

Gull Lake Sewer & Water Authority

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MINUTES OF THE OCTOBER 23, 2019 REGULAR BOARD MEETING

Authority Board Meeting

3:30 P.M.

CALL TO ORDER/ ROLL CALL: Chairperson Harma called the meeting to order at 3:30 P.M. Commissioners present were Lysanne Harma, Jimmy Stoneburner, Rob Baker and Wes Kahler. Also present were Executive Director John Crumb, Executive Assistant Anne Richmond, Engineer Paul Schram, Attorney Seth Koches filling in for Attorney Rob Thall, Augusta Village Manager Jeff Hepler and Prairieville Township Trustee Richard VanNiman. Charleston Township Supervisor Jerry VanderRoest joined the meeting later.

REVIEW AND SET THE AGENDA: Crumb revised the agenda to include a closed session at the end of the meeting. Stoneburner made the motion to accept the Agenda as revised. Motion was seconded by Baker. **Motion carried; all ayes.**

MINUTES OF THE SEPTEMBER 25, 2019 REGULAR MEETING: Crumb corrected the meeting minutes to reflect the next meeting as October 23, 2019. The draft meeting minutes had stated the next meeting was October 24, 2019. A motion was made by Kahler and seconded by Baker to accept the corrected regular meeting minutes of September 25, 2019. **Motion carried; all ayes.**

HEAR THOSE PRESENT (Non-Agenda Items): Nothing presented.

CORRESPONDENCE:

AWWA National Imagine a Day Without Water
Crumb informed the Board of an AWWA campaign to make people more aware of the value of water and the activities we use water for. He wanted to share this as a point of reference as GLSWA moves forward with a water system.

EMC Learning Central Safety Course Completion Status
GLSWA Employees have access to Safety Courses online as a benefit of our insurance coverage with EMC. Crumb presented data reflecting the Team Course Completion Status for each GLSWA Employee. This will be updated for personnel changes.

1076 N. 37th Street New Water and Sewer Account (GA Schools)
Galesburg Augusta Schools has authorized running water and sewer to an outbuilding on the High School property. GLSWA collected a sewer connection fee for the new connection and will witness the sewer connection and tap the watermain. Water use will be evaluated as part of the commercial review to determine if any adjustment is necessary to the number of REU's we bill Galesburg Augusta Schools.

September Sewer Bills Concerns with Bill Delivery and Late Notices
GLSWA received several calls from customers stating that they received the 10-1-19 Late Notice but did not receive a bill in September. On concern that this may be a US Postal issue, Crumb agreed to waive all late fees for September bills regardless of past payment history.

5666 Mt. Olivet Letter Sent to Owner Explaining Rates
Mr. Ron Ball complained about the cost of his sewer bill. Kalamazoo told Mr. Ball that if he had sewer service with Kalamazoo, his sewer bill would be approximately \$40 per quarter rather than the \$84 charged by GLSWA. Crumb sent Mr. Ball the letter from our website explaining the reasons for the rate increase for his review.

56 Little Long Lake Drive Garage Location Concern with Sewer Easement
The south side of Dr. Mastenbrook's proposed garage location is 3' inside of the sanitary sewer easement. Crumb asked Dr. Mastenbrook to evaluate the location of the garage to see if the proposed garage location can be moved north 3'. If not, GLSWA will draft an agreement to address the impedance on the sanitary sewer easement.

NEW BUSINESS / PROJECTS UPDATE

Staffing Change Approve Employment Offer to Mr. McCauley/\$2,000 H S A
A motion was made by Stoneburner to approve the offer of employment to Mr. McCauley, including a \$2,000 contribution to his H S A. Motion was seconded by Kahler. **Motion carried; all ayes.**

Christmas Luncheon Authorize Budget of \$1200 for Annual Christmas Luncheon
A motion was made by Kahler to approve a budget of \$1,200 for the annual Christmas Luncheon. Motion was seconded by Stoneburner. **Motion carried; all ayes.**

Pajay Payment Request Approve Payment Application #3
Pajay submitted Payment Request #3 in the amount of \$129,170.00. A motion was made by Baker to approve Payment Request #3 in the amount of \$129,170.00. Motion was seconded by Stoneburner. **Motion carried; all ayes.**

Michigan Dept of Treasury Authorize Crumb to Submit Proposed Response
 GLSWA received a Request for Improvement of Deficiencies (Corrective Action Plan) from the Michigan Dept of Treasury. The issue cited by the Michigan Dept of Treasury was that expenditures have exceeded revenues for the last three years and they requested submittal of a detailed corrective action plan to resolve this. Crumb reviewed the proposed response with the Board. GLSWA believes analyzing operating revenues and expenses without the impact of depreciation is the appropriate measure for the Authority and that the Authority's operations are fiscally sound. Unless directed otherwise by the State of Michigan, we do not plan to include depreciation as a cash expense, and therefore, we do not have a Corrective plan of Action as we are in a sound fiscal position. A motion was made by Stoneburner and seconded by Baker to authorize Crumb to submit the proposed response to the Michigan Dept of Treasury. **Motion carried; all ayes.** *Crumb to submit the response online to the Michigan Department of Treasury.*

Bronson Primary Care Approve Proposed Sewer Lead Installation Expense
 The new Bronson Primary Care facility requires installation of a new 6" sanitary service lead. GLSWA received a proposal from Lounsbury Excavating to tie-in to the existing sanitary mainline and install a 6" sanitary sewer lateral to the property line for \$8,550. GLSWA received a Sewer Connection Fee of \$35,750 for the project. A motion was made by Kahler and seconded by Baker to authorize Lounsbury to install the new 6" sanitary service lead at a cost of \$8,550. **Motion carried; all ayes.**

Attached Pole Barn Approve Electric System Upgrades and Shingle Costs
 The attached Pole Barn Project requires upgrades to the electric system to bring it up to code and new shingles. \$31,212 was previously approved for the interior/exterior changes to the Pole Barn. The total is now \$40,361 with the addition of the electric system upgrades and new shingles, an increase of \$9,149. A motion was made by Baker and seconded by Stoneburner to amend the capital budget for the interior/exterior changes to the attached Pole Barn to \$40,361. **Motion carried; all ayes.**

Gull Lake Public Water Approve Advisory Committee Nominations
 The Board discussed the Gull Lake Public Water Advisory Committee. The time commitment is estimated to be one meeting per month for approximately 2 hours. No more than 2 Board Members may participate. The qualifications of the representative are more important than the township represented. The total number of participants needs to be manageable. Nominations should be submitted to Crumb and will be reviewed by the Board with formal adoption in January. Richard VanNiman has been nominated by Prairieville Township to be a representative to the Gull Lake Public Water Advisory Committee. Mary Carol Wilkins and Jim Corstange were submitted by Ross Township as potential representatives.

City of Galesburg Status Update on Services Provided
 Crumb reported our work with Galesburg is going well. Bill Bresson is currently working with EGLE on monitoring requirements for a regulated VOC.

Charleston Township CCTV Inspection Results for Wren Acres
 Seismic testing was completed in Wren Acres. This damaged the roads in several locations. Plummer's evaluated the sewer lines to make sure that there was no damage to the sewer lines. GLSWA will rebill RCKC for Plummer's cost.

GLSWA has knowledge that CE power was restored to 11530 East Michigan. GLSWA will need to reach out to the homeowner to complete the grinder installation and resolve any other outstanding issues with the property for occupancy. GLSWA is awaiting confirmation from Charleston Twp. that all outstanding code issues have been resolved. Once resolution of all issues has occurred, GLSWA will then complete the grinder installation.

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

- o Richland Water Extension-Update: The water extension has been delayed potentially to Spring 2020 due to the lack of an available contractor.
- o CIP Project Schedule-Update: Schram reviewed the remaining work to be completed; he is trying to schedule Plummer's for Manhole Lining
- o Riverview-Status Update: Homeowner's will be able to schedule contractors for sewer connection beginning on Monday, October 28.

Work Order System Manager Plus Work Order System
 Work Orders Past / Adjusted + Reactive (386-390)
 WO 388: PS41 Level Transducer Replacement \$835
 Crumb noted that GLSWA did not renew our service agreement with ManagerPlus and Andrew has been working on the new Mpower work order system.

OLD BUSINESS: On Going

Crumb reviewed the current status of the items on the Master List and the WAI spreadsheet.

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 September 30, 2019. **Motion carried; all ayes.**

CLOSING COMMENTS

Crumb discussed rescheduling the November 13, 2019 GLSWA Board Meeting to November 21 with the possibility of forgoing the December 12, 2019 Board Meeting. The Board Members will check their schedules and let John know.

Chairperson Harma let the Board Members know that Richland Township will be closing at Noon on October 24, 2019 for the Luke Bryan concert.

At 4:45 p.m. Stoneburner moved that the Authority Board convene in closed session under section 8(h) of the Open Meetings Act, to consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of, a public officer, employee, staff member, or individual agent because the named person requests a closed hearing. The motion was seconded by Baker. **Roll Call Vote: Kahler-aye; Baker-aye; Stoneburner-aye; Harma-aye; Motion carried.**

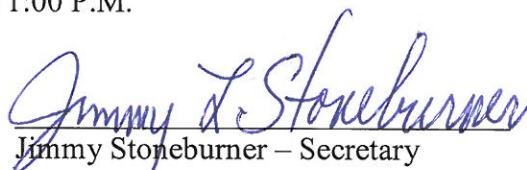
The Board resumed open session at 5:44 p.m. A motion was made by Stoneburner and seconded by Baker to suspend the employee with pay while the Executive Director and Attorney develop two documents. **Roll Call Vote: Kahler-aye; Baker-aye; Stoneburner-aye; Harma-aye; Motion carried.**

ADJOURN.

Chairperson Harma adjourned the meeting at 5:52 p.m.

NEXT MEETING:
THURSDAY, NOVEMBER 21st, at 1:00 P.M.

Submitted for approval


Jimmy Stoneburner – Secretary