

# Gull Lake Sewer & Water Authority

1

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## MINUTES OF THE JANUARY 23, 2019 REGULAR BOARD MEETING

Authority Board Meeting

1:00 P.M.

**CALL TO ORDER/ ROLL CALL:** Chairman Stoneburner called the meeting to order at 1:00 P.M. Commissioners present were Jimmy Stoneburner, Wes Kahler, Lysanne Harma and Rob Baker. Also present were Executive Director John Crumb, Executive Assistant Anne Richmond, Charleston Township Supervisor Jerry VanderRoest, and Engineer Paul Schram.

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

**MINUTES OF THE JANUARY 16, 2019 SPECIAL MEETING:** A motion was made by Harma and seconded by Baker to accept the special meeting minutes of January 16, 2019 as presented. **Motion carried; all ayes.** A motion was made by Kahler and seconded by Harma to make a correction to the closed session meeting minutes of January 16, 2019. **Motion carried; all ayes.** A motion was made by Kahler and seconded by Baker to accept the corrected closed session meeting minutes of January 16, 2019. **Motion carried; all ayes.**

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

### **CORRESPONDENCE:**

15450 M-43 Confirmation of Grease Trap Proposed for Addition  
Engineer Schram confirmed that a Grease Trap is planned for the addition to Ned's restaurant.

2568 Norris Rd Verification of Well Pump Disconnection-Inactive Acct Status  
GLSWA agreed to discontinue sewer billing for the property at 2568 Norris Rd after verifying that the outgoing line on the well pump was capped off and was no longer in use. The property will be reviewed annually.

5322 N. 37<sup>th</sup> St Inquiry Sanitary Sewer Connection Costs  
 In response to a realtor inquiry, GLSWA provided an approximate cost of \$8,125 - \$8,625 to connect the property at 5322 N. 37<sup>th</sup> St to sewer.

Verizon Wireless Use of Available Upgrade  
 GLSWA used an extra available upgrade to provide a new phone for retiring Deputy Director Rich Pierson at no cost.

Gilmore Farms 4th Quarter Sewer Connection Refund  
 GLSWA issued the first quarterly Sewer Connection Fee Refund per the contract to Gilmore Farms for two sewer connections in Phase 2.

Woodland Terrace Notification of Concerns  
 Crumb outlined issues that need to be addressed with the Woodland Terrace project in an email to the general contractor. Richland Twp. has turned the project back over to the planning commission for resolution of the issues prior to commencement of the project. Crumb has been contacted by a company hired to facilitate obtaining permits for the project.

## **NEW BUSINESS / PROJECTS UPDATE**

Election of Officers Motion: Nominate & Approve Officers  
 A motion was made by Stoneburner and seconded by Baker to elect Lysanne Harma as Chairman and Wes Kahler as Vice Chairman of the Gull Lake Sewer & Water Authority. **Motion carried; all ayes.** A motion was made by Kahler and seconded by Baker to elect Jimmy Stoneburner as Secretary-Treasurer of the Gull Lake Sewer & Water Authority. **Motion carried; all ayes.**

Deputy Director Motion: 1. Update Signature Cards 2. Eliminate Other Obligations  
 Due to Rich Pierson's retirement from GLSWA, there are obligations that need to be removed. A motion was made by Kahler and seconded by Baker to remove Pierson from financial obligations by updating the signature cards for banking to remove Rich Pierson as a bank signatory for Gull Lake Sewer & Water Authority. **Motion carried; all ayes.** A motion was made by Kahler and seconded by Baker to release Pierson from any further obligations to Gull Lake Sewer & Water Authority. **Motion carried; all ayes.** GLSWA may use Pierson as a consultant on an as-needed basis. *Crumb to contact I.T. Right regarding Pierson's email and computer.*

Office Artwork Motion: Order Recognition Plaques for Pierson's Donation.  
 Rich & Susan Pierson generously donated artwork to GLSWA. Crumb requested that recognition plaques be ordered for the generous donation. A motion was made by Harma to accept the generous donation of artwork to GLSWA by the Piersons, provide a receipt to them, and order recognition plaques for the artwork. Motion was seconded by Kahler. **Motion carried; all ayes.**

MDOT ROW Permit Motion: Approve Performance Resolution for Govt Agencies  
 Crumb requested approval of the Performance Resolution for Governmental Agencies which is required for MDOT to issue a municipal utility an “Individual Permit for Use of State Highway Right of Way”. Kahler made a motion to approve the Performance Resolution for Governmental Agencies. Motion was seconded by Harma. **Roll Call Vote: Kahler-aye; Baker-aye; Harma-aye; Stoneburner-aye; Motion carried.**

56 Little Long Lake Dr Motion: Approve Good Faith Offer for Easement  
 Crumb reviewed a Good Faith Offer for a road easement for Public Sewer & Water for 56 Little Long Lake Drive. A motion was made by Baker and seconded by Kahler to approve the Good Faith Offer as reviewed and forward the letter to Mr. Mastenbrook for his tentative acceptance of the offer. **Motion carried; all ayes.**

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

- Gull Lake Area Water Feasibility Study – WAI Status Update: Studying Capital Benefit Assessment based on Fire Flow benefit; Special Meeting to be setup to review Water Project in March
- Eastern Heights (need advisory survey)-*Crumb to work with WAI*
- Gull Road up 30<sup>th</sup> (need advisory survey)-*Crumb to work with WAI*
- Gilmore Car Museum-Status Update Motion: Approve Drone Flight for Topo  
 Wightman discussed a proposal for providing sanitary sewer service to GCM as detailed in a January 17, 2019 letter to John Crumb. Engineer Schram indicated it would be useful to have the topo information for a possible sewer project and for a future water project. A motion was made by Baker and seconded by Harma to authorize up to \$2,000 at Crumb’s discretion for a drone flight to obtain topo for Gilmore Car Museum. **Motion carried; all ayes.**
- 2019 CIP Project Bid Documents – WAI Motion: Release Projects for Bid  
 Engineer Schram reviewed the engineer’s estimate of the 2019 Capital Improvements Project with the Board and requested approval to release the projects for bid on February 25. The Board discussed project timing and preferred a fall project. A motion was make by Harma and seconded by Kahler to release the 2019 Capital Improvements Project as reviewed for Bid. **Motion carried; all ayes.**
- Riverview-Keyes Drive – Status Update from WAI: WAI has been authorized by Cooper Township to proceed with the design for Riverview only
- Gilmore Farms – Update from WAI: Gilmore Farms has requested review of plans for Phase 2 condominiums.
- Pole Barn: Occupancy Permit Received. The final cost for the Pole Barn was \$328,521.52 vs. the estimate of \$329,394, \$872.48 under budget.

Work Orders over \$750 Manager Plus Work Order System  
 Work Orders Past / Adjusted + Reactive (255-259)  
 There were no work orders over \$750 to review.

**OLD BUSINESS: ACTIVE (no change in status unless red)**

Gull Lake Ministries Motion: Approve Final Unit Credit Balance  
 Crumb reviewed a memorandum to Gull Lake Ministries proposing a final unit credit balance of 22.19. A motion was made by Kahler and seconded by Harma to approve the final unit credit balance for Gull Lake Ministries and authorize Crumb to send the letter to Gull Lake Ministries. **Motion carried; all ayes.**  
 Cooper Township Asset Mgmt Crumb to write up AMP Report  
 Charleston Township AMP LS Utility Accts transferred to GLSWA/Current Expense Summary Leachate Buildup Meeting-A. Grogg  
 Charleston Twp Billing **Meeting with Commercial Accts prior to 1<sup>st</sup> Billing**  
 Galesburg Pipe Under M-96 Crumb and WAI to begin investigation  
 Village of Augusta Pierson to draft new Agreement with Augusta  
 Indian/Pickerel Sewer O&M Awaiting South County Decision-**expected Feb-Mar**  
 Ordinance-Metered Billing Discussing Challenges & Logistics  
 Ordinance Revisions Ordinance revisions for all municipalities (on-going review)  
 9638 WGLD-Ritz Project not ready to move forward this fall  
 Engel (Spruce Lane Apts) Motion: Enter Closed Session

At 3:25 p.m., Harma moved that the Authority Board convene in closed session under section 8(h) of the Open Meetings Act to consider material exempt from disclosure by state statute section 13(1)(g) of the Freedom of Information Act, being a letter from its attorney dated January 18, 2019, for the reason that the letter is exempt from disclosure under State law due to the attorney-client privilege. The motion was seconded by Kahler. **Roll Call Vote: Kahler-aye; Baker-aye; Harma-aye; Stoneburner-aye; Motion carried.**

The Board resumed open session at 3:30 p.m. A motion was made by Kahler and seconded by Baker to accept the attorney's recommendation. **Motion carried; all ayes.**

**OLD BUSINESS-ON GOING: (see Attachment A).** The Board acknowledged receipt of the Old Business / Inactive list. This list will be combined with and replaced by the Master List.

**FINANCIAL REPORT**

Financial Report / Bills Paid + Payable / Engineering Billing  
 A motion was made by Kahler and seconded by Harma to file the financial reports as presented and approve the standard bills paid through December 31, 2018. **Motion carried; all ayes.**

**CLOSING COMMENTS**

Kahler welcomed all to an open house on January 31, 2019 from 2:00 – 7:00 p.m. for the new Barry Township Police Department offices.

Crumb requested input for a meeting date in March to review the Water Project.


**ADJOURN.**

Chairman Stoneburner adjourned the meeting at 3:45 p.m.

NEXT MEETING:

WEDNESDAY, FEBRUARY 27, 2019, at 1:00 P.M.

Submitted for approval

  
Jimmy Stoneburner – Secretary

## Attachment A: Old Business Items-

OLD BUSINESS ITEMS (Miscellaneous projects / items carried over) / No change in status unless **Red**

1/23/2019

No.	Item	Status
1	DEQ Purge Well discharge Out for signatures. Currently with City of Kalamazoo	: Wells turned off from 6/21/18 thru 7/14/18; New Agmt in place to address PFOS 7/31/2018; : Overall revenues for Authority FYE 2018 will likely be reduced 8% (\$100,000 +/-)
2	Rob Thall - Property Acquisition/Easements RP + TW met to review - RP to prepare	: 2-Properties: Consumers / Gull Lake Condos + Consumers at Auth offices-No benefit for CMS per RT : DEQ construction permit obtained; CMS paperwork to be initiated - intent to acquire easement
3	Gull Lake Authority Property Development Plan for June out-for-bid	: Pierson to meet with Hems + Dykstra to make recommendation to Board on future Pole Barn / Office area expansion needs: rent space again winter 2017-18 if needed
4	Gull Lake Ministries Reminded OLM of the need to consolidate	: RP to do review of their "non-single family" accounts (re-rate large multi-room homes) : Legal Opinion needed re: Parcel consolidation-Provided
5	Galesburg - Comstock Interceptor Pierson to write letter	: Within main agenda-On Agenda for 9/26/2018 : Resound of the work - anticipate new Regional Agmt in 2018 will resolve this: Rate Rise included
6	Charleston Township Sewer Transitional prep meeting 8/7/2018	: Pierson is preparing documents and costs analysis to present to GLSWA + Charleston for Charleston to have GLSWA operate, maintain and administer the sewer system in Charleston. Letter of recognition from City of Kalamazoo 10/10/2018
7	1980-1990 Easement Releases Continue to work on these one-by-one: 2 year window	: On-going filing / FileBound project, accumulating all easements under 1 file, then having the County "acknowledge" and "release" them to us (as they are in the name of the County currently).
8	Village of Richland Contract Proposed final Contract signed by Parties 3/12/2018	: Contract drafted. To be reviewed and forwarded to Village for their January meeting Email'd D. Greve suggesting meeting within on Village Richland sewer/water issues
9	Sherman Lake Easement 'clean-up / verify' SAW eligible - Anne, Cheryl, Rich + Andrew on-going	: Pierson to review easements and check for accuracy - file in GIS system SAW extension requested to do this work - Extension denied. Work continues on these
10	Kalamazoo Regional W / WW Commission Pierson discussed with legal counsel the Richland flow water issue	: GLSVA is party to a lawsuit (now withdrawn) regarding rates and charges : New water and wastewater agreements are being worked on the the Commission
11	Air Release Valve Rebuilding. Updated:	: An SBO incident in July 2013 was caused by a failed galvanized nipple on an air release valve : We have rebuilt 8 of these - 2 additional to go
12	37th Street Grinder lines tapped into D Iron These will be rebuilt when we work on 15th force main	: Corrosion issue with copper corrosion. : We have rebuilt 6 of these - 4 additional in Charleston Township to be rebuilt
13	30th Street Gravity Sewer - Future RP briefed Richland Town on this potential project	: If Allen Edwin completes Phases III + IV of Gilmore Farms, new pipeline to be constructed : This will require 7 easements prior to starting the project
14	Water Connection Fees (Village / Township) RP beginning to work on these - thanks Anne.	: Short-side / Long-side tap averaging should be in place for water main taps : As well as new increased Connection Fees for water hook-ups as \$5 will be needed
15	Commercial Review / Apartment / Metered Project scheduled for implementation throughout 2017	: Pierson is proposing to move from 200 gal/day per unit to 120 gal/day per unit, simultaneously while having metered customers have a ready-to-serve charge + a commodity charge.
16	Miscellaneous Customer Fees	: Bump pump violations: Pierson to pursue with certified mail and Misc Customer Fee procedure
17	Emergency Fuel Acquisition AG has taken this over. Will need new/short term	: Authorized last year but never purchased due to space concerns / reconfiguration : Crumb to follow up in 2018: Current Options Available through M/WARN and City of Kalamazoo
18	Manhole raising Project	: Info: 160+ inaccessible; 83 + in yards, 73+ in road; Work continues: 90 in yards + 11 in road done: Preparing estimates for 2017 seasonal repairs
19	Articles of Incorporation - to be reworked To be ratified in March+ published	: Requires ratification by each municipal board.