

Gull Lake Sewer & Water Authority

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MINUTES OF THE OCTOBER 28, 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. None absent. Also present were Director Rich Pierson, Administrative Assistant Anne Richmond, and Engineer Tom Wheat.

REVIEW AND SET THE AGENDA: Stoneburner made the motion to accept the agenda as presented with the addition of Discussion on the City of Cadillac Court Case under New Business and Tustin's Quote, Insurance Quotes, and Pictometry Training under Old Business. Motion was seconded by Kahler. **Motion carried; all ayes.**

MINUTES OF THE SEPTEMBER 23, 2010 REGULAR BOARD MEETING: A motion was made by Kahler and seconded by Light to accept the regular meeting minutes as presented. **Motion carried; all ayes.**

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

CORRESPONDENCE:

Marsha Drouin Water Use-Conn Fee Memorandum
Marsha Drouin, Richland Township Treasurer, received an inquiry from a potential tenant at 8885 N. 32nd Street regarding any fees that may be due with increased water use. The property was assessed at a factor of 2 units, so the property at large can consume and discharge 400 gallons per day of water = 2.0 units without paying additional connection fees. The usage fee would be adjusted to reflect any increase in usage.

George McKay Sump Pump Inspection/Alteration/Follow-up
Mrs. McKay was thanked for her prompt response to have Brent Gould modify the plumbing in her lower level to eliminate the basement perimeter drains from entering the public sewer.

Kellogg Hotel and Conference Center Brooklodge Manhole Insp. Follow up
Ms. Kirti Singh of MSU was notified that on September 1, 2010 during manhole inspections leading up to Brooklodge, water flow estimated at 5-10 gallons per minute was observed flowing from the "closed" Brooklodge for 22 minutes. The maintenance staff on site confirmed that there was no water use. No further investigation is currently planned.

Jeff Sorenson; Cooper Township Letter on Manhole Inspection Project

Jeff Sorenson was notified that GLSWA has started a 2-year inspection of Gull Lake's 1130 manholes and 40 miles of pipeline including Cooper's 94 manholes and 4 miles of pipeline as part of our program to review our underground assets, look for and eliminate infiltration and make determinations as to what funds are necessary over the next 5-10-15 years to repair, replace, and maintain assets in like-new condition. Jeff was informed of what was found thus far in Cooper and he will be provided an update when the Cooper inspections are finished yet this fall.

Ms. Bob Smith Bait Shop Water-Sewer Use Follow-up Inspection

Ms. Bob Smith had been contacted regarding excessive water use by the tenant on the west end of her building. In October, GLSWA inspected the bait shop again and was informed that during the cooler months, the bait "tub" is refreshed once per day and during the summer months the former operator had thought it necessary to run the water constantly. Ms. Bob Smith was notified that GLSWA considers the matter closed until next summer when we will inspect the bait shop again.

Jackie Pickenpaugh Credit Letter from Past Due Charges

Ms. Pickenpaugh had contacted GLSWA to complain that she as a landlord did not receive notice when her tenant failed to pay the sewer use bill for the past year and it was declared delinquent to the tax roll. In response, GLSWA adjusted our policy so that whenever we are aware that a landlord/tenant relationship exists (where the tenant is responsible for the quarterly sewer use charge), we provide notice to the landlord ("owner") of any delinquent notices on a quarterly basis. Ms Pickenpaugh was also credited 4 quarters penalty charge.

Tim Harding Credit Letter from Past Due Charges

Mr. Harding had contacted GLSWA to complain that he as a landlord did not receive notice when his tenant failed to pay the sewer use bill for the past year and it was declared delinquent to the tax roll. In response, GLSWA adjusted our policy so that whenever we are aware that a landlord/tenant relationship exists (where the tenant is responsible for the quarterly sewer use charge), we provide notice to the landlord ("owner") of any delinquent notices on a quarterly basis. Mr. Harding was also credited one year's penalty charge.

Tim Harding Follow Up Letter on Past Due Charges from Parkview Restaurant

Mr. Harding was notified that the new tenant in the Parkview had contacted GLSWA to have sewer use payments charged to the tenant as of October 20th. Mr. Harding was also informed that the balance outstanding, prior to the takeover by the new tenant, is \$2,362.60. As landlord, Mr. Harding will automatically be notified of any delinquent notice that we send to the tenant.

Wayne Millers Woodworking Final Letter for Pedestal Repair & Payment
The Conference Table pedestal adjustment looks good and final payment was sent to Mr. Wayne Miller. Further work was required by Pierson to reinforce the pedestal mounts, fasten the casters and level the table.

Pat Doan Last of the Mandatory Connection-Richland Township
Mr. and Mrs. Doan have a contractual obligation to connect to the public sewer by November 1, 2010. In a letter, Mr. Pat Doan requested until April to proceed with the connection due to financial circumstances. The Board acknowledged receipt of the letter and will monitor the situation and enforce mandatory connection per the agreement as necessary.

NEW BUSINESS

City of Cadillac Contract Issues
Pierson updated the Board on a court case regarding the City of Cadillac sewer treatment contract where the Court of Appeals (unpublished) determined the City could terminate the contract and terminate service to the Township of Haring. The ruling is somewhat surprising as it has been believed that the federal grant monies provided would ensure continued service to avoid duplicity of infrastructure. However, this case focused on whether the contract was valid and the Court determined, yes, the contract is valid and it has a termination clause that is valid. This case could have implications for the regional issues of the Kalamazoo Regional Water & Wastewater Commission (Ross Township, Richland Township and the Village of Richland are members of the KRWWWC).

PROJECT UPDATE:

Office Remodel & Improvements

Pierson provided a handout to update the Board on the Office Project budget, spending to date, and final expected purchases. Items remaining to purchase: (2-4) guest chairs, (2) task chairs, projector, screen, flagpole, desk and table glass, front entrance sign. Pierson is confident the project will be completed on budget.

Pierson recommended and the Board approved retaining \$8,000 from FCC Pay Request #8. Stoneburner made the motion, seconded by Light, to approve payment to FCC in the amount of \$22,508.84 and payment of the landscaping and irrigation invoices. **Motion carried; all ayes.**

There will be a final change order when all of the remaining issues have been resolved.

Pierson updated the Board on the status of office furnishings, landscaping, irrigation, the sign and other items. Pierson requested reimbursement from the Board for items he has purchased for the new office as detailed on a list he provided to the Board. Light made the motion, seconded by Stoneburner, to approve reimbursement to Pierson in the amount of \$1,700.71. **Motion carried; all ayes.**

GLSWA had requested from Bruce Dean, Ross Township Zoning Administrator, an extension until next summer to submit and receive a building permit for the Pole Barn. This extension was granted provided we have initiated Pole Barn construction by March 27, 2011. If we miss this deadline, we will need to request site plan approval again.

D Avenue West Project No Change in Status/Timing of Village Pymt
Engineer Wheat discussed potential sewer designs that may qualify for grant funding.

30th Street South Gravity Design Easement Pursuit this Fall/Winter

OLD BUSINESS: ACTIVE

Authority Retirement Plan-MERS Option Discussion of Questions & Concerns
The Board discussed concerns regarding the current defined contribution GLSWA retirement program and the defined benefit MERS plan. *Pierson to investigate potential alternatives to improve the retirement package for employees, including requirements for withdrawal restrictions and matching contributions.*

Manhole Inspection/Inflow/Infiltration 115 manholes / 1354
115 / 1354 = 8.4% of the manholes have been inspected. The manhole inspection project has been successful thus far with the limited inspections we have done. Through these inspections, GLSWA has discovered plugged lines, leaky/cracked pipes, and unauthorized use of the public sewer. Pierson provided an article from the Nassco Times stating that "one of the greatest benefits of performing a zoom inspection of an entire sewer system over a short period of time is the identification of immediate needs". Pierson reviewed a map highlighting the areas that have been inspected to date. Pierson noted we expect to finish Cooper's manholes yet this fall, and begin again in the spring.

MDNRE – PPP Groundwater Pumping Response from Mark Ducharme
A possible adjustment of 10% less may be required based on empirical flow testing. Pierson has contacted Mark Ducharme and requested a meeting to discuss this and get a better understanding of state funding for PPP. Mr. Ducharme responded that he has been unable to answer this request since he was working on the Enbridge spill. *Pierson to schedule meeting when Mr. Ducharme is available.*

Manholes on Pattiwood + Macywood Proposal to do Pattiwood Street only
 There has been no response from Mr. Woodhouse on the \$2,880 proposal to lower 9 manholes on Macywood (6) and Pattiwood (3). Pierson asked Tustin's for a quote to lower the manholes on Pattiwood only. Tustin's provided a quote of \$1,800 to lower the manholes on Pattiwood. In addition, Tustin's provided a quote of \$675 to fix a manhole South of McDonald's and \$735 to fix a manhole North of McDonald's in the bike path. Kahler made the motion, seconded by Light, to approve repair of the manholes per Tustin's quote if the Village agrees to pay for ½ of the cost. If the Village will not pay for ½ of the cost, Pierson to bring this issue back to the Board.
Motion carried; all ayes.

Dunigan Brothers No response as of yet; Island guest cottage hook-up costs
 An invoice was sent to Dunigan Brothers requesting reimbursement to the Authority in the amount of \$666.50 for pipe and labor to complete a sewer connection of the guest cottage at 123 Gull Island. Pierson had asked Dunigan Brothers to make the connection since it was not done correctly (and they had been paid for allegedly doing the work) but they indicated it was not their responsibility to do the work. GLSWA corrected the problem by hiring another company and invoiced Dunigan Brothers for the work. There has been no response from Dunigan Brothers.

GIS Improvements Update: On-going project – Coordinate with Billing System Improvements

Rambling Trails-Escandon Update
 GLSWA was contacted regarding the status of its lien against the property formerly owned by Escandon. GLSWA responded that we had subordinated the lien per a request by Chemical Bank and that the lien payoff is \$168,295. We believe the lien is unenforceable due to foreclosure on the property by Chemical Bank, but have not confirmed this fact as of yet.

Tammy England Update
 Ms. England assured Rich Pierson that she intends to pay her debt to GLSWA as soon as she is able.

Roof replacement LS #1 Update
 The roof at Lift Station #1 was leaking. Pierson authorized Sherriff-Goslin to repair the roof at a cost not to exceed \$5,300. The project is near completion.

Insurance Quotes Quotes Requested for Review at Next Board Meeting
 Pierson has requested a quote from Pinnacle Insurance and Western Insurance for review at the next Board meeting. *Pierson to request a quote from our current provider, Ted Hartleb Agency.*

Pictometry Update
 Pierson and Richmond attended Pictometry training.

OLD BUSINESS: STATUS UNCHANGED

Water Connection Fee Issues Ongoing Project
On-going project to review and establish appropriate fees in Township/Village. Plan to be developed 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). Also, need to establish adequate connection fees to provide for the replacement of watermain in the future.

Charleston Township Sewer Ongoing Project-reviewing existing list of customers

Comstock Township Sewer + Water Ongoing Project-review w/ Tim Hudson

Easement Releases Ongoing Project-coordinate w/ scanning file to GIS.

Personnel Policy Update Tentative Changes for 2010
Pierson to review retirement plan / vacation policy / hours of operation and determine if changes are needed.

Sewer Connection Fee Issues No response; \$8,900 Eng Fees not Paid
There has been no response from Attorney Ken Sparks letter to Attorney Swenarton as of yet. In addition, Rosenberger still owes GLSWA engineering fees of approximately \$8,900.

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 bill. **Motion carried; all ayes.**

CLOSING COMMENTS

ADJOURN. NEXT MEETING THURSDAY NOVEMBER 18, 2010 at 1:30 p.m. following Thanksgiving - Christmas Luncheon + Building Dedication at 12:00 p.m. Chairman Bither adjourned the meeting at 2:17 p.m.

Submitted for approval


Jacqueline Light – Secretary