

Gull Lake Sewer & Water Authority

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MINUTES OF THE FEBRUARY 27, 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, Wes Kahler, Jimmy Stoneburner and Rob Baker. Also present were Executive Director John Crumb, Executive Assistant Anne Richmond, and Engineer Paul Schram.

REVIEW AND SET THE AGENDA: Crumb made an addition to the Agenda to review a FOIA request under Correspondence. Stoneburner made the motion to accept the Agenda as amended. Motion was seconded by Kahler. **Motion carried; all ayes.**

MINUTES OF THE JANUARY 23, 2019 REGULAR MEETING: A motion was made by Kahler and seconded by Baker to accept the regular meeting minutes of January 23, 2019 as presented. **Motion carried; all ayes.** A motion was made by Stoneburner and seconded by Baker to accept the closed session meeting minutes of January 23, 2019 as presented. **Motion carried; all ayes.**

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

CORRESPONDENCE:

MDOT ROW Permit Kalamazoo and Barry County Permits Issued
GLSWA has obtained the annual MDOT Right-of-Way Permits for 2019 from Kalamazoo and Barry County.

Official Payments Credit Card Fee History
Crumb reviewed historical charts of credit card payments for sewer use bills. In 2016, the number of payments was 417 with annual revenue of \$37,563. In 2018, the number of payments was 950 with annual revenue of \$87,115. The Board authorized up to \$3,000 for credit card fees paid by GLSWA. Crumb pointed out that at \$2333 in credit card fees for 2018, GLSWA is nearing this threshold.

5218 N. 37th St Inquiry Sanitary Sewer Connection Costs-FHA Financing
 In response to a sewer connection inquiry with FHA Financing, GLSWA provided an approximate cost of \$7,125 - \$7,625 to connect the property at 5218 N. 37th St to sewer. Bank requirements for FHA Financing require a quick turnaround for installation and billing.

Crane Truck Status Update

The Crane Truck shipment to Galesburg Ford has been expedited to March 1st. Crumb will review the invoices at the March 6, 2019 Meeting. Crumb shared that South County does not have an interest in our old Crane Truck, but there is another party that may be interested in purchasing it.

Office Artwork Recognition Memo & Brass Plates for Richard & Susan Pierson
 Crumb reviewed a letter of appreciation and the brass plates recognizing the generous donation of artwork to GLSWA by Richard and Susan Pierson.

168 McCollum St Upset Customer with New Rate; Explanation/Invitation to Meet
 A new Charleston Township customer contacted GLSWA after receiving our welcome letter, upset that her sewer bill will be increasing from \$23.40 per quarter to \$84.00 per quarter. Crumb responded in an email with an explanation and an offer to meet with her to address her concerns.

Gilmore Farms Updated Reimbursement Tracking for Sewer Connections
 GLSWA has issued 8 Sewer Connection Fee Refunds for a total of \$6,500 to Westview Capital for Sewer Connections through January 2019.

Ross Township Clarification of Sewer Assets for Decker Agency
 In response to an inquiry from the Decker Agency, Crumb clarified that GLSWA is the owner of the sanitary sewer collection system within Ross Township, not Ross Township.

City of Kalamazoo Letter of Acknowledgement to DEQ-Charleston Twp Transition
 The City of Kalamazoo sent a letter to the DEQ informing them that the City recently acknowledged Charleston Township's decision to become a wastewater wholesale customer community, beginning January 1, 2019, under the current wholesale customer community agreement between GLSWA and the City.

266 E Gull Lake Dr Donut Gasket Inspection Required Prior to Re-Connection
 GLSWA policy is to require the contractor to replace the donut gasket for new sewer connections unless there is a hardship. The sewer lead for the 266 E. Gull Lake Drive reconnection is close to blacktop and the neighbor's property, causing a hardship. In a communication to the builder, GLSWA offered to camera the line to determine if there is a problem with the donut gasket. If the donut gasket is bad, it would be the homeowner's responsibility to make the repair. Commissioner Harma asked if this

policy had been communicated to the agencies administering and enforcing building code (e.g. KABA). *Crumb to work with the different township/village agencies administering and enforcing building code to ensure they are aware of GLSWA's policies and implement a procedure for GLSWA to sign off prior to issuance of a demolition permit.*

FOIA Request Review

Crumb reviewed a FOIA request with the Board. *Crumb to review FOIA request and response with Attorney Thall.*

NEW BUSINESS / PROJECTS UPDATE

2019 CIP Bids Motion: Award Bids

The 2019 CIP Bid Opening was delayed to 11:30 on February 27, 2019. Bids will be reviewed with intent to award at the March 6, 2019 Board Meeting.

Health Care Plan Motion: Approval of GLSWA Contribution to HSA Accounts
 Since healthcare spending for the current fiscal year is forecast to be under budget and within PA 152 limits, Crumb requested approval for GLSWA to contribute to employee HSA accounts. This rewards employees for spending their health care dollars wisely and improves morale. A motion was made by Kahler and seconded by Baker for GLSWA to contribute \$1,000 to each employee's HSA account. **Motion carried; all ayes.**

Staffing Motion: Approval of Additional Office Assistant and Field Tech
 Crumb outlined the need for an additional Part Time Office Assistant and a Full Time Field Tech due to the growth of the sewer system and our commitment to provide excellent customer service. A motion was made by Stoneburner to authorize Crumb to hire a Part Time Office Assistant and Full Time Field Tech. Motion was seconded by Kahler. **Motion carried; all ayes.** The 2020 FYE Budget submitted in March will reflect the addition of these 2 positions.

Cummins Motion: Approve 5 Year PEMA Agreement for Lift Stations
 Crumb recommended approval of the 5 Year PEMA Agreement with Cummins Bridgeway for the pricing as submitted by Cummins Bridgeway for the Lift Station generators. Excluding Charleston Township, the first year is a 9.6% savings to what GLSWA is currently paying. A motion was made by Baker and seconded by Stoneburner to extend the service agreement with Cummins Bridgeway for 5 years per the pricing as submitted. **Motion carried; all ayes.** *Crumb to communicate approval to Cummins Bridgeway.*

Performance Reviews Completed 1/31/2019

Crumb completed all employee performance reviews by 1/31/2019. Each employee has submitted goals and personal development objectives. This will be reviewed in 2 months to develop training goals.

Andrew Hartwick Review SCADA and I/I Data
 Andrew used statistics to analyze SCADA flow data and determined that only 1% of the flow was caused by inflow and infiltration and is therefore not a significant problem for GLSWA.

DEQ-Purge Well Discharge Richland-Residential Open House to be Rescheduled
 The residential open house for Richland Township residents will be rescheduled. Purge Well Discharge appears to be extended beyond what we originally thought. Water is being tested for 4 residents in Ross Township.

Charleston Twp. Billing First Set of Commercial Bills Sent Out
 The first set of commercial bills was sent out to new Charleston Township customers Target, Eaton, and Georgia Pacific. A REU report was submitted to the City of Kalamazoo that included the cubic meters for the new Charleston Township customers.

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

- Gull Lake Area Water Feasibility Study – Meeting on March 6, 2019.
- Gilmore Car Museum-Awaiting GCM Board Decision
- Riverview – Status Update from WAI: Plans done for sewer on Riverview Drive; *DEQ Wastewater System permits to be obtained by Crumb/Schram*
- Gilmore Farms West – Update from WAI: Gilmore Farms is making adjustments; Richland Township Planning is currently reviewing the project.
- Charleston Twp-Update on Meeting with City of Kalamazoo: City invoiced for Climax Dr and Target LS; Meter added to 2019 CIP for Climax Dr; No CCTV history for 40th St Sewer Main; GP to be classified as “Significant Industrial User”; City to complete DEQ/PPP agreement; funding being challenged for additional costs of water “looping”
- Charleston Twp-Followup on 3 issues with Supervisor VanderRoest: 12589 Septic Failure-Crumb working on Augusta Agreement; Crumb/Wheat have plan in place for REU calculation for American Brewery; Crumb thanked Supervisor VanderRoest for 1/1/2019 Meter Reads for Target & Eaton.

Work Orders over \$750	Manager Plus Work Order System
Work Orders Past / Adjusted + Reactive (260-262)	
WO 248: Target LS Repairs	\$9,029.41
WO 249: Climax Dr LS Repairs	\$2,162.80

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 January 31, 2019. **Motion carried; all ayes.**

CLOSING COMMENTS

Kahler welcomed all to the open house on February 28, 2019 from 2:00 – 7:00 p.m. for the new Barry Township Police Department offices.

ADJOURN.

Chairperson Harma adjourned the meeting at 2:55 p.m.

NEXT MEETING:

WEDNESDAY, MARCH 6, 2019, at 1:00 P.M.

Submitted for approval


Jimmy Stoneburner – Secretary