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## **MINUTES OF THE NOVEMBER 17, 2009 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. Guest Darrell Swanson attended to review the drawings for the proposed office addition.

**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 OCTOBER 29, 2009 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):**

Darrell Swanson, a contractor/designer who is associated with Statler Builders and Frank Mason & Associates Architects, reviewed the drawings for the proposed new office addition. See discussion under Old Business, Office Remodel + Improvements.

### CORRESPONDENCE:

Thom Canny  
County Board authorization was requested on a release of a Driveway Easement for ingress-egress to one of our pump stations, where, at the request and expense of the property owner, a new document was created by our engineers and executed by the property owner to accurately reflect and “cover” exactly where our access drive was constructed across her property.

**John Byrnes**                                      Schedule for G. Avenue road repair  
An email was sent to Mr. John Byrnes to determine when the Kalamazoo County Road Commission wanted to proceed with the G. Avenue road repair. GLSWA will plan on Hoffman Brothers making this repair in the Spring since there has been no response by the KCRC to our email.

Ms. Tammy England                      Preparing Special Assessment Agreement  
Ms. England was advised that GLSWA is preparing a special assessment contract of \$13,500 for her review and signature. The contract will specially assess her property and will be an assessment district of one parcel.

Gull Lake Animal Clinic      Request wait-and-see for “units” on new building  
 As part of the commercial review, GLSWA had recommended settling the “capital” side of their account at 2.42 units (one-time fee of \$4,615), however, due to new construction, GLSWA will have to re-evaluate the water and corresponding sewer use of the new facility. Gull Lake Animal Clinic does not want to settle the capital account at this time and requested to continue to be invoiced on the “user side” at the factor of 2.42, with continued monitoring annually as they constructed and occupied the new facility. This was agreeable to GLSWA.

Fran Bell      Final Letter Regarding Escandon Property  
 Fran Bell, Charleston Township Supervisor, was informed that GLSWA has reached the conclusion, supported by unanimous action of the Authority Board at the October 29, 2009 Authority Board meeting, that GLSWA will not request Charleston Township levy additional “connection fees” or “create a special district” with regards to Rambling Trails. Should the Rambling Trails development ever occur, the Authority will rely on the then current rates and charges (including indirect fees currently at \$1,625 per unit) to recover the Authority investment as it routinely does in other projects throughout the system.

Michigan Environmental Federation      Collection System Manhole Inspection  
 GLSWA informed Mr. Tim Sikma of our agency’s interest in achieving PACP manhole inspection certification for 1-2 persons and requested his assistance to locate 10 persons to commit to training so that a class could be set up. *Engineer Tom Wheat will check if Prein & Newhof would like to send any of their employees to training.*

## PROJECT UPDATE:

30<sup>th</sup> Street South      Forcemain or Gravity from Engelwood-Water Tower  
 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. This will be discussed further at the December Board Meeting.

## NEW BUSINESS

T. England Special Assessment Agreement      Draft Agreement for Approval  
 A motion was made by Light and seconded by Stoneburner to enter into closed session with Kahler, Light, Stoneburner, Bither, Pierson, Richmond, and Wheat to review a confidential communication from the Authority Attorney. **Motion carried; Roll Call Vote; all ayes.** Closed session at 1:40 pm.

At 1:55 pm Chairman Bither declared the closed session adjourned.

Stoneburner made the motion seconded by Kahler to review the confidential communication from our Attorney with Ross Township Attorney Craig Rolfe and

move forward with a special assessment proceeding for Ms. Tammy England. **Motion carried; all ayes.**

Sewer Lead at 7966 N. 30<sup>th</sup> Street      Alleged Trespass-Agreement for Approval  
Pierson reviewed the short form agreement and easement signed by Mr. and Mrs. Brian St. John. Mr. and Mrs. St. John granted the Authority an easement and the Authority will assume ownership of the sewer lead within the easement. When the property owners connect to the sewer, the Authority and the Township shall permit connection of the dwelling to the public sanitary sewer system upon payment of a \$2,500 connection fee, plus such other permit fees as are in effect at that time. The agreement acknowledges that this connection fee is substantially less than the Connection Fee in effect. This reduction in Connection Fee (which shall be made by the Authority and the Township crediting the Property Owners for the difference between \$2,500 and the actual Connection Fee in effect at the time of connection) is being made in consideration for the Property Owners agreeing to relieve the Authority and the Township of any obligation to remove and relocate the existing public sewer lead. Kahler made the motion seconded by Stoneburner to authorize Jeff Bither, Chairman of the Gull Lake Sewer Authority, to sign the Sanitary Sewer Lead Agreement on behalf of the Authority and forward it to Richland Township for approval. **Motion carried; all ayes.**

New Enzyme treatment for LS #1      In lieu of chemical-should be less costly  
GLSWA received a proposal for enzyme treatment that costs the same as the current chemical treatment. Pierson sent a list of questions to the President of NuSystems requesting clarification on a number of items, including the cost. She has not yet responded.

IT Right Remote Backup Agreement      Proposed Agreement for Approval  
Pierson reviewed the proposed Remote Backup Agreement from I.T. Right outlining the terms of the agreement to provide backup of GLSWA's data files at an offsite location. In the agreement, I.T. Right agrees to pay a maximum of \$250 for any actual damages resulting from failure on the part of I.T. Right. Any additional coverage needs to be obtained by GLSWA at GLSWA's expense. Pierson will get more clarification on this issue for review at the December Board Meeting.

New Server + Network PC's & Peripherals      Good Transition thus far  
Pierson reviewed the GIS and IT summary of what has been completed to date and plans for future improvements.

Personnel-Staff Mid-Year Review      Review of goals/objectives; On-call pay  
Pierson outlined a proposed distribution of the employee incentive bonus that was set aside last year for Authority approval. Stoneburner made the motion to approve the proposed distribution. Motion was seconded by Light. **Motion carried; all ayes.**  
Further consideration of on-call pay and hourly compensation was set aside until budget time.

Insurance Proposals from Competing Firms Request Hartleb for 2 years  
 Pierson informed the Board that Tom Bliesner with Western Insurance Agency had presented an occurrence based "Par Plan" insurance proposal for GLSWA's consideration. Ted Hartleb Agency is currently developing a quote for occurrence based insurance. At the previous meeting, the Board authorized GLSWA to remain with the Hartleb agency subject to the review of price. Hartleb's quote for occurrence based insurance will be reviewed when it is available.

## OLD BUSINESS

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

Manhole rehabilitation-inspection process Training  
 Awaiting response on training opportunities for the staff.

Gildea-Bay Arbor Contract Lien  
 GLSWA has received the agreed upon amount from the closing on Unit #14 (now #17). *Pierson to review the contract payment schedule and existing liens to determine any adjustments that need to be made.*

Inflow / Infiltration Ongoing Project-received list from B-Dry Systems

Charleston Township Sewer Ongoing Project-reviewing existing list of customers

Water Connection Fee Ongoing Project-no contract yet w/ City of Kalamazoo

Easement Releases-Kzoo + Barry Ongoing Project

Office Remodel + Improvements Out for Bid Authorization  
 Darrell Swanson, a contractor/designer who is associated with Statler Builders and Frank Mason & Associates Architects, reviewed the drawings for the proposed new office addition with the Authority Board. A motion was made by Kahler and seconded by Light to send out a request for quote to determine qualified and interested bidders for the project. **Motion carried; all ayes.** Mr. Swanson will provide 9 sets of drawings and a PDF file if further copies are needed. The need for a Construction Manager will be evaluated. *Pierson to verify that any design changes are still in conformance with GLSWA's site plan approval for the office remodel.*

Augusta Flow Issues

Lift Station #1 protection has not yet been initiated.

Brooklodge issued a letter stating they will be closed as of December 31, 2009.

## 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. NEXT MEETING THURSDAY DECEMBER 17, 2009 at 1:00 p.m. (preceded by the Christmas luncheon at 12:00 Noon ). Chairman Bither adjourned the meeting at 2:35 p.m.

Submitted for approval

  
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Jacqueline Light – Secretary