

Gull Lake Sewer & Water Authority

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MINUTES OF THE DECEMBER 16, 2010 REGULAR BOARD MEETING

Authority Board Meeting

1:00 P.M.

CALL TO ORDER/ ROLL CALL: Chairman Bither called the meeting to order at 1:02 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. Tammy Sayles and Russ Manz from Pinnacle Insurance and Melissa Swims and Tom Bliesner from Western Insurance were present to discuss their bids for property, casualty and liability insurance.

REVIEW AND SET THE AGENDA: Kahler made the motion to accept the agenda as presented. Motion was seconded by Stoneburner. **Motion carried; all ayes.**

MINUTES OF THE NOVEMBER 18, 2010 REGULAR BOARD MEETING: A motion was made by Stoneburner and seconded by Kahler to accept the regular meeting minutes as presented. **Motion carried; all ayes.**

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

CORRESPONDENCE:

Golden Valley, MN-Weiler Request to Use Golden Valley Sump Pump Link
Ms. Cheryl Weiler, Communications Coordinator for the City of Golden Valley, was asked for permission to reference Golden Valley's web link <http://www.goldenvalleymn.gov/homeyard/utilities/ii-animation.php> in our "flyer" and on our website. It is an excellent educational animation piece dealing with inflow and infiltration and the need for sump pump elimination. Ms. Weiler responded that linking to or referencing the site is no problem and does not require permission. If GLSWA wishes to adapt the animation for use on our own website, we would need to contract with the engineering firm that developed it.

Percival-Youngs-5273 Wayne Street Sump Pump Thanks for Elimination
Mr. Percival was thanked for his prompt response to disconnect the sump pump at his aunt's home from the public sewer.

FCC-Byrne Harmon Communication Regarding Lighting in Conference Room
As installed, the lighting in the conference room was inadequate. FCC believes it is not the responsibility of Thornview or FCC, as it was done per the GLSWA architectural plan. Prior to award of the contract, GLSWA met with the low bidders and noted that the plans were "light" and contractors would need to make things work

so that the building was fully functional. FCC agreed to this and was awarded the project. Thornview told us that what was proposed would work well in the conference room and we were relying on their expertise. GLSWA has made modifications and will purchase additional lamps which will hopefully make the lighting work, but if not, further discussions with FCC will be necessary to resolve the lighting issue.

Kal County-Lotta Jarnefelt-Pictometry Response to her Inquiry
Lotta Jarnefelt requested feedback on the Pictometry software. Rich Pierson responded to her questions and based on use at GLSWA, the benefit of Pictometry is not enough to warrant annual fees.

Homeowner Eric Ruggles-Sherman Lake Response to his Complaint
Mr. Ruggles phoned with concerns regarding the recently installed grinder pump system for his cottage on Sherman Lake. Mr. Ruggles asked about the finish grade, exposed conduit and wires and the old 4" cleanout that remained visible. Jerred Dill met with Mr. Ruggles to address his concerns. Pierson followed up in an e-mail to Mr. Ruggles and offered reimbursement of \$100 to finish the grade to his satisfaction.

Response from Eric Ruggles Ruggles Response to Pierson email
Mr. Ruggles responded to Pierson's email and indicated that Jerred had given him what he needed most: An understanding of what was there and that everything was correct, it just needed a little dirt thrown on top. He expressed a big "Thank You" to Jerred and was very appreciative of the efforts of Jerred, Rich Pierson, and the crew.

Closing Response to Ruggles Final Response to Ruggles Complaint
Pierson advised Mr. Ruggles that GLSWA would be glad to pay a reasonable amount for him to finish grade the grinder installation when he gets around to it and that we would wait to hear from him in this regard.

Woodhouse-Invoice for Pattiwood Asphalt Second Coat of Asphalt not Applied
Mr. Woodhouse did not put a second coat of asphalt on Pattiwood leaving the manholes 1 ½ inches too high. On behalf of the Village, GLSWA authorized Tustin's to lower the manholes on Pattiwood so that their plow trucks could operate on the street without the manholes in the way. Mr. Woodhouse was invoiced \$1,800 for this work as GLSWA believes this to be his responsibility.

Cini-Letter on Delinquent Contract Payments Delinquent Contract Payments
Invoices for sewer connection contract payments were issued on October 1, 2010 with payment due by November 14, 2010. Past due letters were issued on accounts that have not paid. The total outstanding principal balance on the accounts that are past due is approximately \$29,742.

Cook Sump Pump Letter Typical of 18 Letters Sent to B-Dry List
Letters were sent to customers that had used B-Dry. The customers were informed that to combat the rising cost of treatment, GLSWA had embarked on a program to investigate and eliminate clean water from entering our sewer system. In the letter,

customers were reminded that the Sewer Use Ordinance prohibits basement footing drains or other unpolluted water from discharging to the public sewer. Customers were asked to contact our office and confirm whether or not they have a clean water sump pump.

Plumbers-Contractors Memorandum 25 Letters Sent
25 letters with our Sump Pump flyer were sent to contractors, plumbers, and basement waterproofers reminding them that clean water sump pumps and ground water intrusion are not permitted to be discharged to the public sewer. If they are aware of any homes that have groundwater discharge and/or groundwater sump discharge into the public sewer, GLSWA asked for their assistance and cooperation to contact the homeowner to make modifications to the home to discharge the water out into the side yard or into the ground.

NEW BUSINESS

Insurance Quotes Choose 1: Hartleb-EMC, Par Plan, Pinnacle-Trident
Bids for property, casualty, and liability insurance had been requested from the Hartleb Agency, Western Insurance, and Pinnacle Insurance. The bids were included in the Board package for Board review. Western Insurance subsequently offered a revised price. Pierson commented that all of the bids included adequate coverage for GLSWA. Tammy Sayles and Russ Manz from Pinnacle Insurance and Melissa Swims and Tom Bliesner from Western Insurance were present to discuss their bids. Light made the motion, seconded by Stoneburner, to choose Pinnacle-Trident who had the lowest cost original bid as the provider for GLSWA property, casualty, and liability insurance for a 1 year period. **Motion carried; all ayes.** *Pierson to ask Pinnacle-Trident about third party sewer backup coverage and rate guarantees.*

Miss Dig Totals by Year Information on Construction Activity-Miss Dig Tickets
Pierson presented the Miss Dig Totals by year to the Board as a proxy for construction activity. Miss Dig totals have been trending down since 2007 with 2010 estimated to be the lowest total since we started tracking Miss Dig totals in 2005.

Policy Regarding Connection Fee Contracts No More Contracts or Certifying Balance
Based on discussions with Attorney Rob Thall regarding what happens in bankruptcy and foreclosure situations and the ramifications for GLSWA connection fee contracts, Pierson made the recommendation that GLSWA establish a policy to no longer issue connection fee contracts and a policy not to certify the full contract principle balance to the tax roll if the annual payment is delinquent. Kahler made the motion, seconded by Light, to no longer issue connection fee contracts and to certify only the annual contract payment to the tax roll if it is delinquent and not the full contract principal balance. **Motion carried; all ayes.**

Policy Regarding Minimum Sewer Use Bill Minimum Bill to be 1.0 unit Minimum
Pierson made the recommendation that GLSWA establish a policy to set the minimum

bill to any user at 1.0 unit minimum. Stoneburner made the motion, seconded by Light, to set 1.0 unit as the minimum bill to any user. **Motion carried; all ayes.**

Requested Purchases of \$1,000 and Over Authorize Requested Purchases
Pierson requested the purchase of a Two-Stage, 8-Horse Snow Blower (\$1,000), 2 Grinder Pumps (\$1,800)-replacement for sold stock, 10 Grinder Pump Packages- (\$28,180) for stock. Light made the motion to approve the above purchases. Motion was seconded by Kahler. **Motion carried; all ayes.**

PROJECT UPDATE:

Office Remodel & Improvements

Pierson reviewed the office addition, renovation and driveway project budget status. The project budget less the project spending to date is \$13,072. The proposed total to complete the project is \$11,440. The items remaining to be purchased include the following: (2-4) guest chairs, (2) task chairs, projector, screen, flagpole, desk and table glass, front entrance sign/landscaping, commemorative plaques. Pierson is confident the project will be completed on budget.

At the last Board meeting, \$8,000 had been retained from the project payment to FCC for outstanding issues. Pierson commented on the good work that FCC has done and stated that if we were willing to accept the carpet as is, the only remaining issue is the conference room lighting (see discussion under the Correspondence section). Pierson recommended accepting the carpet and paying FCC \$6,000; retaining \$2,000 until the lighting issue is resolved. Stoneburner made the motion to pay FCC \$6,000 and retain \$2,000. Motion was seconded by Kahler. **Motion carried; all ayes.**

Manhole Inspection/Inflow/Infiltration 225 manholes / 1224 = 18.3%
225 manholes / 1224 (1130 GL + 94); not including 96 cleanouts + 34 air release.
Pierson shared his summary of findings and estimate of work to be done based on the manhole inspections to date. He projects an annual cost for 10 years of \$34,200 for Gull Lake System repair and a one-time cost of \$33,800 for repair on Cooper's system, partially offset by the capital improvement funds Cooper has set aside for repairs that are not routine. Manhole inspections will begin again in the spring.

Sump Pump Elimination Tracking Project Tracking List
Pierson reviewed his clean water elimination tracker. Known or suspected violators are listed along with a description of the finding, the action taken, the problem resolution and the estimated savings.

D Avenue West Project Spring 2011-Village reimb. if no grant
If there is no grant or if the grant is rejected for this project, Richland Village will reimburse GLSWA \$6,000 in the Spring of 2011.

OLD BUSINESS: ACTIVE

Incentive Pay-Summary Sheet Recapping-Info Only
 The employee incentive fund calculation sheet recapping last months data and authorization was included for the Board's information.

Authority Retirement Plan-MERS Option Overview & Policy Goal Discussion
 Pierson and staff are investigating potential alternatives to improve the retirement package for employees. This item will be discussed at the next Board meeting.

Patricia Duffy Request Easement for New Home Connection-Allendale Park
 Mrs. Duffy owns a home at 214 East Gull Lake Drive and the small "hillside" vacant lot across the street. Recently, the parcel of vacant land across the street and on top of the hill sold and the new owner would like to build a home and connect to the public sewer in East Gull Lake Drive. Ms. Duffy was asked for an easement to enable the new owner to connect to the public sewer. GLSWA made a good faith offer for the easement of \$650 since Mrs. Duffy was charged \$650 for the public sewer across the front of this lot. Kevin Miller's property may be an alternative if Mrs. Duffy will not grant an easement.

MDNRE – PPP Groundwater Pumping Turned off 50% of the Flow
 In November, MDNRE turned off 50% of the flow. This results in approximately \$6,200 per month less in budgeted revenue with an overall impact to GLSWA's budget of -\$3,100 per month.

Manholes on Pattiwood + Macywood Completed-Invoices Sent
 Tustin's lowered the manholes on Pattiwood at a cost of \$1,800. In addition, Tustin's repaired two manholes in the Village bike path along M-43: South of McDonald's (at a cost of \$675) and North of McDonald's (at a cost of \$735). The Village agreed to pay for ½ of the total cost and GLSWA sent them an invoice for \$1,605. Pierson sent a letter and invoice to Dave Woodhouse requesting reimbursement of the Pattiwood manhole repair cost.

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

OLD BUSINESS: STATUS UNCHANGED

Tammy England No Change in Status
 Ms. England has stated she intends to pay her debt to GLSWA as soon as she is able.

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 Stoneburner 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 JANUARY 20, 2011 at 1:00 p.m.
 Chairman Bither adjourned the meeting at 2:20 p.m.

Submitted for approval



 Jacqueline Light – Secretary