

# Gull Lake Sewer & Water Authority

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7722 N. 37<sup>th</sup> Street  
Richland, Michigan 49083  
Phone: (269) 731-4595  
Fax: (269) 731-2596  
www.glswwa.org

## MINUTES OF THE NOVEMBER 21, 2019 REGULAR BOARD MEETING

Authority Board Meeting

1:00 P.M.

**CALL TO ORDER/ ROLL CALL:** Chairperson Harma called the meeting to order at 1:00 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 Rob Thall, Cooper Township Supervisor Jeff Sorensen, and Charleston Township Supervisor Jerry VanderRoest.

**REVIEW AND SET THE AGENDA:** Crumb revised the agenda to add 2019 New Sewer Permits under New Business. Stoneburner made the motion to accept the Agenda as revised. Motion was seconded by Kahler. Motion carried; all ayes.

**MINUTES OF THE OCTOBER 23, 2019 REGULAR MEETING:** A motion was made by Kahler and seconded by Baker to approve the regular meeting minutes of October 23, 2019. Motion carried; all ayes.

**MINUTES OF THE OCTOBER 23, 2019 CLOSED MEETING:** A motion was made by Baker and seconded by Kahler to approve the closed session meeting minutes of October 23, 2019. Motion carried; all ayes.

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

### **CORRESPONDENCE:**

12504 E D Avenue                      Update on Grease Trap Installation  
Crumb informed the Board that a grease trap had been installed at the Dock located at  
12504 E D Avenue.

The Hartleb Agency                      MCCA Change Option Review  
Our insurance agent, Geoff Lansky, provided information regarding the change with  
the Michigan Catastrophic Claims Association. Individual Auto Insurance purchasers



Stoneburner to approve the next Payment Request once it is finalized by Crumb.  
Motion was seconded by Baker. **Motion carried; all ayes.**

Ted Hartleb Agency                      Approve Renewal of Liability Insurance  
The Ted Hartleb Agency submitted a quote of \$20,565 for 2020 Liability Insurance, an increase of approximately 3% over 2019. The cost increase was mainly due to MCCA increases, a reserve for a potential liability issue, the purchase of a new truck in 2017 and an inflationary increase. A motion was made by Stoneburner and seconded by Baker to authorize renewal of GLSWA Liability insurance with the Ted Hartleb Agency. **Motion carried; all ayes.**

Commercial Review                      Approve Changes to REU and Capital  
This item was deferred to the next meeting.

9244 West Gull Lake Drive    Approve Proposed Sewer Lead Installation Expense  
A new home to be constructed at 9244 West Gull Lake Drive requires installation of a new 6" sanitary service lead. GLSWA received a proposal from Newhouse Excavating to tie-in to the existing sanitary mainline and install a 6" sanitary sewer lateral to the property line for \$10,750. Crumb explained that the cost is so high due to the need to dewater. A motion was made by Kahler and seconded by Baker to authorize Newhouse Excavating to install the new 6" sanitary service lead for an amount of \$10,750. **Motion carried; all ayes.**

2017 GMC                                      Approve Cap and Toolbox  
Crumb explained the need for a cap and toolbox on the 2017 GMC Pickup Truck and presented quotes. A motion was made by Kahler and seconded by Baker to approve an amount not to exceed \$2,700 to purchase a fiberglass cap and toolbox for the 2017 GMC Pickup Truck. **Motion carried; all ayes.**

Gull Lake Public Water                      Approve Advisory Committee Members  
Crumb presented a list of proposed Gull Lake Public Water Advisory Committee members. A motion was made by Stoneburner and seconded by Baker to approve the list of Gull Lake Public Water Advisory Committee members as submitted with the addition of Wes Kahler, John Crumb, and William Bresson. **Motion carried; all ayes.**

City of Galesburg                      Status Update on Staffing and Service Needs  
Crumb reported that the employee hired by the City of Galesburg with a water license has quit. Sampling with EGLE has returned to a quarterly basis.

Charleston Township                      Status Update on 11530 E Michigan Ave  
GLSWA is awaiting confirmation from Charleston Twp. that all outstanding code issues have been resolved to complete the grinder installation at 11530 E Michigan Ave. Charleston Township also needs to provide communication from Mr. Jones' attorney that authorizes GLSWA to complete the Grinder Pump Installation.

Supervisor VanderRoest wrote a draft letter to Mr. Jones' attorney addressing the items that need to be completed for the Grinder Pump Connection. Crumb shared a concern with Attorney Thall and the Board that the letter could be interpreted as speaking on behalf of Gull Lake Sewer & Water Authority when, in fact, GLSWA had not reviewed or authorized the letter. Attorney Thall recommended that for liability reasons the Authority recognize on the record that GLSWA did not review or authorize the draft letter written by Supervisor VanderRoest. Attorney Thall will communicate this in writing to the Charleston Township Attorney. Harma expressed concern with GLSWA's liability because of these incidents and emphasized that GLSWA's Attorney should not be used for Charleston Township work. Crumb informed the Board that he and Attorney Thall will be working on the proposed Charleston Township Agreement next week.

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

- Richland Water Extension-Update: Crumb shared information on the rule-making process to regulate PFAS in Michigan.
- CIP Project Schedule-Update: Schram provided an update on the work to be completed.
- Riverview-Status Update: Homeowner's are connecting on Riverview.

Work Order System      Manager Plus Work Order System

Crumb noted that work continues on the new Mpower work order system.

## **OLD BUSINESS: On Going**

Crumb reviewed the current status of the items on the Master List.

## **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 October 31, 2019. **Motion carried; all ayes.**

## **CLOSING COMMENTS**

Crumb informed the Board that GLSWA will be looking for an employee with electronics/radio/scada skills. He commended the teamwork by the field crew in the interim.

Kahler provided an update on the park project in Barry Twp.

Stoneburner provided an update on the road and park project in Prairieville Twp.

Harma commended Wightman for their work in completing the 30<sup>th</sup> Street Water Looping project. Harma recommended and the Board agreed that this will be the last year for the GLSWA Christmas Party.

**ADJOURN.**

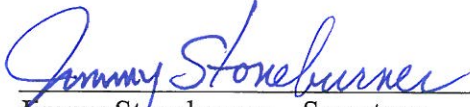
Chairperson Harma adjourned the meeting at 2:38 p.m.

NEXT MEETING:

THURSDAY, DECEMBER 12<sup>th</sup>, 12:15 LUNCHEON

WEDNESDAY, JANUARY 22<sup>nd</sup>, 3:30 – 5:00 P.M.

Submitted for approval

  
Jimmy Stoneburner – Secretary