

# Gull Lake Sewer & Water Authority

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## MINUTES OF THE MARCH 18, 2008 REGULAR BOARD MEETING

Authority Board Meeting

1:00 P.M.

**CALL TO ORDER/ ROLL CALL:** Chairman Bither called the meeting to order at 1:00 p.m. Commissioners present were Jeff Bither, Roger Turner, Jackie Light, and Jim Stoneburner. None absent. Also present were Director Rich Pierson, Office Manager Anne Richmond, and Engineer Tom Wheat.

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

**MINUTES OF THE FEBRUARY 21, 2008 REGULAR BOARD MEETING:** A motion was made by Stoneburner and seconded by Light to accept the regular meeting minutes as corrected. **Motion carried; all ayes.**

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

### **CORRESPONDENCE:**

To: Schultz Village of Augusta - Brooklodge  
A letter was sent to Mr. Schultz along with 4 signed copies of the Brooklodge agreement requesting that he present the Amendment to the Village Council and upon approval, sign and return the copies to GLSWA. He has not yet responded.

To: Woodhouse Macywood Follow Up Letter  
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. A letter was written to Mr. Woodhouse outlining GLSWA requirements to proceed. Mr. Woodhouse complied with these requirements and returned a signed Statement of Understanding. The work has subsequently been completed.

To: Austenfeld Settlement Proposal on \$15,509 Kalamazoo Electric invoices  
Pierson met with Luke Austenfeld, Director of the Sherman Lake YMCA, and reached a tentative settlement, subject to approval by the GLSWA Board, on the payment of the \$15,509 invoicing for 3 power grid repairs. Mr. Austenfeld offered to pay \$2,508.94 towards the repairs and the Authority was to pay the remaining \$13,000 to Sherman Lake YMCA (Prein & Newhof will provide \$5,000 credit on future billings to offset their payment). A motion was made by Turner and seconded by Light to

agree to the proposed \$13,000 payment to the Y-Camp minus the cost of the spare parts that the Y-Camp retained from the work. In addition, Pierson is to write a letter to Mr. Austenfeld explaining that with this payment, GLSWA will be held harmless from any further repair costs. **Motion carried; all ayes.**

To: Mr. & Mrs. O'Brien From Sparks per Authority Direction (Bither/Pierson)  
Attorney Sparks wrote a letter communicating a proposed sewer easement good faith offer contingent upon the Authority acquiring the other easement required for the proposed sanitary sewer project along the route. Mr. & Mrs. O'Brien have accepted the offer. Pierson is pursuing the other required easement.

To: Mr. Vern Eldridge Village of Augusta Issues  
A letter was written to Mr. Vern Eldridge, DPW Superintendent for the Village of Augusta, regarding several issues that we would like to discuss with him in greater detail. These issues include repair to Augusta manholes servicing 42<sup>nd</sup> Street, flow metering of 42<sup>nd</sup> Street pipeline, and testing of corrosion protection on the main lift station.

## **PROJECT UPDATE:**

### Sherman Lake

#### Grinder Pump Issue

Pierson updated the Board on a Sherman Lake grinder pump issue. A pump was found to be constantly running, failed and had to be replaced. Barry Bowman found that the ball valve in the tank had come apart.

#### Potential Extension for Y-Camp

The Y-Camp has requested sewer service to a proposed barn with restrooms. This will result in another billed unit. Two possible designs are being considered. *Pierson to cost out the alternatives and review with the Board at a future meeting.*

#### Rence "Water Line Replacement" Costs

Mr. Rence has requested \$1,800 total (\$800 additional) for settling the matter of their Sherman Lake cottage "water line replacement" costs. The Authority Board requested a copy of the invoice from the Rence's contractor. *Pierson to obtain copy of invoice from Mr. Rence.*

#### Letter to Sherman Lake Homeowners

*Pierson to send sewer update letter to Sherman Lake Homeowners to determine who may wish to connect this coming summer, provide an update on the procedures for connecting, and advise them that we are able to finance \$5,000 of the \$8,696 connection fee.*

#### Augusta Drive/Hillcrest Sewer

This project has been placed on hold per the developer.

#### Hillcrest Water

This project has been placed on hold per the developer. Wheat reported that the wells are secure, Raymer has been paid (the retainage was released), and the contract will be left open pending renegotiation.

Mr. Oudsema has requested completion of the Water Contract with a guarantee to 125 homes without contributing to the water tower. Unit 126 could not be constructed until the water tower funding was resolved. Pierson to evaluate Mr. Oudsema's request.

The liability of owning a water system was discussed. Bither to discuss with his Board on March 27<sup>th</sup> the possibility of the City of Kalamazoo running the water system.

Pierson to add language to the Water Contract addressing water quality standards.

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

Pierson reviewed options for funding Allen Edwin – Gilmore Farms sewer construction costs. The Board preferred any GLSWA funding contributions to be in the form of connection fee credits rather than upfront payments to lower risk. This discussion will be followed up at the April Board Meeting .

#### Cranes Pond #2

A new lift station is operational. Jon Scott requested cost relief (\$2,000) to construct 8" gravity sewer instead of 3 long 6" sewer leads. A motion was made by Stoneburner and seconded by Turner to authorize GLSWA payment of \$1,625 towards the preferred option with 8" gravity sewer design. **Motion carried; all ayes.**

#### Macywood

This has been completed except for restoration and final testing

### NEW BUSINESS

#### Budget 2008-2009

#### For Authority Review and Action

Pierson provided an incentive pay update. GLSWA processed 75 permits in the 2007 Calendar Year which exceeded the goal of 60, qualifying each employee to a \$250 achievement recognition award. In addition, there is an unaudited estimated 2007 FYE surplus. Turner made the motion, seconded by Stoneburner, to authorize payment of the \$250 achievement recognition award to each GLSWA employee and to accrue a wage sub-account liability for the FYE 2008 employee incentive fund - based on the unaudited estimated surplus. The account and exact amount will be

verified and presented to the Board within the FYE 2008 audit. **Motion carried; all ayes.**

Pierson reviewed two options for employee wage increases. Option 1 increased each employee's hourly wage by the same percentage. Option 2 increased each employee's hourly wage by the same dollar amount based on the cost of living for the highest paid hourly employee. Light made the motion, seconded by Turner, to approve the Option 2 wage increase to be effective April 1, 2008. **Motion carried; all ayes.**

Pierson reviewed the 2008-2009 Budget. Turner made the motion, seconded by Stoneburner, to approve the revenue/expense budget at \$999,224. **Motion carried; all ayes.** Discussion on staffing levels and the "lack of depth" of existing staff during extended emergencies, illnesses, employee personal leave time/vacations etc. *Pierson to review with staff during employee reviews.*

A motion was made by Turner and seconded by Light to approve a resolution to set the sewer permit fee at \$75.00, effective April 1, 2008. **Roll Call Vote taken; all ayes; Motion carried; Resolution adopted.**

#### Employee Review

Deferred until the next Board meeting.

#### Rate Discussion/Recommendation

Discussion on a User Fee rate increase of at least \$1.00 per month per unit. *Formal recommendation to be developed by Pierson after employee reviews and prior to ordinance finalization.*

#### Sorenson Bond Letter

Pierson reviewed a letter to Jeff Sorenson regarding Performance Bonds for Cooper Township. The Authority recommends future sewer connection permits be allowed without bond provisions provided the applicant provides commercial liability insurance for excavating work. For homeowners applying for sewer installation or for contractors without insurance, we will continue to require the \$2,000 cash bond. The Board approved the letter to be sent to Cooper Township.

## OLD BUSINESS

#### Ordinance Draft

#### Meetings on Schedule

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.

#### Brooklodge Agreement

#### Discuss Pipe Repair

The Authority may be amenable to considering a 2<sup>nd</sup> amendment in order to address our participation in future costs for flow-through gravity sewer on the 42<sup>nd</sup> Street flow. Pierson noted that typically, we would participate in needed repairs of any sewers that carried wastewater from our district -- excluding sewers that were part of the County/City trunk sewer system. However, as discussed, Augusta had not participated in the repair and slip-lining of Gull Lake Sewer along M-96 (\$327,000 expense -2002) where their wastewater flows-through a small portion of our system. Therefore, the Authority did not believe we should offer to share in the “collector sewer” expenses of Augusta. We are committed to participation in their lift station upgrades per the latest contracts, however, we are not obligated to participate in their collection system. *Pierson and Wheat to review the costs of installing a permanent flow meter at the Augusta Village limit to quantify any misconceptions Augusta may have about flow entering the Village.*

#### Parchment Pipe Rehab

April 1<sup>st</sup> Demo of Camera

A camera that GLSWA is considering for purchase will be used on the Parchment Pipe to determine how extensive the needed repairs are. 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

Ongoing Project

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

#### PPP

Ongoing Project

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

Ongoing Project

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

Ongoing Project

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

Ongoing Project

## FINANCIAL REVIEW/ PAY BILLS

A motion was made by Stoneburner and seconded by Light 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

ADJOURN MEETING TO APRIL 17, 2008 at 1:00: Chairman Bither adjourned the meeting at 3:25 pm

Submitted for approval

  
Jacqueline Light – Secretary