

## Gull Lake Sewer & Water Authority

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### MINUTES OF THE FEBRUARY 19, 2020 REGULAR BOARD MEETING

Authority Board Meeting

3:30 P.M.

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

**REVIEW AND SET THE AGENDA:** Crumb added Little Long Lake Easement-Plan B and Scada Proposals to the Agenda. Stoneburner made the motion to set the Agenda as revised. 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**

Capital for M-89 Properties Motion  
 Following past protocol for Commercial Review, Crumb recommended revising the invoice previously issued for 3 REU's of additional capital to 1.78 REU's of additional capital. A motion was made by Baker and seconded by Stoneburner to revise the invoice for additional capital issued to M-89 properties from 3 REU's to 1.78 REU's. **Motion carried; all ayes.**

Excess Machines for Resale Motion  
 Crumb reviewed a list of equipment that is no longer needed by GLSWA. A motion was made by Kahler and seconded by Baker to authorize Crumb to sell equipment that GLSWA no longer needs for the best possible price. **Motion carried; all ayes.**

## Copier Replacement (handout)

Motion

Crumb reviewed a proposal for replacement of GLSWA's copier. The copier was due to be replaced in the FYE 2021 capital budget. Crumb recommended leasing the copier, moving the expense from the capital budget into the operating budget, and taking delivery by March 31, 2020 in order to take advantage of a special pricing promotion. Leasing a Konica Minolta Bizhub C250i for 60 months and taking delivery by March 31, 2020 allows GLSWA to save \$40 per month over the current cost. The monthly cost remains the same no matter how many copies are printed and the copier would come with a folding unit at no additional cost. A motion was made by Baker and seconded by Stoneburner to authorize Crumb to approve the 60 month lease of the Konica Minolta Bizhub C250i and take delivery by March 31st. **Motion carried; all ayes.** Crumb noted that GLSWA will be selling our current copier.

## Credit Card Fees for 2020

Motion

The Board decided in 2016 to pay customer credit card fees up to \$3,000 per year. In 2019, this limit was exceeded by over 10% as the number of customers taking advantage of this policy continued to grow. The Board decided to discontinue this policy. Kahler made a motion to require that credit card fees be charged to the customer beginning July 1 or as soon as possible thereafter. Motion was seconded by Baker. **Motion carried; all ayes.**

## McBain Lawn Services/Open Position Status Update

Motion

Crumb recommended that GLSWA purchase lawn equipment to do our own lawn maintenance instead of outsourcing it. Crumb also recommended re-hiring former employee Dan Kramer to perform this and other duties. A motion was made by Stoneburner to discontinue our current lawn service and to extend an employment offer to Dan Kramer. Motion was seconded by Baker. **Motion carried; all ayes.**

## Performance Evaluations

Discussion

Crumb reported that all employee performance evaluations have been completed.

## Commercial Review Update

Discussion

Crumb reported an additional \$14,625 due to commercial review. Office Assistant Cheri Rose is thoroughly reviewing the capital charges on commercial accounts. Notification letters will be sent out and followed up on in a timely manner. Chairperson Harma thanked Cheri for her hard work on the Commercial Review and reiterated the need to keep current going forward.

## Gull Road /Zoetis Sewer Line Cleaning

Discussion

Crumb met with Zoetis and City of Kalamazoo representatives to discuss the issues related to a change in animal bedding at Zoetis. Zoetis believes the change in animal bedding may have caused the Zoetis sewer meter reading to show flow that was greater than actual flow. GLSWA incurred significant cost to clean sewer lines due to this. As the City of Kalamazoo read the meters and does not intend to issue any refund of treatment charges, Crumb stated that GLSWA will take no further action on this item.

Gull Lake Public Water Advisory Committee Discussion  
 Crumb reported that his discussion of the work being done by the Gull Lake Public Water Advisory Committee at the Ross Township Board Meeting on 2/18/2020 went well.

Little Long Lake Easement-Plan B Discussion  
 Engineer Schram presented an estimate for a low pressure sewer system serving residents on Little Long Lake Drive as an alternative to gravity sewer. This is a lower cost option if a homeowner wants to connect to sewer.

Scada System Proposals Discussion  
 Crumb discussed the problems with GLSWA's current Scada system and quotes for a replacement system. He recommended that the Board have a special meeting to review the Scada proposals and make a decision. Chairperson Harma suggested that a consultant also review the proposals and provide input to the Board. March 16 was suggested as a possible date.

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

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

At 5:09 p.m. Kahler 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 February 19, 2020, for the reason that the letter is exempt from disclosure under State law due to the attorney-client privilege. The motion was seconded by Baker. **Roll Call Vote: Kahler-aye; Baker-aye; Stoneburner-aye; Harma-aye; Motion carried.**

The Board resumed open session at 5:38 p.m.

### **CLOSING COMMENTS**

Crumb reported that a hearing is scheduled with the UIA.

Crumb also informed the Board that Gilmore Car Museum is moving forward with SWBCSWA to provide sewer service to the Gilmore Car Museum.

**ADJOURN.**


Chairperson Harma adjourned the meeting at 5:40 p.m.

NEXT MEETINGS:

MONDAY, MARCH 16, 3:30 – 5:00 P.M.

WEDNESDAY, MARCH 25, 3:30 – 5:00 P.M.

Submitted for approval

  
Jimmy Stoneburner – Secretary