes through Aug 2019



## 2. Delinquency Payment Program, New payment plans

- Twp Hall has processed one payment plan in Oct, by Belynda Domas Twp Clerk, set it up using the BS&A Module for payment plans
- Susan Burek, Twp Treasurer is working on revising the ordinance and formalizing the parameters for payment plans. Included on Nov 26 Board Agenda

UAC group determined that payment plans should not be distribute over more than 6 months.

- Note those accounts on a payment plan are not transferred over to taxes

## 3. Delinquency Payment Program, D&B billing Meeting

- Belynda Domas, Twp Clerk will meet with D&B billing to review the BS&A module for payment programs so that these special contracts can be tracked and monitored
- Terms of payment to be determined by Twp Supervisor/Clerk/Treasurer and not to be determined by D&B billing
- Meeting anticipated in December

## 4. Delinquency Payments Going to Taxes

- \$+/-8,000 in bills where rolled over to taxes this year
- Amounts owing before March 1, 2018 cut-off date, 6 months before roll over date Sept 1
- Use of Shut-off notices has reduced \$ amount going to taxes

## 5. Contact for D&B billing

- UMS request that all Township direct correspondence with D&B billing cease
- D&B billing is a subcontractor to UMS and all requests must be directed through Tommy

## 6. Water Meter Inspection Program, Description of program, System wide

- Program intent is to coordinate with MDEQ requirements for documenting water service materials from observations inside the house, as required under the new Lead and Copper Rules
- Program to be done by street in order to manage work load
- Program will also verify meters have not been tampered
- No update provided on two know cases of meter tamper



#### 7. Water Meter Inspection Program, UMS compensation

- UMS feels this is out of scope work from their system operation services contract
- Progress and records will be tracked through UMS's work orders
- Draft door hangers have been distributed for review to UAC after the Oct UAC Meeting

Recommendation: UMS to draft amendment to the contract for compensation for this additional effort, to be passed by the Board.

#### 8. Water Loss, YCUA Bemis Meter Estimates

- YCUA has completed the meter replacement at Bemis and Bunton Meter Pit, as of Nov 1, 2018. This pit contains only one 4 inch meter.
- This meter supplied a significant % of Augusta Twp water supply, since the YCUA increased the pressure a Bunton reducing the relative pressure difference between Bunton and Hitchingham. Hitchingham connects it a different high pressure district within YCUA. Note Augusta Twp operates on one pressure district with no PRV's.
- Per UAC Meeting Minutes Nov 12, 2017  
"5. Water usage through Bemis and Bunton meter-UMS spoke with representatives of YCUA and they explained that YCUA had increased water pressure coming out of the Martz Road pumping station, which forced more water through that meter and less through the Hitchingham meter."
- YCUA identified issue with meter readings starting in Feb 2018, estimated readings between May thru July 2018, Change pressure boundaries in Aug so most flow through Hitchingham
- YCUA based estimate on 3 year historical monthly consumption and % of monthly increase over other twps., June/ July highest consumption on record for YCUA as a whole.
- Brian/ UMS/ OHM and YCUA met to discuss estimates and meter on Aug 29, 2018

#### 9. Water Public Dispenser, Recalibration

- Dispenser works on based on time not gallons, as the dispenser parts are ordinarily used in the car wash industry
- Current setup min 75 cents for 2 min and 28 seconds duration, check 11-20-18
- Current rate is sufficient to cover Oct 2018, water rate increase
- Flow calculations based on Feb 2017 observation by UMS, 75 cent / 67 gallons



## 10. Water Meter Replacement, Program

- OHM was requested to determine cost to replace just the top 10 volume customer meters, based on the concept that a 1% loss error on a meter with large volume will translate into a larger \$ value to the Utility and these meter will have the shortest payback. Augusta Meters are on average 14 yrs old and industry standard is a 10 yrs service life.
- Top 10 12 month rolling customer data provided by Woodhill Group during the Wtr AMP (Asset Management Plan) 2017
- Meter size requiring replacement range from ¾ to 8 inch
- OHM obtained retail prices for Neptune Meters various sizes
- OHM assumed installation by UMS at 2 hour each, \$53/ hr
- Estimate replacement cost material and labor +/- \$23,000
- This cost would be funded by the Utility as customers are currently only required to pay for the purchase of a meter upon installation, after which it becomes property of the Utility to maintain and operate
- Colleen asked if calibration of the meters would be more cost effective
- UMS responded that post new MDEQ Lead and Copper rules, operators are not allowed to touch a meter installed before 2014 (effective date of change in lead content in brass) without replacing the whole meter.
- UMS to check on top volume customer list with two meter serial number with same volume sold. *UMS via D&B billing check their records and did not come to the same qty sold by meter serial number.*
- Colleen asked if the Top 20 customer list could include meter install date or meter age

OHM to revise the Top 20 customer list and provide at next UAC meeting

UMS to provide UAC new 12 month rolling water consumption in excel format

## 11. Water Loss, UMS Monthly Report Oct, Purchased Vs Billed

- Water (13,575 P/11,122 B) 18% loss
- Sanitary (9,520 P/5,396 B) 43% additional flow  
Based on 50/50 split of Sept/Oct Bi-monthly August billing and Oct YCUA invoice

## 12. Utility Budget, Amendments

- OHM met with Belynda and Kim on Nov 16, to review mid-point in fiscal year charges to various GL codes to ensure correct placement of charges
- Minor changes to current GL code charged were noted, all charges remained within the Utility Budget
- Need for new GL # specific for UMS-Wtr and UMS-San for system operation service contract were proposed for the next budget year.



### 13. Nexus Gas Pipeline, UMS Inspection time compensation

- UMS has requested compensation for inspection effort through construction period of the gas main construction 2017-18
- UMS inspected for protection of Augusta Utility Assets such as WM and San Force Mains at gas pipeline crossings Willis 16 inch WM and Whittaker 12 inch WM and 4 and 6 inch San FM
- Nexus is objecting to the duration of inspection stating that they were only “constructing the pipe line over several months of winter of 2018.
- UMS is claiming that duration is spread out over many more months including initial sheet piling install, prep for jack and bore under the road and duration all the time heavy equipment was crossing these utilities.

UMS was going to continue to correspond with Nexus pipeline.

### 14. Comprehensive utility rate study proposal by Woodhill Group

- Woodhill's proposal is for a complete Water and Sanitary rate review for a fee to max of \$15,000
- SAW grant can only cover the sanitary sewer portion of the rate review, Woodhill's estimate breakdown \$7,000 San/ \$8,000 Wtr
- SAW grant application included \$7,000 budgeted for rate review

UAC Recommends approval of the contract by the Board

### 15. Domestic Water Well Testing, by EMU

- Nov 16, 2018 well water sample drop off by area residences where collected for future analysis by EMU
- Program coordinate by Brian in response to several well water quality complaints from residences in the South West quadrant of the Township, West of Whittaker Rd. Area is currently not served by public water system.
- 11 samples were dropped off by residence by 2:00, some may have been dropped off later
- Results will be distributed to residences and Township Hall
- Concerned focused around potential groundwater impact from the Arkona Rd landfill site.
- OHM to provide Brian with Washtenaw County Health Department contact for person receiving Arkona Landfill perimeter well monitoring data.  
*Contact info for Jennifer Conn, send to UAC on 11-29-18 by OHM*



The next Advisory Meeting will be held on Dec 18, 2018, 5:00 pm.

Attachments:

- 1) UMS Oct Utility Report
- 2) Woodhill Group Proposal for Comprehensive Utility Rate Review
- 3) Top 20 customer list by volume with top 10 user meter replacement cost estimate
- 4) Top 20 customers Meter Detail List with Meter Serial Number

Prepared by,  
**OHM Advisors**

**Distributed: 11-30-18**

Nicholas Bayley, PE  
Township Engineer

These minutes represent our understanding of the information discussed. If changes should be made, please email corrections within 48 hours of receipt of these meeting minutes so that an accurate record can be maintained.