

# Gull Lake Sewer & Water Authority

7722 N. 37<sup>th</sup> Street  
Richland, Michigan 49083  
Phone: (269) 731-4595  
Fax: (269) 731-2596  
www.glswa.org

1

## MINUTES OF THE JUNE 3, 2020 REGULAR BOARD MEETING

Authority Board Meeting

3:30 P.M.

**CALL TO ORDER/ ROLL CALL:** Chairperson Harma called the meeting to order at 3:31 P.M. Commissioners present were Lysanne Harma, Rob Baker, Wes Kahler and Jimmy Stoneburner. Also present were Executive Director John Crumb, Executive Assistant Anne Richmond, Field Superintendent Aaron Grogg, Water Services Manager Bill Bresson, Engineer Paul Schram, Attorney Rob Thall, and Cooper Township Supervisor Jeff Sorensen. Access to the meeting was available via Zoom. Charleston Township Supervisor Jerry VanderRoest later reported that he attended the meeting via Zoom.

**REVIEW AND SET THE AGENDA:** Stoneburner made the motion to set the Agenda as presented. Motion was seconded by Kahler. **Motion carried; all ayes.**

**HEAR THOSE PRESENT (Non-Agenda Items):** Nothing presented.

**CONSENT AGENDA:** A motion was made by Kahler and seconded by Baker to approve all items on the consent agenda with no further discussion. **Motion carried; all ayes.**

### NEW BUSINESS

#### SCADA RFQ

Motion

Crumb reviewed two RFQ submittals for SCADA. A motion was made by Kahler and seconded by Baker to authorize Executive Director Crumb and Engineer Schram to negotiate a contract with UIS Scada to upgrade GLSWA's SCADA system. The contract and financing options are to be reviewed with the Board at a Special Meeting to be held on Wednesday, June 17 at 1:00 p.m.. **Roll Call Vote: Kahler-aye; Baker-aye; Harma-aye; Stoneburner-aye; Motion carried.**

#### 2019 CIP Final Pay Request

Motion

Crumb reviewed the final pay request from Pajay for the 2019 CIP Project. Crumb noted that GLSWA had incurred additional costs for the project that Pajay claimed ownership and agreed to be separately invoiced for these costs. A motion was made by Stoneburner and seconded by Kahler to make the final payment to Pajay for the

2019 CIP Project in the amount of \$78,392.28 and to invoice Pajay in the amount of \$10,744.65. **Roll Call Vote: Kahler-aye; Baker-aye; Harma-aye; Stoneburner-aye; Motion carried.**

Capital Asset Purchasing Policy Motion  
 Crumb proposed a procedure to properly retire capital assets at the conclusion of the asset's service life. A list of the capital assets that are ready for retirement would be posted annually. The intent of the procedure is to detail the retirement process in a manner that addresses the timely sale or disposal of the assets for the best possible financial return. A motion was made by Baker and seconded by Stoneburner to approve the Capital Asset Retirement Procedure as proposed by Crumb. **Roll Call Vote: Kahler-aye; Baker-aye; Harma-aye; Stoneburner-aye; Motion carried.**

Riverview Drive Construction Expense Motion  
 GLSWA incurred operation expense of approximately \$9,500 due to dewatering costs for the Riverview Drive Improvements project in Cooper Township. As GLSWA will collect user fees from these future customers, Crumb recommended GLSWA pay this expense. A motion was made by Stoneburner and seconded by Baker to approve GLSWA payment of the Riverview Drive Construction Expense as a cost of doing business based on receiving customer payments from Cooper Township. **Roll Call Vote: Kahler-aye; Baker-aye; Harma-aye; Stoneburner-aye; Motion carried.**

Approve Revised Meeting Schedule Motion  
 The GLSWA Board Meeting Agenda was revised to add a Special Meeting on June 17, 2020 at 1:00 p.m. to review the proposed SCADA contract and financing options. In addition, the date of the December meeting was changed from December 10 to December 9. A motion was made by Kahler and seconded by Stoneburner to approve the revised meeting agenda as presented. **Roll Call Vote: Kahler-aye; Baker-aye; Harma-aye; Stoneburner-aye; Motion carried.**

COVID-19 Preparedness Plan Motion  
 Crumb reviewed the GLSWA COVID-19 Preparedness and Response Plan with the Board. A motion was made by Baker and seconded by Stoneburner to approve the GLSWA COVID-19 Preparedness Plan. **Roll Call Vote: Kahler-aye; Baker-aye; Harma-aye; Stoneburner-aye; Motion carried.**

City of Galesburg Service Update Discussion  
 Crumb provided an update on service to the City of Galesburg. GLSWA is providing services more efficiently at a lower rate than expected. A second transitional transfer is in the works with utility locating. Some details for a fluid transition have not been implemented due to COVID-19 restrictions, however, this will commence while taking proper precautions to protect personnel health and safety.

Sherman Lake Sewer Connections Discussion  
 Crumb and Baker are investigating options for mandatory sewer connection on Sherman Lake to potentially mitigate the cost for weed control.

**OLD BUSINESS: On Going**

Crumb reviewed the current status of the items on the Master List. He has prioritized working on the Charleston and Augusta agreements with Attorney Thall.

**CLOSING COMMENTS**

Work on the Gull Lake Water Project has been temporarily suspended.

Ned's is expanding to add a prep kitchen.

Harma thanked everyone for their hard work, dedication, and diligence to research the SCADA upgrades to make an informed decision.

Crumb expressed his appreciation for the relationship that he has with each of the Board members.

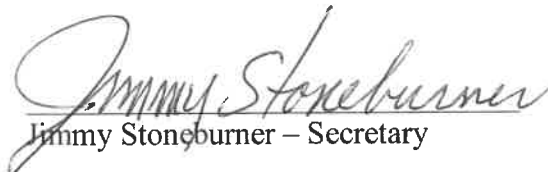
**ADJOURN.**

Chairperson Harma adjourned the meeting at 5:30 P.M.

NEXT MEETING:

WEDNESDAY, JUNE 17, 1:00 P.M.

Submitted for approval

  
Jimmy Stoneburner – Secretary