

# Gull Lake Sewer & Water Authority

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## **MINUTES OF THE NOVEMBER 20, 2008 REGULAR BOARD MEETING**

Authority Board Meeting

1:00 PM.

**CALL TO ORDER/ ROLL CALL:** Chairman Bither called the meeting to order at 1:02 p.m. Commissioners present were Jeff Bither, Jackie Light, Jim Stoneburner and Roger Turner. None absent. Also present were Director Rich Pierson, Office Manager Anne Richmond, and Engineer Tom Wheat.

**REVIEW AND SET THE AGENDA:** The agenda was acceptable as presented.

**MINUTES OF THE OCTOBER 23, 2008 REGULAR BOARD MEETING:** A motion was made by Turner and seconded by Stoneburner to accept the regular meeting minutes of October 23 as presented. **Motion carried; all ayes.**

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

### **CORRESPONDENCE:**

To: Village of Richland DE Avenue Repair  
GLSWA requested the Village to consider splitting with us the cost to repair 720 sq. ft. of poor road surface where East DE Avenue meets the Township line. This repair has been successfully completed and the Village agreed to split the \$1,080 repair cost.

To: Finkbeiner Tamarron septic systems  
Rich Pierson requested septic system failures / permit information for Tamarron + Cotters Ridge and is currently using it to research the age of the septic systems in the area of a proposed sewer project.

To: Ignaczak Grinder Service  
The Ignaczaks were informed that we had serviced their grinder pump unit and a granular item was found in the basin that may have caused the malfunction. They were reminded that foreign substances should not be disposed of through the public sewer system. Additional material pertaining to the operation of the grinder pump unit was provided to them for their information and review.

To: DEQ-PPP Renewal  
The signed "PPP Contract" was received from the DEQ. Stoneburner made the motion to approve the renewal agreement for the continued discharging of purge water at the former PPP site in Richland Township now owned by the DEQ. Motion was seconded by Light. **Motion carried; all ayes.** Chairman Bither signed the contract

and Pierson will forward to Richland Township and the City of Kalamazoo for their acknowledgement.

To: Sullivan                      Sale of Lot 5

Mr. Sullivan was informed that the proposed construction of a new home on Lot #5 of Gull Harbour Pointe requires construction of a 6" service extension to lots 4, 5 and 6. This requires a permit (\$75 fee) from our office prior to construction and inspection of the construction to our standards. Also, upon permit to construct a home on Lot 5, we will require, absent an allocation of a pre-paid unit to lot #5 by Mr. Sullivan, a Connection Fee of \$3,250 and a permit (\$75 fee).

To: To New Grinder on 37<sup>th</sup> Street

Mr. To's Grinder Pump installation was successfully completed and he was billed the remainder of the unpaid installation costs.

To: Bruce Electric                      Cost Review

Mr. Osborn's Grinder Pump installation required Bruce Electric to be on site only 3.5 hours, yet, Bruce Electric invoiced us \$760 plus the \$175 job setup and materials. Since this cost was deemed excessive by the property owner, we offered to absorb \$400 on the electrical work for the Osborn job. Bruce Electric was contacted to discuss this discrepancy and what could be done in the future. There has been no response. Other electricians will be evaluated for future jobs.

To: Leino New Home – Richland Village

Rosemary Woodward, Richland Village Clerk, inquired as to what the Sewer Connection Fee would be for parcel 3903-23-176-172, a vacant lot between 9207 and 9233 E. DE Avenue. The amount due the Authority for sewer would be \$6,000 since the \$13 per front foot has previously been paid in full. There is no water connection fee due as vacant lots had been assessed a full benefit during the 87-88 project.

To: Lawrence                      Thanking them for cooperation

William and Jack Lawrence were thanked for working with GLSWA to install a new generator at Lift Station 13 and make corrections to easements.

To: Bliesner Insurance Proposal

Tom Bliesner, Western Insurance, was asked to review an insurance proposal received from Hartleb and tell us how the coverage compares to what he is currently providing to GLSWA.

**PROJECT UPDATE:**

30<sup>th</sup> Street North Pay Estimate

Engineer Tom Wheat informed the Board that the 30<sup>th</sup> Street project is done except for testing and another coat of asphalt and restoration work in the Spring. Balkema has requested an additional \$63,000 for extra dewatering since the water table rose

significantly between the time the project was bid and the time that it was built, requiring Balkema to change their method of dewatering. The elevated water table was not present during the soil borings. Their request for additional payment is not included in the pay estimate submitted today and will be investigated further. Also, there are some problems with the road surface quality on 30<sup>th</sup> Street north of D Avenue. Balkema will be taking care of this through the winter. Restoration will need to be completed in the Spring. Soil erosion is stable, but some of the areas don't look so great. *Pierson to write letter to 30<sup>th</sup> Street residents to let them know the current status, request their patience, and assure them that these matters will be satisfactorily resolved in the Spring.*

Wheat requested approval for Payment Request #2 to Balkema. Turner made the motion to approve payment to Balkema (Payment Request #2) in the amount of \$120,096.67. Motion was seconded by Light. **Motion carried; all ayes.**

LS #1/LS #13/LS #21                      Completed Projects  
Pictures and the final cost of these completed projects will be reviewed at the next meeting.

Gilmore Farms 1B (Parker Hannifin Sewer Ext)      Awaiting Review of Video  
The video revealed problems with some of the leads in the shallow areas that may require them to be dug up and fixed. Any repairs will be at Byholt's expense.

Timmer Grinder Pump                      We will be moving control panel \$450 +/-  
GLSWA will move Ms. Timmer's control panel at a cost of \$450. This will put the total cost of her grinder pump installation over our estimate by approximately \$1,100. This cost overrun will be absorbed by GLSWA.

Hartgerink Grinder Agreement              For Approval  
Ms. Hartgerink's septic system is currently on the Sutton's property. GLSWA currently has easements across Sutton's, Ledbetter's and Hartgerink's property and could construct sewer across them to Ms. Hartgerink's property, technically making sewer available to her property within 200 ft. As an alternative, since the Authority would have to spend \$2,000 + / - to construct the sewer line across the existing easements, the Authority could spend the same amount to install 200-250 feet of service line along Ms. Hartgerink's south property line. This line would be intended to service Hartgerink's and Sutton's only. Ms. Hartgerink agreed to connect and not challenge the 200 foot easement measurement if we would construct along her south line instead. Ms. Hartgerink agreed to grant an easement for this service line subject to having her previous easement along with Ledbetter's and Sutton's released. Stoneburner made the motion to approve the release of easements #12, 13, & 14 and accept the conditions on the Hartgerink easement and to construct the 230 feet of pipe as proposed. Motion was seconded by Turner. **Motion carried; all ayes.**

Osborn Grinder Pump                      \$665 absorbed by Authority

*Pierson to work with Bruce Electric to try to get some of the \$400 back for electrical work.*

Tanglewood / Sterling                      Advisory Survey sent out  
Feedback from the Advisory Survey sent out will be tallied and reviewed at the next Board meeting.

Tamarron                      Request support \$87,000 fall back  
*Pierson to evaluate alternatives and make recommendation at the next Board meeting.*

40<sup>th</sup> Street                      On hold again via school and MSU Correspondence  
This project will be shelved again as there currently is no interest.

## **NEW BUSINESS**

Financial Forecast                      5-10 Year Forecast  
Pierson reviewed the 1<sup>st</sup> draft of the financial forecast that he and Anne Richmond have been developing to better plan for future cash flow requirements.

Responses to rate increase                      6 Comments + / -  
GLSWA has received feedback from approximately 6 customers regarding the rate increase.

Insurance Proposal                      For Discussion  
This item will be discussed further at the next Board meeting.

Generators                      Annual contract  
The renewal of the contract for generator service is currently being reviewed. Pierson has asked Cummins Bridgeway for the cost savings if the service is done only once per year rather than the current twice per year.

DEQ Agreement - PPP                      For Approval  
Approved. See discussion in Correspondence Section, DEQ-PPP.

Employee mid-year incentive                      Distribution proposal  
Pierson outlined a proposed distribution of the employee mid-year incentive for Authority approval. Light made the motion to approve the proposed distribution. Motion was seconded by Stoneburner. **Motion carried; all ayes.**

Truck Purchase ½ ton 4 x 4                      Review quote for new vs. used  
Sealed bids from Cole-GMC and DeMaagd were opened. *Pierson to put together spreadsheet to better summarize the cost vs. content.* Used vehicles may also be considered.

## OLD BUSINESS

Water – Contract with city                      Update: future management and operations  
Alternatives will be evaluated and a feasibility study put together for review at a future meeting.

Office remodeling concepts                      Update concepts  
Plan to have sketches available soon. Preliminary budget from architect is unacceptable.

Lien process    Ongoing discussion and education  
Ongoing.

Noall    Garage over sewer – in process  
*Pierson to propose accepting garage over sewer subject to an agreement to be recorded holding GLSWA harmless in the event we need to excavate the sewer someday.*

Gilmore - easement                                      in process (release by County and Authority)  
GLSWA will have the County of Kalamazoo officially assign their rights for all Kalamazoo County – Gull Lake easements to the Authority (as the Authority is now owner of the system), and the Authority will subsequently release the Gilmore ingress/egress description from the 1982 document. GLSWA will also request the Barry County Board of Public Works do likewise.

Vanderveen Excavating                              Restoration behind Woodhouse retail store  
Vanderveen to send letter indicating that they are not responsible for the restoration behind Woodhouse's retail store, and the excavation behind the store was not due to the sewer project.

Charleston Proposal                                      In Process  
*Pierson to prepare this for future Board Meeting.*

New Field Employee                                      Update  
33 candidates applied for the position. Currently, 9 candidates remain. The candidates are meeting with Barry Bowman to gain a better understanding of the job and its requirements. The next step is interviewing the candidates.

Water Connection Fee                                      In Process

Parchment    Letter from Tom Wheat  
The current recommendation from Engineer Tom Wheat is to take no action at this time, but continue to monitor the pipe condition and H2S levels.

Red Flag/Social Security Privacy                      In Process

The deadline has been extended to May 1, 2009. GLSWA is studying the implications.

Augusta Amendment                      Still not signed by City  
This has not yet been signed by the Kalamazoo City Manager.

#### **FINANCIAL REVIEW/ PAY BILLS**

Bendzinski reminder                      Qualifying Statement with audit – reminder  
Municipalities were reminded that they are required to file a Qualifying Statement with the Michigan Department of Treasury upon filing of the annual audit. They may also be required to file Continuing Disclosure updates for any outstanding bond issues.

A motion was made by Stoneburner and seconded by Turner 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**

Pierson requested and the Board approved an allowance for a Thanksgiving Turkey for each GLSWA employee. In addition, Pierson recommended and the Board approved taking December 26 and January 2 as additional holiday time off including a portion of the afternoon of Christmas Eve and New Year's Eve.

ADJOURN MEETING TO DECEMBER 20, 2008 at 1:00 p.m. A Christmas luncheon at 12:00 p.m. will precede the meeting: Chairman Bither adjourned the meeting at 2:37 p.m.

Submitted for approval

  
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Jacqueline Light – Secretary