

## Gull Lake Sewer & Water Authority

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### MINUTES OF THE JUNE 26, 2019 REGULAR BOARD MEETING

Authority Board Meeting

3:30 P.M.

**CALL TO ORDER/ ROLL CALL:** Chairperson Harma called the meeting to order at 3:32 P.M. Commissioners present were Lysanne Harma, Jimmy Stoneburner and Rob Baker. Wes Kahler arrived shortly thereafter. Also present were Executive Director John Crumb, Executive Assistant Anne Richmond, Charleston Township Supervisor Jerry VanderRoest, and Engineer Paul Schram. Augusta Village Manager Jeff Heppler arrived later in the meeting.

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

**MINUTES OF THE MAY 22, 2019 REGULAR MEETING:** A motion was made by Stoneburner and seconded by Baker to accept the regular meeting minutes of May 22, 2019 as presented. **Motion carried; all ayes.**

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

#### **CORRESPONDENCE:**

Anderwylde, LLC      Mpower Conference Commitment  
 GLSWA and GIS Specialist Andrew Hartwick have agreed to split the cost for Andrew to attend the Mpower Conference to be held September 10-13, 2019.

1681 Idlewild              Status Change for Billing Purposes  
 GLSWA takes the conservative approach when adjusting the status of customer bills for sewer capping and connections.

1301 WGLD              Guardrail Damage at LS #3  
 The guardrail at Lift Station 3 was damaged. The sheriff had no related accident report and we were advised by the Hartleb Agency that we cannot pay ourselves on a

claim for the labor to repair the damage; therefore, we did not report a claim. The guardrail has been fixed with minimal material cost.

**SW Michigan First Inquiry on Sewer and Water Rates for Project Gemini**  
A very large corporate project is considering a site in Charleston Township and asked for information on connection fees and anticipated bills based on their projected usage. Chairperson Harma took the opportunity to express concern about the amount of time that Executive Director Crumb is spending on Charleston issues and asked if the administrative expenses for this are being covered by the revenue. Crumb responded that this will be addressed in the contract that is being drafted and will be a consideration in a new rate study along with replacement costs for infrastructure.

**9638 WGLD Lining Costs Shared with Ritz's**  
GLSWA requested a response from the Ritz's prior to August 1, 2019 in order to get the sewer lining scheduled before the end of the summer work season.

**Miss Dig Shared Inbox for Dig Locates**  
GLSWA has moved forward with a shared email inbox for all Miss Dig locate requests. Previously, all Miss Digs went to Barry Bowman's email address. This will allow for a group focus.

**5172 N. Riverview Drive Concern over Utility Locating on Riverview**  
Mr. Derry Emert at 5172 Riverview Drive called GLSWA concerned that his neighbors' gas services are marked, but his is not. Crumb asked Steve Carlisle at Wightman to contact Mr. Emert regarding the schedule and how the gas project fits with the sewer project.

**7911 Foxwood Extra Note of Thanks Included with Utility Payment**  
Mr. Travis James included a note with his utility payment thanking GLSWA for replacing his sewer line at this time last year.

**12188 N. Sherman Lake Damaged Carbon Filter due to Lawn Care**  
A customer broke the vent to his Grinder Tank while mowing and brought the broken parts to the GLSWA office. As part of our excellent customer service, GLSWA repaired the vent the next day.

**GLSWA Memo Part Time Employment Offer to Ms. Nelles-Serba**  
GLSWA extended an offer of employment to Ms. Nelles-Serba for the open part time office assistant position.

## **NEW BUSINESS / PROJECTS UPDATE**

**Personnel Policy Motion: Approve Recommended Changes to Personnel Policy**  
Crumb reviewed the changes to the Personnel Policy. Attorney Thall did not see any problem with the revisions. A motion was made by Stoneburner to approve the

Personnel Policy changes as recommended and implement it per Attorney Thall's final review. Motion was seconded by Baker. **Motion carried; all ayes.**

Code of Ethics            Motion: Approve Recommended Changes to Code of Ethics  
The Authority Board directed Crumb to revise the Code of Ethics as recommended by Attorney Thall.

Drug/Alcohol Testing Policy            Motion: Approve Drug/Alcohol Testing Policy  
Crumb reviewed the Drug and Alcohol Testing Policy. Per Attorney Thall, compliance with the Drug and Alcohol Testing Policy should be specifically added to the Personnel Policy. A motion was made by Kahler to add the Drug and Alcohol Testing Policy to the Personnel Policy as recommended by Attorney Thall. Motion was seconded by Stoneburner. **Motion carried; all ayes.**

City of Galesburg            Motion: Approve Interlocal Agreement for Backup Water  
System Operator  
Crumb reviewed the proposed Interlocal Agreement for Backup Water System Operator with the City of Galesburg. The term of the agreement is from July 1, 2019 to December 31, 2019. A motion was made by Kahler to authorize Crumb to sign the Interlocal Agreement for Backup Water System Operator and share it with the City of Galesburg. Motion was seconded by Stoneburner. **Motion carried; all ayes.**

Village of Augusta            Motion: Approve Agreement for Backup Water System  
Operator  
Crumb reviewed the proposed Agreement for Backup Water System Operator with the Village of Augusta. The term of the agreement is from June 1, 2019 to February 29, 2020. A motion was made by Baker to approve the Agreement for Backup Water System Operator with Village of Augusta. Motion was seconded by Stoneburner. **Motion carried; all ayes.**

Richland Water Extension            City of Kalamazoo Update  
Crumb provided an update on the Richland Water Extension. Crumb noted that MDOT is asking GLSWA and the City of Kalamazoo to pull the permits to cover contractors that are installing sewer/water in the road. Crumb does not believe this is appropriate as the municipalities do not yet own the infrastructure.

Charleston Township            Preliminary Expense Report for Pipe Remediation  
Crumb reviewed a preliminary summary of the costs to hydraulically clean and remediate the sewer pipe in Charleston. The project cost is coming in under budget.

Projects-Miscellaneous            2018-2019 Various Projects and On-Going Work  
o CIP Revised Project Schedule: Engineer Schram discussed the 2019 Capital Improvement Project Schedule as revised on June 5, 2019. The Charleston Lift Station Vault & Piping is scheduled to begin on July 1. Work on the force mains is scheduled to begin on July 29, 2019.

- Gull Lake Area Water Feasibility Study – WAI working on Public Education-no update.
- Riverview – Status Update from WAI: The City of Kalamazoo will accept the dewatering sanitary sewer discharge containing PFAS– GLSWA will bill the treatment cost to the project through KCRC. Schram reviewed the financing cost for a house on an average lot to connect to sewer. The connection fee increases each year. Connection is mandatory in 10 years. Crumb discussed grouping customers together to take advantage of lower contractor rates-this will require coordination.
- Gilmore Car Museum-GCM requested the Articles of Incorporation for both GLSWA and SWBCSWA. Crumb has been asked to participate in a conference call with Gilmore Car Museum and former Executive Director Rich Pierson.
- Gilmore Farms West – Construction Plans for the Condos and Phase 2 are with the Richland Township Planning Commission.

Work Orders over \$750	Manager Plus Work Order System
Work Orders Past / Adjusted + Reactive (298-329)	
W.O. 298: Lift Station 50 Generator Receptacle	\$2,594.96
W.O. 299: Lift Station 51 Generator Receptacle	\$2,070.70

Crumb asked the Authority Board for clarification on the level of capital he can authorize without Authority Board approval. A motion was made by Stoneburner and seconded by Baker to authorize Crumb to spend up to \$5,000 in capital without Authority Board approval. **Motion carried; all ayes.**

### **OLD BUSINESS: On Going**

Crumb reviewed the current status of the items on the Master List. Crumb noted that Geoff Lansky with the Hartleb Agency will be assisting him to setup the logins for employees to view safety videos next week.

### **FINANCIAL REPORT**

Financial Report / Bills Paid + Payable / Engineering Billing

A motion was made by Baker and seconded by Stoneburner to file the financial reports as presented and approve the standard bills paid through May 31, 2019.

**Motion carried; all ayes.**

**CLOSING COMMENTS**

The Board gave permission for Consumers Credit Union to share the fact that Gull Lake Sewer and Water Authority is a member of Consumers Credit Union with another potential local municipality that is considering becoming a member of Consumers Credit Union.

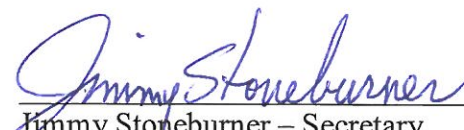
**ADJOURN.**

Chairperson Harma adjourned the meeting at 5:36 p.m.

NEXT MEETING:

WEDNESDAY, JULY 24, 2019, at 3:30 P.M.

Submitted for approval

  
Jimmy Stoneburner – Secretary