



back from the Authority Board, they will meet with their advisors and make a decision.

To: Hastings City Bank Pay-Off 32<sup>nd</sup> Street Debt (2012)  
\$8,569.51 was spent to pay off the 32<sup>nd</sup> Street Sewer debt as of January 31, 2008.

To: Hastings City Bank Pay-Off Bunkerhill Debt (2013)  
\$32,800.00 was spent to pay off the Bunkerhill Sewer debt as of January 31, 2008.

To: Mr. & Mrs. Harold Bowman                      Gilmore Farms Easement Issue

Mr. & Mrs. Bowman were provided a modified easement to review per Mr. Bowman's request to minimize the proposed easement. The letter also provided further clarification on the easement language and construction details. Mr. and Mrs. Bowman were asked to consider a payment offer by GLSWA to expedite the easement.

To: Mr. Dave Woodhouse Construction Requirements  
Mr. Woodhouse, not GLSWA, will be contracting the work for the construction of the sewer south of Macywood II across recently acquired public easements completing sanitary sewer into the existing pump station of Lake Pointe apartments. Since the work is taking place on public easements through private property, the work impacts Authority easement commitments to the property owners. GLSWA will require a responsible contractor and a commitment from Mr. Woodhouse as to proper completion of the work. Prior to any work beginning, the contractor must have written authorization from our office after showing adequate proof of insurance and providing a performance bond. In addition, the insurance certificate must include the provided list as additionally insured

To: Luke Austenfeld/Kalamazoo Electric                      Y-camp power repair

At a meeting held on January 23 to discuss invoicing for 3 power grid repairs, it was made clear by Mr. Luke Austenfeld of the Sherman Lake YMCA Outdoor Center and Mr. David Buskirk, VP of Kalamazoo Electric, Inc. that at no time was Kalamazoo Electric taking direction from, working for, or responsible to the Gull Lake Sewer Authority, and was at all times working for the Y-Camp. Based on that premise, the Authority rejected the 5 invoices and insisted they be invoiced to the Y-Camp. Discussions will then continue with Mr. Austenfeld regarding what portion of the \$15,509 should appropriately be reimbursed by the Authority to the Y-Camp.

To: Mr. Glen Avis Manhole Infiltration

Glen Avis has indicated that wastewater pumping from Webster Street has shown significant additional water flow. In a response to Mr. Avis, Rich Pierson summarized issues raised based upon two discussions with Mr. Avis and a review by Barry Bowman. Glen believes manhole U2 is responsible for the leakage. Barry recommends that the Village jet-out manhole U2, then reinvestigate. Since manhole U2 is within Village limits, it would be the responsibility of the Village to make the repairs and the costs would not be part of the Miscellaneous Maintenance cost-sharing

between the Authority and Augusta as authorized in the December, 2007 agreement for Augusta Drive and modifications to the 42<sup>nd</sup> Street Agreement authorized by the 2007 Agreement.

To: Rence Settlement \$1,000

A letter was written to Mr. & Mrs. Rence explaining that in an attempt to settle the matter of their Sherman Lake cottage "water line replacement" costs, the Authority Board had directed that we forward to them a settlement check in the amount of \$1,000, which, if cashed, would convey acceptance of payment-in-full for the repairs made. The check has not been cashed and there has been no response from Mr. & Mrs. Rence. *Pierson to contact Mr. Rence.*

To: Woodcock Letter on intermittent use

Mr. Woodcock asked GLSWA to discontinue his quarterly invoice for sanitary sewer since his home was for sale and had been vacant for two years. A letter was sent to Mr. Woodcock explaining that we were unable to accommodate his request as homes around Gull Lake do not have public water meters and we have no way of monitoring the amount of water being discharged to the sewer. Our current policy requires at least one of the following conditions be met:

- Electric meter shut off
- Interior plumbing disconnected (stools set aside & traps disconnected under all sinks)
- Public water shut off (if connected to public water)
- Must be vacant for at least 12 months with no incidental use
- Sewer disconnected at the street (excavated and properly capped-off)

Mr. Woodcock was not satisfied with this response. He indicated he will not pay his sewer bills until he has a chance to discuss this with the Board when he returns in the Spring. Pierson agreed to waive the late charges on the unpaid bills until Mr. Woodcock has a chance to address the Board.

## **PROJECT UPDATE:**

### **Sherman Lake**

Kalamazoo Electric: See correspondence, To: Y-Camp/Kalamazoo Electric. No additional statements have been received from Kalamazoo Electric.

Rence Issue-Sherman Lake: See correspondence, To: Rence.

### **Augusta Drive Sewer**

Mr. Oudsema was to have his attorney review the Hillcrest Sewer Agreement and meet with GLSWA Attorney Ken Sparks to finalize it. This has not been initiated.

### **Hillcrest Water**

Pierson reviewed the calculations for the Indirect Connection Fee/Payback Fee for the Hillcrest Water Supply and Storage System. The Board discussed funding for the

Water Tower and agreed that the burden of water tower funding should not involve GLSWA or Ross Township. *Pierson to hold further discussions with Bob Oudsema and financial consultant Bob Bendzinski regarding funding options for the Water Tower.*

#### 30<sup>th</sup> Street North

Pierson currently pursuing easements. Stoneburner made the motion to authorize Pierson to do the following:

- Negotiate an easement with Mr. Bowman at reasonable cost.
- Discuss with the Developer the overall project cost sharing obligation regarding a final payment offer to Mr. O'Brien to be accompanied with a letter from Attorney Ken Sparks.
- If Mr. O'Brien does not accept the final offer, Pierson and Wheat to discuss with the developer options including whether to proceed to Court to attempt to obtain the easement on Mr. O'Brien's property.

Motion was seconded by Turner. **Motion carried, all ayes.**

#### 30<sup>th</sup> Street South

Pierson currently evaluating scenarios. *Recommendation to be made at the next Board meeting.*

#### Cranes Pond #2

A new lift station has been installed at Cranes Pond. Startup was February 21, 2008.

#### Macywood

See correspondence, To: Mr. Dave Woodhouse.

### NEW BUSINESS

#### Draft 2008-2009 Budget

#### Potential Rate Increase

Pierson reviewed the preliminary 2008-2009 Budget and the need for a potential rate increase. This will be reviewed in more detail at the March 18 Board Meeting.

Turner suggested Pierson look at COLA with fuel & food when considering employee wage increases and suggested there may be potential cost savings by contracting with Gull Lake Schools for fuel.

#### Cooper Township Engineering Fees

#### Request Expense Item \$2,806

Prein & Newhof sent the charges for updating the Cooper/Bracket/Keyes Sewer Study to Cooper Township. This was a problem because Jeff Sorensen did not realize that money was being spent without review by the Cooper Township Board of Trustees. Light made the motion, seconded by Turner, to direct Prein & Newhof to invoice these charges, not to exceed \$3,000, to GLSWA to pay. **Motion carried, all ayes.** If a project occurs, these costs will be reimbursed with the 1.5% project cost that is normally reimbursed to GLSWA. As a policy matter, Turner made the motion,

seconded by Light, that GLSWA is to pay the bills for modest and routine engineering feasibility costs for all areas serviced by GLSWA including Cooper Township.

**Motion carried, all ayes.**

## OLD BUSINESS

### Ordinance Draft

### Review draft document & issues

Pierson reviewed the changes in the ordinance that had been highlighted and notated. The ordinance is being revised to accomplish a number of things for the Gull Lake Districts:

- Move from mandatory connection to non-mandatory (new construction has to connect as well as failed septic systems), to accommodate our change in policy for Sherman Lake.
- Add the grinder pump diagrams and language dealing with grinder pumps
- Clarify and strengthen the connection fee language
- Clarify policy on payment of connection fee with installments

Richmond reviewed an analysis on financing Sherman Lake connection fees. It is recommended we finance a portion of the fee rather than the whole amount -- due to upfront costs. The Board agreed that \$5,000 of the connection fee could be financed. *Pierson and Sparks to modify Paragraph D on page 20 of the ordinance to reflect that a portion of the connection fee may be financed.*

The goal is to have the new ordinance in place June 1 or July 1. Pierson will attend township/village meetings in March or April to review the changes, then prepare resolutions for either a May or June approval. It is important to coordinate approvals to be within 30 days of each other to avoid duplicate publication.

### Brook lodge Agreement

### Augusta has not yet acted on this

The amendment was signed and sent to Augusta. There has been no response from Augusta.

### Parchment Pipe Rehab

### Cooper Flow into Parchment

GLSWA may be recommending a capital outlay (proposed to be split with Cooper Township) to fix the current sulfide corrosion problem due to low flow rather than treatment costing \$1,000 +/- per year. *Barry Bowman to work with Tom Wheat to estimate costs to replace the pipe, then Pierson to put a proposal together for Cooper and Parchment*

### Emergency Preparedness

### Ongoing Project

### Commercial Review

### Not Completed

Reviewed 2006 data – April 1, 2008 data review for 2007

PPP

Pending

The current contract expires at the end of 2008. Mark DuCharme, project manager for the DEQ has indicated he would like to extend the contract for an additional 10 years. *Pierson and Sparks to prepare draft for Board review at an upcoming meeting.*

2010 Capacity Issues

Pending

Future GLSWA capacity needs are being analyzed for the new contract with the City of Kalamazoo. The original contracted flow is 1.06 Mill gal/day. We are currently at –based on calculations as some flows are not metered, approximately 700,000 gal/day.

Battle Creek WWPT

Pursue Options for Charleston

This still needs to be pursued as an alternative for Charleston Township development and to document the flow from Fort Custer Armory (Ross Township) into the City of Battle Creek.

Water Connection Fee

Pending

## FINANCIAL REVIEW/ PAY BILLS

A motion was made by Light and seconded by Stoneburner to file the financial reports as presented, approve the standard bills paid, and pay the Prein & Newhof bills as presented.

**Motion carried; all ayes.**

## CLOSING COMMENTS

Performance bonds for Cooper Township were discussed. GLSWA recommends moving forward without bond provisions for future connections for licensed contractors with insurance. Homeowners will still be required to pay a cash bond. *Pierson to revise February 21, 2008 letter to Jeff Sorenson to reflect this.*

A special board meeting may be required on March 11, 2008. Pierson to determine if this is necessary and inform the Board.

ADJOURN MEETING TO MARCH 18, 2008 at 1:00: Chairman Bither adjourned the meeting at 3:17 pm

Submitted for approval

  
Jacqueline Light – Secretary