

# Gull Lake Sewer & Water Authority

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## MINUTES OF THE MARCH 18, 2020 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, Rob Baker and Wes Kahler. Commissioner Jimmy Stoneburner arrived later. Also present were Executive Director John Crumb, Executive Assistant Anne Richmond, Engineer Paul Schram, Attorney Rob Thall, Augusta Village Manager Jeff Heppler and Charleston Township Supervisor Jerry VanderRoest.

**REVIEW AND SET THE AGENDA:** Kahler made the motion to set the Agenda as presented. Motion was seconded by Baker. Motion carried; all ayes.

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

**CONSENT AGENDA:** A motion was made by Baker and seconded by Stoneburner to approve all items on the consent agenda with no further discussion. Motion carried; all ayes.

### NEW BUSINESS

#### **Attorney Thall Business Options**

Discussion

Attorney Thall provided guidance on business practices during the COVID-19 Emergency.

To meet the requirements of Executive Directive No. 2020-2 from Governor Whitmer regarding Public Meetings of State of Michigan Public Bodies during the COVID-19 Emergency, the Board should consider postponing public meetings that may be deferred. If meetings are held, public access and participation must be preserved and public notice of the date and time of each meeting must be given in the manner required by the Open Meetings Act.

Operationally, Attorney Thall suggested closing the Office to the public and conducting business by phone calls, email, or appointments. Employees that are ill

should stay home and not return to work until 3 days post fever. Splitting staff is an option.

A motion was made by Stoneburner and seconded by Baker to authorize Executive Director Crumb to make operational and business practice decisions during the COVID-19 Emergency. **Motion carried; all ayes.**

A motion was made by Kahler and seconded by Baker to cancel the March 25, 2020 Regular Board Meeting. **Motion carried; all ayes.** The schedule posted March 17, 2020 reflected that the regular meeting scheduled for March 25, 2020 had been moved to March 18, 2020.

#### Water Advisory Committee

#### Motion

Schram reviewed a Draft Introductory Narrative for Engagement Survey for the Gull Lake Water System Project. Options for distributing the survey and collecting the survey responses were discussed. Commissioner Harma recommended meeting with various Gull Lake organizations for input and will forward a list of the organizations that she believes will be helpful to Crumb. This item was tabled.

#### Credit Card Fees for 2020

#### Motion

Crumb presented a draft amendment to the Application Services Master Agreement No. D-549 with ACI Payments, Inc. (formerly known as Official Payments Corporation) to modify the Credit/Debit Card Fee Schedule to charge End Users a Service Fee of \$1.50 per payment transaction. A motion was made by Harma and seconded by Stoneburner to authorize Crumb to approve the amendment and notify customers of the change to be effective July 1, 2020. **Motion carried; all ayes.**

#### Proposed Increase on Service Fees

#### Motion

Crumb reviewed proposed 2020 Service and Equipment Fees. The current fees do not cover the actual cost of the work that is done. A motion was made by Stoneburner and seconded by Kahler to approve the 2020 Service and Equipment Fees as presented.

**Roll Call Vote: Kahler-aye; Baker-aye; Harma-aye; Stoneburner-aye; Motion carried.**

#### Budget FY 2021

- Wage Sheet (Handout) Crumb reviewed recommended wage changes for the staff with the Board. A motion was made by Stoneburner to approve the wages for FYE 2021 as reviewed. Motion was seconded by Baker. **Roll Call Vote: Kahler-aye; Baker-aye; Harma-aye; Stoneburner-aye; Motion carried.**
- Capital Expenditures (Handout) Crumb reviewed recommended capital expenditures for FYE 2021 with the Board. A motion was made by Kahler and seconded by Stoneburner to approve the capital expenditures as reviewed and consider financing as an option. **Roll Call Vote: Kahler-aye; Baker-aye; Harma-aye; Stoneburner-aye; Motion carried.**
- Revenue and Expenses (Handout) Crumb reviewed the Revenue + Expense Budget for FYE 2021 with the Board. A motion was made by Baker to

approve the Revenue + Expense Budget as reviewed. Motion was seconded by Kahler. **Roll Call Vote: Kahler-aye; Baker-aye; Harma-aye; Stoneburner-aye; Motion carried.**

2019 CIP Update Discussion  
Crumb informed the Board that the CIP project will be complete in FYE 2020 as Plummer's plans to finish the Manhole Lining by March 31, 2020.

Gull Road/Zoetis Sewer Line Cleaning Discussion  
Crumb informed the Board that work will soon begin to raise the Zoetis manholes at a cost of \$1500 each.

### **OLD BUSINESS: On Going**

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

### **CLOSING COMMENTS**

Stoneburner expressed appreciation to the GLSWA Staff.

Baker shared that Ross Township is going to show community support by ordering lunch from local businesses during the COVID-19 Emergency.

Harma thanked the GLSWA staff and expressed appreciation for the relationship with fellow supervisors.

Crumb thanked the Board for their support and offered his continued support for each of them. He will share their appreciation with the staff.

### **ADJOURN.**

Chairperson Harma adjourned the meeting at 3:20 P.M.

NEXT MEETING:

WEDNESDAY, APRIL 1, 1:00 P.M.

Submitted for approval

  
Jimmy Stoneburner – Secretary