

Gull Lake Sewer & Water Authority

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MINUTES OF THE MAY 22, 2019 REGULAR BOARD MEETING

Authority Board Meeting

3:30 P.M.

CALL TO ORDER/ ROLL CALL: Chairperson Harma called the meeting to order at 3:30 P.M. Commissioners present were Lysanne Harma, Wes Kahler, Jimmy Stoneburner and Rob Baker. Also present were Executive Director John Crumb, Charleston Township Supervisor Jerry VanderRoest, and Engineer Paul Schram.

REVIEW AND SET THE AGENDA: Crumb amended the agenda to add four additional items under New Business: 1. Approve Roofing Quote for the Attached Garage 2. Approve Purchase of 2017 GMC Sierra Double Cab for \$37,500 3. Approve Purchase of Computers and Server with Budget Amendment 4. Approve Comcast Service Agreement with New Phones. Stoneburner made the motion to accept the Agenda as amended. Motion was seconded by Baker. **Motion carried; all ayes.**

MINUTES OF THE APRIL 24, 2019 REGULAR MEETING: A motion was made by Kahler and seconded by Baker to accept the regular meeting minutes of April 24, 2019 as presented. **Motion carried; all ayes.**

HEAR THOSE PRESENT (Non-Agenda Items): None Present.

CORRESPONDENCE:

5929 N. 37th Street Email Noting Disapproval of Rate Increase
Mr. Todd White emailed GLSWA with his concerns regarding the annual rate increase.

City of Kalamazoo Notification of Treatment Technique Violation
Crumb shared details of the City of Kalamazoo Treatment Technique Violation due to excursions of phosphate feed rates noting that it was not a health risk.

GLSWA Memo Mr. Widner GLSWA Will Not Extend an Offer of Employment
Crumb formally notified Mr. Patrick Widner that GLSWA has decided not to offer him the full time field tech position.

Galesburg Mayor West Memo to City of Galesburg for Agenda Item
GLSWA requested an opportunity to present to the Galesburg City Council a need to repair a shared sanitary sewer pipe that runs under M96 and ask for their financial participation. Galesburg committed to 5% cost sharing of the sewer pipe repair at their May 6, 2019 meeting.

6035 N. 42nd Street Correction for Delinquent Sewer Bill for Tax Roll
Ross Township corrected a delinquent sewer bill that was applied in error on the wrong parcel.

Brussee/Brady Request for 1-Year Warranty Walk Through
Crumb notified Brussee/Brady of concerns with poor installation of stair treads to our new Pole Barn and requested a 1-Year Warranty Walk Through. Brussee/Brady asked that GLSWA address any items of concern via email first and a meeting could be set up if necessary. The stair tread issue was shared and resolved.

588 Streamside Drive Removal of Account from Sewer Billing
It was determined that 588 Streamside Drive did not connect to sewer and the account was removed from sewer billing and the Kalamazoo REU Report.

Gull Island Letter to Gull Island Residents-Retirement of Debt Service Fee
A letter informing Gull Island Residents of the retirement of the debt service fee as of April 1, 2019 for the Gull Island Sewer Debt will be mailed with their sewer bills on June 1, 2019.

Card Services Notification of Change in Terms
GLSWA received notification of a change in terms to our credit card agreement based on information contained in a credit report. It is a concern that personal information is attached to the business account. GLSWA met with Old National Bank to pursue a new company credit card. Kahler suggested checking with Highpoint Bank as Barry Township had the same issue and resolved it with Highpoint Bank.

GLSWA Memo Full Time Employment Offer to Mr. Bresson
GLSWA extended an offer of employment to Mr. William Bresson for the open full time field tech position.

NEW BUSINESS / PROJECTS UPDATE

Loyal Perry Builders Motion: Approve Roofing Quote for Attached Garage
The FYE 2020 Capital Budget included \$15,606 for Interior work and \$15,606 for Exterior work on the Attached Garage. A motion was made by Kahler to accept a

quote from Loyal Perry Builders LLC for new shingles on the attached garage in the amount of \$8,925. The shingles are to match the office and new Pole Barn. Motion was seconded by Stoneburner. **Motion carried; all ayes.**

Cole GMC Motion: Approve Purchase of 2017 GMC Sierra Double Cab
The FYE 2020 Capital Budget included \$37,500 for a new vehicle. Stoneburner made the motion to approve the purchase of a 2017 GMC Sierra Double Cab for \$37,500. Motion was seconded by Baker. **Motion carried; all ayes.**

I.T. Right Motion: Approve Purchase of Computers/Servers-Budget Amendment
The FYE 2020 Capital Budget included \$12,600 for computers and \$13,000 for servers. Crumb proposed purchasing computers at a cost of \$10,530, \$2,070 under budget, and servers at a cost of \$13,033. Crumb also recommended purchase of a Ctera backup system at a cost of approximately \$2,661 + annual service cost of \$640 so that GLSWA could restore operations in ½ day vs 3 days. Baker made the motion to approve the purchase of computers and servers with a budget amendment increase of \$3,000 due to the addition of Ctera Cloud storage. Motion was seconded by Stoneburner. **Motion carried; all ayes.** Annual Fees will increase by approximately \$3,200 due to an Email Archiver and the Ctera Cloud Care/Server Agent. Crumb noted that the NAS storage system that GLSWA uses to store video and MACP inspections has failed. I.T. Right and Andrew Hartwick are trying to resolve this and additional capital/budget \$ may be needed.

Comcast Motion: Approve Service Agreement with New Phones
Crumb reviewed a Comcast Business Proposal for Service that included phones. Harma and Schram use a Comcast Small Business Service Agreement including phones at their work locations and acknowledged the phone quality with this service. Stoneburner made the motion to approve the proposed Comcast Small Business Service Agreement that included phones rather than a separate purchase of phones for the office. Motion was seconded by Harma. **Motion carried; all ayes.**

Bauckham Sparks Motion: Approve Joint Representation Conflict Waiver
GLSWA and the City of Galesburg have asked Attorney Rob Thall to jointly represent them in connection with an intergovernmental agreement for utility administrative services. A motion was made by Stoneburner to authorize Crumb to sign a joint representation conflict waiver for Attorney Thall so that he could draw up an intergovernmental agreement for utility services between GLSWA & the City of Galesburg. Motion was seconded by Kahler. **Motion carried; all ayes.**

9370 N. 32nd St/Boudeman WAI Review Need for PS31 at Current Location
Mr. Boudeman asked if PS31 and easements that are currently on his property on 32nd Street could be eliminated. WAI shared past sewer study flow documentation supporting the need for PS31 as constructed. *Crumb to inform Mr. Boudeman that PS31 and easements will remain as constructed.*

Mr. Duane Chambers Approve Short Term Agreement-Cell Phone Service
 Crumb reviewed a short term agreement allowing Duane to maintain his current phone number and service for his issued cell phone with provisions. A motion was made by Stoneburner to approve the short term agreement for Duane's cell phone use prior to transfer of Duane's cell phone number to a private account by December 31, 2019 as reviewed. Motion was seconded by Kahler. **Motion carried; all ayes.** Crumb noted that the phone line has an available phone upgrade that will be passed on to Duane.

DEQ-Purge Well Discharge Current PFAS and PFOS Maps
 Crumb reviewed Heat Maps for current PFAS and PFOA/PFOS.

Charleston Twp. Estimated Expenses for Pipe Remediation
 Crumb reviewed the estimated expenses for Charleston Township Pipe Remediation. The total estimated expense is \$138,970 including Charleston Township Attorney Fees of \$1,910. Georgia Pacific contested the Charleston Township Attorney Fees, therefore, this expense will not be added to the agreement for reimbursement to Charleston Township.

12589 M-96 Final Cost for Grinder Installation on 4/22/2019
 Crumb reviewed the Work Order and Charleston Township Invoice reflecting the final cost of the Grinder Pump Installation in the amount of \$10,895.25.

EMC and CJ Cooper Assoc Loss Control Survey and Drug/Alcohol Testing Program
 A Loss Control Survey was conducted with Patrick Kelley, EMC's Risk Improvement Representative, on May 13. GLSWA requested removal of Cooper Township Pump Stations from our current insurance policy. GLSWA has connected with a 3rd Party Administrator for a drug/alcohol testing program. This includes DOT medical card physicals-local sites with set pricing. (4) Employees will be included in a group pool for random testing. Safety videos will begin in July. Employees will view the videos during normal work hours.

Projects-Miscellaneous 2018-2019 Various Projects and On-Going Work

- CIP Revised Project Schedule: Awaiting revised schedule from Pajay Construction; start time set for early August; Charleston FM meter after Memorial Day; WAI provided examples of Door Hangers for notification.
- Gull Lake Area Water Feasibility Study – WAI working on Public Education questionnaire.
- Riverview – Status Update from WAI: WAI confirmed dewatering parameters for sanitary sewer discharge with the City of Kalamazoo. GLSWA to set rate for contractor-suggested rate would mirror PPP/DEQ agreement. Low bidder was Hoffman Brothers.
- Gilmore Farms West – Consumers Easement Document language change. *Crumb to contact Allen Edwin (Dan Larabel) to see if new document with language changes needs to be signed.*
- Gilmore Car Museum-No Update.

Work Orders over \$750	Manager Plus Work Order System	
Work Orders Past / Adjusted + Reactive (284-297)		
W.O. 297: 4766 EGLD MH Infiltration		\$ 220.00

OLD BUSINESS: On Going

Crumb reviewed the current status of the items on the Master List.

FINANCIAL REPORT

Financial Report / Bills Paid + Payable / Engineering Billing

A motion was made by Kahler and seconded by Baker to file the financial reports as presented and approve the standard bills paid through April 30, 2019. **Motion carried; all ayes.**

CLOSING COMMENTS

Crumb thanked the Board for their support during this busy time.

Kahler shared that Barry Township received a gift of a new pavilion with a band shell and bathrooms, Delton Schools Bond for improvements passed, and there is the potential for a subdivision behind the soccer field.

Baker is hoping for enforcement of Ross Township's noise ordinance from the Marine Division of the Sheriff's Department and asked about other township noise ordinances.

Stoneburner reported that a Citizen lawsuit against the Barry County Drain Commission has led to the elimination of task force meetings pertaining to Crooked Lake Flooding resolution.

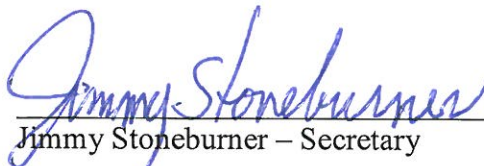
ADJOURN.

Chairperson Harma adjourned the meeting at 5:35 p.m.

NEXT MEETING:

WEDNESDAY, JUNE 26, 2019, at 3:30 P.M.

Submitted for approval


Jimmy Stoneburner – Secretary