

# Gull Lake Sewer & Water Authority

7722 N. 37<sup>th</sup> Street  
Richland, Michigan 49083  
Phone: (269) 731-4595  
Fax: (269) 731-2596  
www.glswa.org

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## MINUTES OF THE MARCH 27, 2019 REGULAR BOARD MEETING

Authority Board Meeting

1:00 P.M.

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

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

**MINUTES OF THE MARCH 6, 2019 SPECIAL MEETING:** A motion was made by Kahler and seconded by Baker to accept the special meeting minutes of March 6, 2019 as presented. **Motion carried; all ayes.**

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

### **CORRESPONDENCE:**

Better Business Bureau Case #37082944 Response to Consumer Complaint  
Ms. Marsha Reeves filed a complaint with the Better Business Bureau as she felt it was unfair that GLSWA will not read her water meter to determine her sewer bill. Crumb's response to the complaint was the same as his response to Ms. Reeves. GLSWA does not have meter reading options within its billing software. Therefore, we use an industry standard calculation for setting our flat rate. The case has been closed due to lack of notification from the consumer of whether or not a satisfactory resolution had been reached.

2198 Midlake Drive CCTV Inspection of Lateral for Re-Use  
The house at 2198 Midlake Drive will be torn down leaving the foundation in place. A new garage with bathroom facilities will be constructed on the foundation.

GLSWA agreed to CCTV the sewer pipe and determined that the 4" sewer line is in good condition and can be used for the garage sewer connection.

8807 Gull Road Sewer Connection and REU Calculation

The property owner of 8807 Gull Road notified us that they will be connecting the property to sanitary sewer. It is currently being used as an office building and GLSWA set billing at 1 REU based on water use records rather than square footage. GLSWA policy does allow for a one time capital increase if water use increases. Chairperson Harma asked if this will be reviewed annually. Crumb stated that this will be part of the Commercial Review which will now be done annually.

8845 Tamarisk Circle Concern Addressing Website Info and Response

Ms. Teresa Springer questioned whether the Authority "is currently developing links to register, manage and view your account information" as stated on our website. She would like to be able to handle her bills online and is interested in paperless billing. GLSWA informed Ms. Springer that when GLSWA moves into meter based billing we will evaluate the costs associated with account management online, but it does not make economic sense with flat rate billing. We have removed the statement from our website. As a result of previous communication with Ms. Springer, she is receiving her statement via email and was offered an option for direct payment.

12589 Augusta Dr Request to Connect to Force Main with Grinder Pump

The septic system at 12589 Augusta Drive is failing. There is a verbal agreement to connect the property to sewer with a Grinder Pump connection. A new Flow Through Agreement needs to be established.

56 Little Long Lake Drive Withdrawal from Little Long Lake Easement Request

After meeting with his neighbors, Mr. Mastenbrook indicated that most were not interested in sewer. He will let GLSWA know if anything changes. *Crumb to set follow up meeting with Mr. Mastenbrook to stress the importance of sewer. Stoneburner and Harma requested to be included in the follow up meeting.*

GLSWA Banking Institutes Requests for New Signature Cards

Most of GLSWA's banking institutes have required new signature cards in order to remove Rich Pierson as a signatory. These are in the process of being updated.

FOIA Request Motion: Enter Closed Session

At 1:15 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 March 27, 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 Baker. **Roll Call Vote: Kahler-aye; Baker-aye; Harma-aye; Stoneburner-aye; Motion carried.**

The Board resumed open session at 1:24 p.m. A motion was made by Kahler and seconded by Stoneburner to accept the attorney's recommendation. **Motion carried; all ayes.**

## NEW BUSINESS / PROJECTS UPDATE

2019 CIP Bids            Motion: Review Bids and Award  
 Engineer Schram reviewed the GLSWA 2019 Capital Improvements Project Bid Tabulation and Recommendation of Award. Crumb discussed reasons for the CIP cost difference from the Asset Management Plan (AMP). Chairperson Harma expressed concern that we are replacing sewer pipe after only 36 years and stressed the importance of making sure we are doing the right thing now. Kahler made the motion to tentatively award the project to the low responsive bidder, subject to decisions from 9638 West Gull Lake Drive on project elements, unit price and material negotiations with the Contractor, and completion of other necessary financial arrangements. Motion was seconded by Stoneburner. **Motion carried; all ayes.**

9638 WGLD-Sewer Relocation Motion: Set Participation Limit  
 Crumb reviewed the Letter Agreement for Relocation of Sanitary Sewer sent to Mr. & Mrs. Ritz. The letter states that in the event the construction bids exceed the estimated \$32,120, the parties agree to a 50/50 cost sharing of the excess construction costs above \$32,120. Based on the tentative award of the bid to the low responsive bidder, the construction cost is \$59,750, \$27,630 over the estimated \$32,120, resulting in cost sharing of \$13,815 by GLSWA. A motion was made by Kahler and seconded by Baker to set a limit not to exceed \$14,000 for GLSWA cost sharing on the 9638 West Gull Lake Drive Sewer Relocation project. **Motion carried; all ayes.**

McBain Lawn Contract Motion: Approve McBain Lawn Service Contract  
 Crumb reviewed a quotation for 2019-2020 Lawn Service from Wayne McBain that includes the Charleston Lift Stations. Crumb noted that performance will be closely monitored. A motion was made by Kahler and seconded by Baker to renew the contract for Lawn Service with Wayne McBain for the 2019-2020 Mowing Season. **Motion carried; all ayes.**

Andrew Hartwick        Motion: Approve Anderwylde LLC Contract  
 Crumb reviewed a proposed GIS Services Contract with Andrew Hartwick for 4/1/2019 – 3/31/2020. Crumb noted that the services Andrew provides allows the Authority to better use available data. Andrew works remotely and in the office. A motion was made by Stoneburner and seconded by Baker to approve the GIS Services Contract with Andrew Hartwick for 2019-2020. **Motion carried; all ayes.**

City of Kalamazoo      Motion: Approve CIPP Lining Services for M-96 Pipe  
 Based on work done on the M-96 pipe by Plummer's Environmental, Crumb recommended CIPP lining. The City of Kalamazoo provided a quote of \$13,145 to perform this work. GLSWA is 90% of the flow. Crumb has reached out to Augusta

and Galesburg to participate in the cost. A motion was made by Stoneburner to approve CIPP Lining Services for the M-96 Pipe. Motion was seconded by Kahler. **Motion carried; all ayes.**

#### Budget /Staffing/Wages Review

- Budget Packet Info: Review Capital Budget Proposals  
Crumb reviewed the status of Capital Projects as originally planned in the Asset Management Plan and what is now tentatively planned for the next 3 years.
- Executive Director Motion: Approve Amended Executive Director Contract. Crumb reviewed proposed changes to his Employment Contract with the Board and shared data from public works salary surveys. A motion was made by Stoneburner to approve Crumb's Employment Contract as proposed. Motion was seconded by Baker. **Motion carried; all ayes.** The Board expressed appreciation to Crumb for his work; he has exceeded their expectations.
- Wage Sheet Motion: Request Approval of Wages for FYE 2020 (Handout)  
Crumb reviewed recommended wage changes for the staff with the Board. A motion was made by Stoneburner to approve the wages for FYE 2020 as reviewed. Motion was seconded by Baker. **Motion carried; all ayes.**
- Budget FY 2020 Motion: Request Approval of Revenue + Expense Budget FYE 3/31/2020  
Crumb reviewed the Revenue + Expense Budget for FYE 2020 with the Board. A motion was made by Kahler to approve the Revenue + Expense Budget as reviewed. Motion was seconded by Stoneburner. **Motion carried; all ayes.**
- Crumb reviewed the impact of the Capital Budget revisions and the Revenue + Expense Budget on cash as compared to the Umbaugh Rate Study. Future CIP projects will be evaluated based on findings from current pipe replacement. GLSWA will continue to monitor the status and the rate study may need to be updated in calendar year 2021.

DEQ-Purge Well Discharge Info: Richland Twp-Residential Open House 4/11/19

Charleston Twp. Info: Outline for Future GP/Tetra Tech Meeting

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

- Gull Lake Area Water Feasibility Study – Schram reviewed an Alternatives Analysis Matrix; A motion was made by Stoneburner to authorize Wightman to develop a Public Engagement Strategy. Motion was seconded by Baker. **Motion carried; all ayes.**
- Gilmore Car Museum-GCM Board Decision to go with GLSWA.  
SWBCSWA did not release GCM from the current sanitary sewer district. GCM will need to determine the next step.
- Riverview – Status Update from WAI: The Road Commission is reviewing cost sharing proposals with Cooper Twp.

- Gilmore Farms West – Update from WAI: Gilmore Farms condos will be stand alone units, not duplexes; the Water Looping project is moving forward

Work Orders over \$750                      Manager Plus Work Order System  
 Work Orders Past / Adjusted + Reactive (263-266)

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

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

### **FINANCIAL REPORT**

Financial Report / Bills Paid + Payable / Engineering Billing

A motion was made by Kahler and seconded by Baker to file the financial reports as presented and approve the standard bills paid through February 28, 2019. **Motion carried; all ayes.**

### **CLOSING COMMENTS**

Kahler thanked all those that attended the Open House for the new Barry Township Police Department offices.

Baker asked about the status of working with AGS on teardowns. Crumb indicated this is one of his priorities.

Kahler requested a change in the Board Meeting time. A motion was made by Kahler and seconded by Baker to change the meeting time for GLSWA Board Meetings to Wednesdays at 3:30. **Motion carried; all ayes.**

Crumb has scheduled a 1-on-1 meeting with each employee to share how the budget will impact them and communicate changes in compensation.

Harma expressed appreciation to Crumb for inviting her to a PFAS seminar which was very informative and for all his extra efforts involving the PFAS project. Harma also asked Crumb to thank the GLSWA employees on behalf of the Board for their dedication and commitment and to let each employee know how much the Board appreciates them.

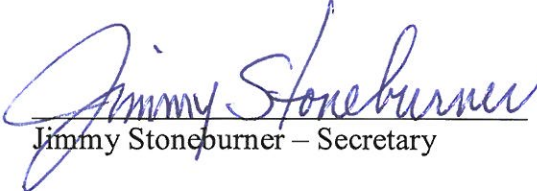
**ADJOURN.**

Chairperson Harma adjourned the meeting at 3:40 p.m.

NEXT MEETING:

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

Submitted for approval

  
Jimmy Stoneburner – Secretary