

# Gull Lake Sewer & Water Authority

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## MINUTES OF THE APRIL 24, 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:** Stoneburner made the motion to accept the agenda as presented. Motion was seconded by Light. **Motion carried; all ayes.**

**MINUTES OF THE MARCH 18, 2008 REGULAR BOARD MEETING:** A motion was made by Light and seconded by Turner to accept the regular meeting minutes of March 18<sup>th</sup> as presented. **Motion carried; all ayes.**

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

### **CORRESPONDENCE:**

To: Staff Memorandum                      Job Reviews & Incentive  
A letter was sent to the staff regarding employee reviews and incentives.

To: Alves-Sherman Lake                      Rebated amount  
A defective valve was found inside the grinder pump tank causing the pump to run continuously. A refund was issued to Mr. & Mrs. Alves to compensate them for lack of service and higher than normal electrical bills. The Board inquired as to reimbursement from Gasvoda, the equipment supplier. *Pierson to follow-up.*

To: Leighton                      Lakeside apartment drive Lift Station #28  
Mr. Leighton gave GLSWA permission to add a new concrete turnaround spot with the new concrete pad necessitated by Macywood construction.

To: Anderson-Barry                      40<sup>th</sup> St Sewer Project  
A proposal was provided to Gull Lake Community Schools and the Kellogg Bio Station for providing public sewer to their respective facilities. *Pierson and Wheat to follow-up.*

To: Luat To                      37<sup>th</sup> St. Grinder

A new home project, Lot #16: Ross Township 3904-31-420-020, will require grinder pump sewer hook-up. Mr. To was advised of the costs and requirements to connect and encouraged to complete the permit and make arrangements for payment.

To: Sherman Lake Residents      2008 Hookups

A letter was written to Sherman Lake residents to determine who may wish to connect this coming summer. The letter also provided an update on the procedures for connecting and informed residents that we are now able to finance \$5,000 of the \$8,696 connection fee. There has been no response. *Pierson to write follow-up letter.*

To: Luke Austenfeld (e-mail)      \$13,000 spare parts

GLSWA is prepared to forward, upon receipt of a "hold harmless" letter, \$13,000 minus the value of spare parts purchased to Sherman Lake YMCA in settlement on the payment of the \$15,509 invoicing for 3 power grid repairs.

To: Allen Edwin (e-mail)      Proposal for discussion

Allen Edwin was asked to consider financing the entire sewer project – North and South in exchange for connection fee discounts. *Pierson to write letter to AE and follow-up in this regard.*

To: Rosenberger      New Hope Condominiums

A letter was written to Mr. Rosenberger reviewing the process for public sewer and water extensions. *Rosenberger is to sign and return.*

To: Systma      Cooper Township

Based on a review by Cooper Township's lawyer, Cooper Township may only change pertinent portions of the ordinance that specifically apply to Cooper within the district area that GLSWA acts as their agent.

## **PROJECT UPDATE:**

Rambling Trails #2      Escandon's Next Phase – Galesburg update  
No plans or proposal for utilities have been received.

30<sup>th</sup> Street North      Allen Edwin/Bowman easement update  
Sewer options and costs for the Allen Edwin development were discussed. Pierson reviewed Allen Edwin's funding proposal as documented in their April 22, 2008 letter and a counterproposal Richmond and he had prepared. *Pierson to approach Allen Edwin again about funding the entire sewer project (North & South) in exchange for connection fee discounts.*

Easements have been committed to. Turner made the motion to proceed with easement acquisition and finalization as per prior correspondence and discussion. Motion was seconded by Stoneburner. **Motion carried; all ayes.**

#### Sherman Lake

Miscellaneous restoration issues from grinder pump installations last fall are expected to cost approximately \$2,400.

Mr. Rence has requested \$1,800 total (\$800 additional) for settling the matter of their Sherman Lake cottage “water line replacement” costs. Mr. Rence was asked to provide a copy of the invoice. There has been no response.

#### Hillcrest Water

The terms of the proposed Water Contract were revised to guarantee 125 homes without contribution to the water tower. Unit 126 could not be constructed until the water tower funding was resolved. This was reviewed with Bob Oudsema and seemed to be acceptable to him. *The proposed water contract needs to be reviewed by the attorneys.*

Pierson and Bither met with the City of Kalamazoo to discuss the possibility of the City of Kalamazoo running the water system. *The City is currently studying the issue and is to make a written proposal in this regard.*

#### Augusta Drive/Hillcrest Sewer

This project has been placed on hold per the developer.

#### New Hope Condominiums

This project has been permitted for sewer.

#### Richland Retail Center

Mr. Kreager owes GLSWA for engineering + inspection invoices and connection fees for the new buildings at Richland Retail Center. GLSWA proposes an adjustment in the funds owed to the Authority for the easement drafting and survey costs, plus engineering related to future capacity review and design. This would reduce the amount owed to GLSWA by \$1,064. In addition, GLSWA previously agreed to pay for pipe oversizing which is now proposed to be \$6,068. Turner made the motion to approve payment to Richland Retail Center for the \$1,064 discount on engineering fees and \$6,068 for pipe oversizing pending Mr. Kreager’s payment of invoices for connection fees and engineering costs. Motion was seconded by Stoneburner.

**Motion carried; all ayes.** *Pierson to send letter.*

#### Macywood

*Pierson and Wheat to review engineering fees to evaluate if amounts owed by Mr. Woodhouse can be reduced.*

## NEW BUSINESS

PPP Billing Rate

Increased to \$0.5425/m3

The PPP Billing Rate was increased to \$.5425/m<sup>3</sup> based on the City of Kalamazoo's rate increase to \$.4080/m<sup>3</sup>. Currently, the PPP rate does not include anything for "lookback" charges from the city of Kalamazoo. *Pierson to evaluate how "lookback" charges should be incorporated into the PPP rate.*

#### Employee Review

Pierson presented the annual employee review for the Board's information and use. Discussion on the need for additional "on-call" depth and coverage for emergencies. *Pierson to continue working on this and prepare appropriate job description for Board consideration this coming fall.*

#### Commercial Review

Pierson presented the results of the commercial review. The Board approved the sprinkler and user bill adjustments. *Pierson to write letters to the affected businesses.*

#### Generator Purchases

Based upon written request as prepared by Pierson and Bowman, Turner made the motion to approve the purchase of 4 generators + appurtenances for an amount not to exceed \$127,500. Motion was seconded by Stoneburner. **Motion carried; all ayes.** The generator purchases are necessary to remedy the deficiencies we discovered during the last major power outage, improve the system reliability, and remedy an existing hazardous condition at the M-43 curve.

Budget Copy – Final                      For Review & Distribution to Board  
To be discussed at the next meeting.

City Kalamazoo                      Non-metered customers – request 150 gpd  
To be discussed at the next meeting. *Pierson to check on the impact of the City of Kalamazoo's lookback charges.*

#### Office Expansion

Turner made the motion to expend no more than \$4,000 for the initial architectural review/recommendation of the GLSWA building expansion and site improvements. Motion was seconded by Stoneburner. **Motion carried; all ayes.**

### OLD BUSINESS

Rate Increase                      Discussion and Action  
Turner made the motion to recommend an 8.3% increase in the sewer use fee to the townships (from \$60/quarter to \$65/quarter) due primarily to cost increases by the City of Kalamazoo for treatment charges (+21% - July 2007, +8% - March 2008, + lookback charges ). Motion was seconded by Light. **Motion carried; all ayes.** *Pierson to write rate increase letter.*

Ordinance Draft

Meetings on Schedule

The new ordinance + rates are scheduled to be in effect August 1 – 30 days after publication. *Pierson will attend (or request by mail) final approval at the June meetings with last approval to be Charleston on 6/24.*

Permanent Flow Meter	Discussion and Update
No recommendation - to be discussed at the next meeting.	

Parchment Pipe Rehab	Recommendation
No recommendation - to be discussed at the next meeting.	

Emergency Preparedness	Ongoing Project
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PPP/DEQ new contract	Ongoing Project
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Battle Creek WWPT	Ongoing Project
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Water Connection Fee	Ongoing Project
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## **FINANCIAL REVIEW/ PAY BILLS**

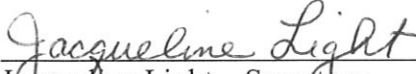
A motion was made by Light and seconded by Stoneburner to file the financial reports as presented, approve the standard bills paid, and pay the Prein & Newhof bills as presented.

**Motion carried; all ayes.**

## **CLOSING COMMENTS**

ADJOURN MEETING TO MAY 15, 2008 at 1:00: Chairman Bither adjourned the meeting at 3:25 pm

Submitted for approval

  
Jacqueline Light – Secretary