

Gull Lake Sewer & Water Authority

1

P.O. Box 458 - 11829 E. M-89
Richland, Michigan 49083
Phone: (269) 731-4595
Fax: (269) 731-2596
E-Mail: gulllakesewer@tds.net

MINUTES OF THE DECEMBER 17, 2009 REGULAR BOARD MEETING

CHRISTMAS LUNCHEON was held for the Authority Board, guests and staff at noon.

Authority Board Meeting

1:00 P.M.

CALL TO ORDER/ ROLL CALL: Chairman Bither called the meeting to order at 1:10 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, Auditor Robert Loftus, and Attorney Ken Sparks. Engineer Tom Wheat arrived later in the meeting.

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

MINUTES OF THE NOVEMBER 17, 2009 REGULAR AND CLOSED SESSION BOARD MEETING: A motion was made by Kahler and seconded by Light to accept the regular and closed meeting minutes as presented. **Motion carried; all ayes.**

HEAR THOSE PRESENT (Non-Agenda Items):

CORRESPONDENCE:

Tammy England. Draft Special Assessment Agreement for her review. The proposed Special Assessment Agreement was sent to Tammy England for her review prior to sending it to Ross Township Attorney Craig Rolfe. Tammy responded that it is her intent to challenge the Health Department determination that she must connect to the public sewer system by May 1, 2010. Ms. England also indicated that she will pay Gull Lake Sewer & Water Authority the \$1,500 we expended to repair her septic system. *Pierson to send letter to Ms. England to follow up on the status of the \$1,500 payment and to advise her to initiate discussions with the Health Department in January.*

Mike Chojnowski. Request for Information regarding Water around Gull Lake Rich Pierson responded to questions about extending public water to the Lawrence property. If any homeowners are supportive of public water at \$12,000 per home, GLSWA could proceed to "tighten up estimates", prepare petitions for each of the 4 Township areas of the lake, and have an informational meeting.

Jeff Grames LS#1 Treatment

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, and did not receive the positive response we were hoping for. *Alternatives will continue to be investigated for the current chemical treatment.*

Jim Lauderdale Response to request for input on long-term zoning changes

GLSWA received a flyer from Ross Township announcing a meeting to take comment on “adding 110 acres of retail/service commercial development to the Township’s land use inventory”. Pierson responded on behalf of the Authority that we would generally support a shift to mixed commercial use at the south end of Gull Lake.

Augusta Village Inquiry about metal protection for “canned” lift station

GLSWA and Augusta had previously agreed to split the cost (est. \$4,500 each) and move forward with a cathodic protection system for Augusta’s Lift Station #1 in order to save future repair costs. Augusta has since removed this item from their budget due to lack of funds. *Pierson to write to the Village and state our position that this needs to be accomplished, and if necessary, we would pay the total cost and take a credit on our quarterly payments to Augusta to cover the Village share.*

PROJECT UPDATE:

30th Street South Forcemain or Gravity from Engelwood-Water Tower

Pierson and Wheat are recommending that the 30th Street South sewer gravity design be completed so that it is available when needed. *They have begun discussions on this project and an update will be provided at the January Board Meeting.*

Office Remodel + Improvements Update on Request for Qualifications

Pierson reviewed a draft Request for Qualifications with the Board. The Authority will request statements of Qualifications + Experience from General Contractors with the experience and expertise to oversee and construct the improvements to the Authority office + grounds. The target date for submittal will be January 7, 2010. The responses will be reviewed and no less than 5 contractors will be invited to bid on the work. Bid opening is scheduled for early February with construction beginning in the Spring. *The Board directed Pierson to proceed with the Request for Qualifications.*

NEW BUSINESS

Consumers Energy “License” Draft Agreement for Approval

Pierson reviewed the proposed License covering GLSWA’s use of Consumers Energy property with the Board and indicated Consumers Energy charges rent of \$100 per year. A motion was made by Kahler and seconded by Light direct Pierson to write a letter to Consumers Energy requesting that the rent be waived. **Motion carried; all ayes.** *Pierson to write letter to CE requesting exemption.*

Connection Fees-Delq. Accts List of accounts with Contracts Outstanding
 Pierson reviewed the current payment status of accounts that have Sewer Connection Fee contracts with Gull Lake Sewer & Water Authority.

Wastewater Rate increase response Review of issues
 Pierson reviewed with the Board the issues regarding the City of Kalamazoo's proposed 15% + wastewater increase scheduled for January 1, 2010. The Board discussed what the appropriate response to the City of Kalamazoo from the Authority might consist of. A meeting with other municipalities will be held on Monday, December 21, 2009 to discuss this issue further. *Pierson will attend the City of Kalamazoo's meeting where this issue is on the agenda to speak on our behalf against the increase and the lack of adjustment for the costs of industrial monitoring.*

Comstock Township Inquiry Comstock Township Inquiry to join GLSWA
 Comstock Township believes it is not receiving adequate sewer (and water) field services from the City of Kalamazoo and is tentatively exploring requesting GLSWA to take over their sewer (and perhaps water) operations and maintenance. Comstock's existing water contract with the City has expired (1995) and their sewer contract expires in September, 2010, as does GLSWA's.

IT Right Remote Backup Agreement Proposed Agreement for Approval
 In the proposed Remote Backup Agreement from I.T. Right, they agree 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 has requested Dan Eggelston of I.T. Right to ask his insurance agent about the "additionally insured" on I.T. Right's policy so clients are additionally insured under I.T. Right's limits. Mr. Eggelston has not yet responded.

Springbrook Utility Billing Software Update on potential transition
 Springbrook has quoted \$15,000 +/- for the new version 7.0 software billing system. GLSWA will continue to investigate how to use existing features in the current software and postpone upgrade to the .NET version.

OLD BUSINESS

Gildea-Bay Arbor contract lien Update-Status summary sheet
 Anne had prepared an excellent summary of the contract payment status and current liens for Bay Arbor which was reviewed with the Board.

Gilmore Easement Release at County Status of item
 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. This was authorized by the County on 12/15/09.

Upon receipt of documents from the County, this easement issue will be finalized and filed.

Insurance Proposals from Competing Firms Update on Hartleb Quote
Hartleb completed their quote for occurrence based insurance. As the cost increase was over \$1000, a comparison was performed, comparing Hartleb to the quote that Tom Bliesner with Western Insurance Agency had presented for GLSWA's consideration based on the "Par Plan". *This item will be reviewed again at the January meeting after Pierson has had further discussion with the Hartleb Agency.*

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. Pierson indicated he wanted to send Barry Bowman and/or Jerred Dill to training prior to us undertaking our inspection of the system (inflow/infiltration/manholes, etc.)

Inflow / Infiltration Ongoing Project- to be combined with the Manhole rehab/inspection process.

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

Augusta Lift Station #1 Protection not yet initiated

Sewer Lead at 7966 N. 30th S Alleged Trespass
The agreement has been approved by all parties. *Pierson to record, distribute copies and file.*

Personnel-Staff Mid-Year Review Completed
Employee mid-year in-house reviews were successfully completed.

Web Site Improvements Difficulty with this transition
The transition of the web site from the old service provider to I.T. Right was difficult, but I.T. Right has the new site up and running and we are making updates in-house.

Closing of Brooklodge Final Invoice to be sent for Oct/Nov/Dec
The final bill at the full service rate of 63.85 units will be sent to Brooklodge in January for October, November, and December usage. Brooklodge is scheduled to close on December 31, 2009 with only a skeleton crew remaining. The next bill to Brooklodge will be at 2 units.

FINANCIAL REVIEW/ PAY BILLS

Pierson reviewed the monthly billing totals summary sheet. The three month moving average has been generally increasing over time. The Brooklodge closure will temporarily decrease it, but the trend should still be for the three month moving average to increase.

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 bills as presented.

Motion carried; all ayes.

CLOSING COMMENTS

Pierson requested and the Board approved closing the GLSWA office on December 24th, 25th ½ day on December 31st, and January 1st.

ADJOURN. NEXT MEETING THURSDAY JANUARY 21, 2010 at 1:00 p.m. Chairman Bither adjourned the meeting at 2:30 p.m.

Submitted for approval


Jacqueline Light – Secretary