

Gull Lake Sewer & Water Authority

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MINUTES OF THE DECEMBER 18, 2008 REGULAR BOARD MEETING

The Authority and Township/Village guests enjoyed the annual Christmas Luncheon at 12:00 noon.

Authority Board Meeting

1:00 PM.

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 Roger Turner. None absent. Also present were Director Rich Pierson, Office Manager Anne Richmond, Engineer Tom Wheat and Bob Snell.

REVIEW AND SET THE AGENDA: The agenda was acceptable as presented with the addition of the Rence payment issue under Project Update – Sherman Lake.

MINUTES OF THE NOVEMBER 20, 2008 REGULAR BOARD MEETING: A motion was made by Stoneburner and seconded by Light to accept the regular meeting minutes of November 20 as presented. **Motion carried; all ayes.**

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

CORRESPONDENCE:

To: Alan Bussema, et al 31st Street Water Connection Fee
GLSWA informed Richland Township that the new owner of 8657 E. G Ave was not charged a \$2,800 Water Connection Fee since this location was in an area that may be eligible for financial assistance and he presented verification from Better Environmental Services & Technology that the nitrates are 10.36 (more than the 5.0 mg/l required to be eligible).

To: Peregon Building plan cost est.
The initial cost estimates from O'Boyle, Cowell, & Blalock for our proposed building and site improvements greatly exceed the "ball park" we initially proposed may be available for the project.

To: Peregon Building plan issue
The final rendering plan expected from O'Boyle, Cowell, & Blalock is a set of building drawings, room sizes, dimensions and elevations. To date, O'Boyle, Cowell, & Blalock has submitted only a feasibility study and an updated property survey map. FCC, Inc. is developing a cost estimate for the current concept which will be compared to the estimate from O'Boyle, Cowell, & Blalock. By mid-January,

GLSWA hopes to present a concept and funding plan for proposed building and site improvements that meet GLSWA's future requirements.

To: Luke Austenfeld Y-Camp Sewer Payment #3 of 3
The invoice for the third and final installment on the \$575,000 assessment levied by Ross Township for the Sherman Lake Sewer Extension was sent to Mr. Austenfeld with payment due January 14, 2009.

To: Applicant for maintenance position Letter of process
A letter that was sent to the applicants to inform them of the status of the hiring process was presented for information.

To: 30th Street homeowners Letter on restoration
A letter was sent to 30th Street homeowners informing them that the delay in the project due to the heavy rains of September 13th and early cold weather resulted in incomplete restoration to the road, shoulder and lawn areas, and driveways. These areas will be fixed in the Spring.

To: Suttons Hartgerink issue
A letter was sent to the Suttons to document that Judy Hartgerink's septic tank and pump chamber that had been installed on their property were abandoned since Ms. Hartgerink has connected to public sewer. This required work on the Suttons property to accomplish. The liquids were pumped out of the tank, the risers were removed, and fiberglass plates were installed over each of the 2 foot diameter openings which were then backfilled with dirt and covered with grass seed and straw.

To: Truck bids Analysis and interim recommendation
Of the bids received, the 2009 Short Box Extended Cab from Cole Automotive Group was recommended. However, in addition to the trucks quoted, the 2009 5.3 L V8 Short Box Extended Cab, 2008 Trucks and Used Trucks are also being considered. A motion was made by Turner and seconded by Stoneburner to authorized GLSWA to purchase a new truck for an amount not to exceed \$23,685. **Motion carried; all ayes.**

To: Van Dis Tamarron
An e-mail was sent to a homeowner supportive of the Tamarron project outlining the steps required before formal petitions are prepared for supporters to circulate. See further discussion below under Project Update, Tamarron.

To: Parchment Letter to Manager Durham
A letter was sent to City Manager Dennis Durham updating him on the status of a corrosion concern due to Cooper Township sewer discharge into the Parchment pipe at the paper mill site. Manager Durham was informed that the condition will become negligible over time as more homes connect, it will be monitored on an annual basis with remedies made when necessary, and if the Parchment pipe is going to be used for the new development project, it may make sense to repair the pipe at that time.

PROJECT UPDATE:

30th Street North

Tom Wheat letter to Balkema

Engineer Tom Wheat informed the Board that Balkema has submitted payment request #2 for dewatering in the amount of \$63,275. This is 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. Engineer Wheat responded to their request with a letter documenting his analysis of the dewatering impact and a conclusion that the cost due to dewatering was \$32,025, \$7,500 of which was as bid. Consensus has not been reached and further discussions are necessary.

LS #1/LS #13/LS #21

Completed Projects

Pictures and the final cost of these completed projects were reviewed. There will be some additional cost to finish the driveway at lift station #1 in the Spring. The total cost of the projects was at or below budget.

Gilmore Farms 1B

Repair required? Update

The video revealed problems with some of the leads in the shallow areas that may require them to be dug up and fixed. Per Barry Bowman, this will be evaluated in the Spring.

LLL Survey

Draft letter – to be sent

Based on the tally of feedback from the Advisory Survey sent out, GLSWA will make a recommendation to the Township Boards that they not pursue public sewer at this time. If the Township Boards agree with GLSWA's recommendation not to pursue public sewer, with Prairieville + Richland Township Board's approval, GLSWA will notify the residents of this decision.

Sterling Survey

Draft letter – to be sent

Based on the tally of feedback from the Advisory Survey sent out, GLSWA will make a recommendation to the Township Board that they not pursue public sewer at this time. If the Township Board agrees with GLSWA's recommendation not to pursue public sewer, with Richland Township Board's approval, GLSWA will notify the residents of this decision.

Tamarron

Steps Required Before Formal Petitions

1. Joe Gesmundo needs to agree to the final assessment agreement. *Pierson to send final assessment agreement to Joe Gesmundo for his approval.*
2. GLSWA needs to meet with the "new" Richland Township Board in a workshop format to explain general assessment procedures (scheduled for 1/15/09)
3. The Assessment Agreement (if approved by Joe Gesmundo) needs to be presented to the Township Board at a regular meeting for approval.

4. If approved, an informational meeting for the project (especially the Cotter's Ridge residents) can be held. Formal petitions will be available at the informational meeting.

Storm Water Analysis Proposal from Prein & Newhof

Tom Wheat is preparing a proposal to identify and fix leaks in the sewer system. The cost and potential benefit to do this will be reviewed at a future meeting.

30th Street South Potential Infrastructure Grant

Tom Wheat presented a proposal to prepare 30th Street South sanitary sewer construction plans for an amount not to exceed \$68,000. A design needs to be ready to take advantage of any potential infrastructure grants. In addition, Pierson pointed out that if the Allen Edwin project reaches approximately 400 houses, it will be necessary to initiate the design and implement the construction of either a forcemain or gravity sewer on 30th Street South. Part of Tom Wheat's proposal would need to be done even for forcemain construction. A motion was made by Turner and seconded by Light to authorize Prein & Newhof to proceed with the mapping & topo survey, utility research, and to work with Pierson on the district boundary/assessment options for an amount not to exceed \$20,000. **Motion carried; all ayes.**

Sherman Lake Rence Issue

Mr. Rence submitted an invoice for repairs to his water line which was damaged during directional drilling on the Sherman Lake Sewer construction project. A motion was made by Light and seconded by Turner to authorize total payment to Mr. Rence in the amount of \$1,800. **Motion carried; ayes (Light, Turner, Stoneburner), nays (Bither).**

NEW BUSINESS

New Employee Update on Final Applicants

Pierson updated the Board on the final applicants and made the recommendation to hire Jerred Dill. A motion was made by Stoneburner and seconded by Light to authorize Pierson to hire Jerred Dill effective January 5, 2009 with final terms and job description to be negotiated within budgeted amounts. Pierson noted he had both computer skills and plumbing experience. **Motion carried; all ayes.**

Regional Commission Water Contracts/Sewer Contracts

Pierson is participating in this process. The Water Contract negotiations are nearing an agreement and the Sewer Contract negotiations will likely begin in 2009.

Water Feasibility Study Water Letter of Project Scope

Tom Wheat has put together an outline. This will be presented to the Board at a future meeting. Pierson is writing a letter-of-scope to present to the Board in the near future.

Meeting Schedule

Proposed Meetings

The meeting schedule for 2009 as presented was approved by the Board. GLSWA Board Meetings are now scheduled for the 4th Thursday of the month for all months except November and December when it will be on the 3rd Thursday of the month.

Conference Request

Customer Service & Informational Systems

Pierson presented a request to attend a Customer Service and Information Management & Technology Conference March 1-4, 2009 in Charlotte, North Carolina. A motion was made by Turner and seconded by Stoneburner to authorize Pierson to attend this conference. **Motion carried; all ayes.**

OLD BUSINESS

Insurance

Response from existing agent

Pierson summarized the insurance proposal from Hartleb and the response from Western Insurance. Pierson indicated he was not prepared to make a recommendation at this time. Chairman Bither stated he believed we should move forward without sewer back-up insurance to realize the savings offered by Hartleb. Stoneburner made the motion to accept the proposal from the Hartleb agency with the addition of earthquake coverage, without sewer back-up coverage, and cancel GLSWA's existing insurance policy with Western Insurance. Motion was seconded by Light. **Motion carried; all ayes.**

Truck Purchase

Response from Cole for 2008 model

GLSWA is considering 2009 model year, 2008 model year, and used trucks for its next purchase of a truck.

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. There has been no response yet.

Financial Forecast

5-10 Year Forecast

Further updates will be provided at a future meeting.

Office remodeling concepts

In process

See discussion under Correspondence, Ken Peregon.

Lien process/security

In process

DEQ Contract

Sent to City for acknowledgement 12/10/08

Augusta Amendment

Received and finalized

Easement Releases

County Wide – In Process

Water Connection Fee

Richland Township-In Process

Red Flag/Social Security Privacy In Process

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

Augusta - Flow Meter

Update

Shop drawings are completed. Augusta is proceeding to order the meter and we have committed to paying ½.

GIS updates

Phase I nearing completion

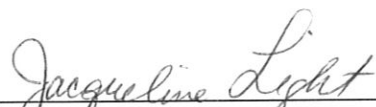
FINANCIAL REVIEW/ PAY BILLS

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

ADJOURN MEETING TO JANUARY 22, 2009 at 1:00 p.m. : Chairman Bither adjourned the meeting at 2:40 p.m.

Submitted for approval


Jacqueline Light – Secretary