

# Gull Lake Sewer & Water Authority

P.O. Box 458 - 11829 E. M-89  
Richland, Michigan 49083  
Phone: (269) 731-4595  
Fax: (269) 731-2596  
E-Mail: gulllakesewer@tds.net

1

## MINUTES OF THE JANUARY 21, 2010 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, Jackie Light, Jim Stoneburner and Wes Kahler. All present. Also present were Director Rich Pierson, Office Manager Anne Richmond and Engineer Tom Wheat.

**REVIEW AND SET THE AGENDA:** Pierson revised the agenda to review the financial forecast prior to the project update. Stoneburner made the motion to accept the revised agenda as proposed. Motion was seconded by Kahler. **Motion carried; all ayes.**

**MINUTES OF THE DECEMBER 17, 2009 REGULAR BOARD MEETING:** A motion was made by Stoneburner and seconded by Kahler to accept the regular meeting minutes as presented. **Motion carried; all ayes.**

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

### **CORRESPONDENCE:**

Liggett and Ripley Commercial review water use follow-up.  
Mr. Liggett and Mr. Ripley were informed that the conclusion of GLSWA's investigation of the internal water use of their office building revealed no leak between the building and the water meter at the edge of the street so the high water use must be internal and is therefore entering the public sewer system. If water use greater than 200 gal/day continues through the winter of 2009/2010 and into the spring, GLSWA will have to increase the sewer use bill proportionately and may also include a one-time capital fee for capacity. They were encouraged to check water fixtures within the building to make sure they were functioning properly to avoid additional sewer charges.

Ms. Anna Paciga; Weatherstone Mgmt Additional Connection Fee Due - \$2,225.  
Weatherstone units were recently compared with Township tax records and our new aerial photos and it was discovered that we did not receive the sewer fees (or the \$200 water fee) for the connection of 5340 Briar Ridge Court per the contract. A letter explaining this was sent to Ms. Paciga with an invoice for the fees due.

Ms. Tammy England                      Follow-up clarification on connection and \$1500.  
After receiving correspondence from Ms. Tammy England stating that work performed in August 2009 had sufficiently repaired her septic system, the Health Dept. is no longer requiring Ms. England connect to the municipal sewer system until her septic system ceases to function. Ms. England has until October 31, 2010 to reimburse GLSWA for our expense incurred in the repair of her septic system or a lien will be placed on her property and the \$1,500 submitted to Ross Township for collection with the December taxes.

Mr. Ron Ball                              Continued Quarterly Billing-After Suspension of Acct.  
An apology was written to Mr. Ball after GLSWA continued to bill him after he had phoned our office to suspend the quarterly invoice for his home that was no longer habitable. The "suspension" of the account was not "confirmed" resulting in the suspension not being saved. Mr. Ball was thanked for his tolerance and assured that it would not happen again.

Ms. Laura Mrozovich                      Continued Quarterly Billing-After Suspension of Acct.  
An apology was written to Ms. Mrozovich after GLSWA continued to bill her after she had phoned our office to suspend the quarterly invoice for her parents' home that was no longer being lived in. The "suspension" of the account was not "confirmed" resulting in the suspension not being saved. Ms. Mrozovich was thanked for her tolerance and assured that it would not happen again.

## **PROJECT UPDATE:**

Financial Forecast                      Update  
Pierson reviewed the updated financial forecast. A rate increase is not forecast to be necessary until the 2013 FY and GLSWA currently has Capital Improvement Funds set aside for the building improvements.

30<sup>th</sup> Street South                      Gravity from Engelwood to Water Tower Recommendation.  
Pierson and Wheat are recommending that the 30<sup>th</sup> Street South sewer gravity design be completed so that it is available when needed. Wheat submitted an updated cost of \$12,000 to take the base drawings of 30<sup>th</sup> Street and April Lane and provide the detailed design and submit for MDEQ permitting. The proposal does not include soil borings, contract and specification book for bidding purposes or any permits other than MDEQ. A motion was made by Stoneburner and seconded by Light to authorize Prein & Newhof to move forward with the 30<sup>th</sup> Street and April Lane Sanitary Sewer Design for \$12,000. **Motion carried; all ayes.**

Office Remodel                              Recommendation-Contractors to bid on new addition.  
Pierson presented the list of 10 general contractors that submitted rfq's and stated that all had met the base requirements set by GLSWA for bidding on the office addition, remodel, and site improvements. A motion was made by Kahler and seconded by

Light to confirm the list of 10 general contractors as qualified to bid. **Motion carried; all ayes.**

A motion was made by Stoneburner and seconded by Light to authorize Pierson to solicit bid proposals for the office addition project only from the qualified list of 10 general contractors with bids due by 10:00 am on Tuesday, February 9, 2010. **Motion carried; all ayes.** Bid opening will be at 10:00 a.m. on Tuesday, February 9, 2010 with a Board meeting scheduled to follow at 11:00 a.m.

The goal is to award the office addition project no later than March 9, 2010. Bither suggested hiring David Flook to assist in the analysis and comparison of bids.

## **NEW BUSINESS**

Wastewater Rate Increase Response                      Review of issues and update.  
Pierson updated the Board on the concerns over the proposed sewer ordinance (rates) that are scheduled to go into effect beginning February 1, 2010. The City of Kalamazoo is changing the base calculations of wastewater strength, assigning more strength to domestic-residential users, resulting in a significant increase to the rate paid by GLSWA (+15.9%). For the period 2002 to 2010 inclusive, GLSWA has experienced an average annual rate increase of 9.6% resulting in treatment costs going from 27% of GLSWA's total expense budget in 2002 to 48% in 2009. Pierson voiced these concerns to the City of Kalamazoo at the City Commission meeting on January 19, 2010.

2010 Wastewater Contract Expiration                      Inquired of City as to 1992 Document.  
Pierson verified that a new Wastewater Contract with the City of Kalamazoo was created in 1992 to include the Village of Richland. Since this was not signed by the City of Kalamazoo until 1994, the Wastewater Contract expiration will not be until 2024 rather than 2010 as previously thought. This alleviates concern over contract expiration we had thought would be occurring in September 2010.

Personnel Policy Update                                      Tentative Changes for 2010  
Deferred to a future Board meeting. Pierson noted Mr. Chambers is now working 2 days per week instead of 3, and Dorothy is working 2.5 instead of 2.0 on several billing-research projects.

## **OLD BUSINESS**

IT Right Remote Backup Agreement                      Proposed Agreement for Approval.  
In a January 6 e-mail to I.T. Right, GLSWA requested modifications to the Remote Backup Agreement language, the addition of GLSWA as "additionally insured" on I.T. Right's policy, and a method to "test" the backup to make sure it is working. Mr.

Eggelston has not yet responded. *Pierson to follow-up on these requests with Mr. Eggelston of I.T. Right and report at the next meeting.*

Insurance Proposals-Competing Firms      Review & Discuss Coverage Comparisons  
The Board compared and discussed the insurance proposals submitted by Tom Bliesner with Western Insurance Agency based on the "Par Plan" and a proposal from the Ted Hartleb Agency. Jeff Bither will ask Geoff Lansky at the Ted Hartleb Agency to review the proposal submitted to GLSWA and this item will be discussed again at the next meeting.

GIS – ArcView Software Purchase      Recommend purchase of ArcView Software  
Pierson provided a summary of GLSWA's current status in our endeavor to keep up with technology including the expansion of GIS, improvements to our web site, tracking manhole inspections and camera work, developing a maintenance work order system to track and predict costs, and in the future linking information from/to our billing software and through our web site. As part of this effort, Pierson recommended purchase of the next level ArcView software to allow for input of data with manhole inspection, video camera, etc. Light made the motion to authorize *Pierson to purchase the ArcView software for \$4,500.* Motion was seconded by Kahler. **Motion carried; all ayes.**

Manhole rehab – Inflow/Infiltration-inspection      Recommend Training  
Pierson requested approval for Barry and Jerred to train and be qualified as certified inspectors for manholes, pipelines and sewer leads according to NASSCO, a national sewer service organization that has developed recognized standards for these types of inspections. Stoneburner made the motion to authorize PACP certification training for Barry and Jerred in February at Orlando at an estimated cost of \$3,300. Motion was seconded by Light. **Motion carried; all ayes.**

Gilmore Easement release at County      Finalized-future goal to do all easements  
The Gilmore Easement has been released and this item is closed. A future goal (See Old Business, Easement Releases) is to release all easements in the 2010-2011 timeframe.

Connection Fee Review & Correspondence      No response from Swenarton as of yet  
There has been no response from Attorney Ken Sparks letter to Attorney Swenarton as of yet.

Springbrook Utility Billing Software      Update  
There are no plans to upgrade Springbrook Utility Billing Software in the near term (next couple of years). Investigation continues into the utilization of the capabilities of the existing software.

Sewer Lead at 7966 N. 30<sup>th</sup> Street      Recorded Agreement  
The agreement has been recorded and distributed to all parties.



Web Site Improvements                      Completed-Now Ongoing Maintenance.  
The new site is up and running with the basic information completed. Updates and improvements will be ongoing.

Charleston Township Sewer   Ongoing Project-reviewing existing list of customers

Comstock Township Inquiry                      GLSWA option for utility management.

Water Connection Fee              Ongoing Project-no contract yet w/ City of Kalamazoo  
The City of Kalamazoo is no longer installing taps and connecting homes to the public water mains operated by the City of Kalamazoo. Homeowners are required to retain contractors and pay them directly for this work. Wheat reported Comstock township is going to administer this work for its citizens and he is coordinating a bid for the contractor work. *Pierson to develop plan for administering water connections for Richland Township and Richland Village in order to cost-average short-side and long-side taps to the water main, preventing one side of the road paying more than the other side (where the water main is located).*

Easement Releases-Kzoo + Barry      Ongoing Project  
This will be coordinated with scanning files to GIS.

#### Augusta Flow Issues

Lift Station #1 protection has not yet been initiated. *Pierson to follow up.*  
Pierson informed the Board that a new flowmeter will be necessary for Augusta's main lift station and our portion of the cost will be \$3,000 to \$5,000.

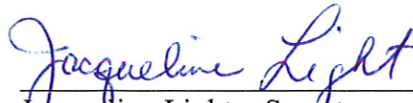
### FINANCIAL REVIEW/ PAY BILLS

A motion was made by Kahler 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. NEXT MEETING TUESDAY FEBRUARY 9, 2010 at 11:00 a.m. (preceded by Office Addition Bid Opening at 10:00 a.m.). Chairman Bither adjourned the meeting at 2:20 p.m.

Submitted for approval

  
Jacqueline Light – Secretary