

North Kent Sewer Authority

Regular Meeting Minutes

December 5, 2024

CALL TO ORDER

Vice Chair Cameron VanWynngarden called the meeting of the North Kent Sewer Authority (NKSA) to order at 2:00 p.m. at the PARCC Side Clean Water Plant, 4775 Coit Avenue, Grand Rapids, Michigan.

Present were Board Members Cameron VanWynngarden (Vice Chair/Plainfield Township), Thad Beard (City of Rockford), Matt McConnon (Courtland Township) and Greg Madura (Alpine Township).

Also in attendance were Scott Schoolcraft, NKSA Director, NKSA attorney\ Jim Scales, NKSA Engineer Mark Prien, and NKSA Assistant Superintendent Jeremy Pitsch.

APPROVAL OF MINUTES

Motion made by McConnon and seconded by Madura to approve the November 7, 2024 meeting minutes. Motion approved unanimously.

PUBLIC COMMENTS

There were no members of the public present, and no comments were made.

REPORT OF THE DIRECTOR

Director Scott Schoolcraft presented a written report. The NKSA is continuing efforts to address fats, oils, and grease in the system by enforcement of requirements for installation and maintenance of grease traps, principally from restaurant uses.

OLD BUSINESS

- A. **2024 Budget Amendment.** Motion by Beard, supported by McConnon to approve resolution no. 2024-04 as presented, amending the 2024 Budget. Motion approved unanimously.
- B. **Discussion on Joint System Connection Fee Audit.** NKSA staff and Prien & Newhof concluded after investigation that the different procedures used in the five communities for documenting new sewer connections prevents an accurate audit of past collections and remittances of the joint system connection fees to the NKSA. After discussion, staff and the NKSA engineer and attorney were directed to prepare a proposed standard operating procedure and forms to promote uniformity and accountability in the collection and remittance of the JSCF, and ensure that NKSA is contacted for inspection of new connections to the system, to be presented to the Board by early spring 2025.
- C. **EGLE Communication.** A communication from EGLE concerning a potential innovation grant for funding for a pilot project to address effluent quality was discussed. By consensus, agreed that it will be reported the NKSA engineers are investigating the technological and

economic feasibility of the proposed technology for our membrane system. We will not be in position to give a response back to EGLE by December 20, 2024, and are requesting to be allowed until late February to investigate and respond.

NEW BUSINESS

- A. **2025 Employee Compensation.** A proposed schedule of employee compensation for 2025 was reviewed. It is a 3.9% increase over 2024. Motion by Madura, supported by Beard to approve the 2025 employee compensation as proposed. Motion approved unanimously.

MISCELLANEOUS. The 2025 meeting schedule was distributed.

ADJOURNMENT

The meeting was adjourned at approximately 2:55 p.m.

Jim Scales
Acting Recording Secretary