

A regular meeting of the Gratiot Area Water Authority Board was called to order at 12:04 p.m. by Chairman Kurt Giles in the Alma Municipal Building. A quorum of the Authority Board was present.

Roll Call

Board members present: Melissa Allen, Kurt Giles, Tom Reed and Matthew Schooley.

Board members not present: Jim Wheeler (excused) and Roxann Harrington

Others present: Rosemary Horvath, Bill Pilmore, David Ringle and Keith Risdon.

Approval of Minutes

Motion by Schooley, seconded by Reed, to approve minutes of the Water Authority meeting of July 12, 2019, as presented. Motion carried with a unanimous voice vote.

Requests for Purchase

Motion by Reed, seconded by Allen, to approve a request for purchase to Merrick Industries, in the amount of \$23,506.00, for a soda ash feeder to replace the original 1964 soda ash feeder. Motion carried with a unanimous voice vote.

New Business

Resolution 2019-0006
GRATIOT AREA WATER AUTHORITY
RESOLUTION FOR ACH AND ELECTRONIC TRANSACTIONS

The following preamble and resolution were offered by Member Allen and seconded by Member Reed.

WHEREAS, on December 30, 2002, the Governor of the State of Michigan approved Act No. 738 of the Public Acts of 2002 authorizing the use of electronic transactions by designated officers of the local government; and

WHEREAS, the Gratiot Area Water Authority deems that it is in the best interest of the Gratiot Area Water Authority to make certain financial transactions by using electronic transactions as described in the Act;

NOW THEREFORE IT BE RESOLVED, that the following policy shall govern the use of electronic transactions:

- (a) The Alma City Treasurer OR St. Louis Finance Director (to be known as the electronic transaction officer or ETO) shall be responsible for establishing all ACH arrangements for the local unit;
- (b) The ETO shall draft a written policy to be followed in accordance with the act and presented to the governing body;
- (c) The ETO shall be responsible for payment approval, accounting, reporting, and generally overseeing compliance or shall appoint an employee to perform such duties;
- (d) The ETO shall submit documentation to the governing body, or person responsible for approving payments by resolution or charter requirements, detailing goods and services purchased, the cost of goods or services, the date of the payment, and the department levels serviced;
- (e) All ACH transactions shall be approved by the ETO BEFORE payment is made.

Ayes: Allen, Giles, Reed and Schooley.

Nays: none
Absent: Wheeler and Harrington.

Resolution declared adopted this 9th day of August 2019.

Resolution 2019-0007
GRATIOT AREA WATER AUTHORITY
RESOLUTION ESTABLISHING ACH AND ELECTRONIC TRANSACTIONS POLICY

The following preamble and resolution were offered by Member Schooley, and seconded by Member Allen:

WHEREAS, the Gratiot Area Water Authority finds it necessary to establish a policy to govern the use of ACH and electronic transactions,

NOW THEREFORE IT BE RESOLVED, the Gratiot Area Water Authority hereby adopts the policy document, attached hereto as Attachment A, entitled ACH & Electronic Transactions Policy.

Ayes: Allen, Giles, Reed and Schooley.
Nays: none
Absent: Wheeler and Harrington.

Resolution declared adopted this 9th day of August 2019.

Reports

No comments or questions were offered about the July Water Production Report. Financial Statements were included on the agenda in error.

Motion by Reed, seconded by Schooley, to receive the July Water Production Report and place it on file. Motion carried with a unanimous voice vote.

Appropriations

Motion by Allen, seconded by Schooley, to approve and ratify the July 2019 Claims and Accounts. Motion carried with a unanimous voice vote.

Member Harrington arrived at 12:13 p.m.

Public Comments

Bill Pilmore, Water Plant Superintendent reported that Peter Hoffman of the Michigan State Police Intelligence Operation Center did a vulnerability study on the Water Plant. That report will be brought to the Authority once compiled. Cyber Security is the number one risk concern.

There being no additional Public Comment Chairman Giles asked for a motion to adjourn.

Motion by Harrington, seconded by Schooley, to adjourn the meeting at 12:15 p.m. Motion carried with a unanimous voice vote.

Sheila Letourneau
Sheila Letourneau, Recording Secretary

November 8, 2019
Date of Approval