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MINUTES OF THE MARCH 2, 2010 SPECIAL BOARD MEETING

Authority Board Meeting

11:00 A.M.

(Special meeting in lieu of the Regular meeting of February 25th)

CALL TO ORDER/ ROLL CALL: Chairman Bither called the meeting to order at 11:00 a.m. Commissioners present were Jeff Bither, Jackie Light, Jim Stoneburner and Wes Kahler. None absent. Also present were Director Rich Pierson and Office Manager Anne Richmond.

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

MINUTES OF THE FEBRUARY 9, 2010 SPECIAL BOARD MEETING AND FEBRUARY 22, 2010 SPECIAL BOARD MEETING: A motion was made by Stoneburner and seconded by Kahler to accept the special board meeting minutes of February 9, 2010 and February 22, 2010 as presented. **Motion carried; all ayes.**

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

CORRESPONDENCE:

Jon Scott Pump Station Electrical Use for Laundromat
Gull Lake View has requested permission from GLSWA to use power from the Consumers side of our electric meter at Pump Station #27 to address power surge problems at the Gull Lake View laundromat. The proposed solution is to allow Gull Lake View at its cost to install a new power feed from our disconnect to the laundromat and change the electrical billing for Pump Station #27 to be in the name of Gull Lake View. GLSWA would then pay Gull Lake View for power use based on past history or consumption or other formula. *Pierson to draft a short agreement for review at the next Board Meeting.*

Scott Borling, City Clerk Review of Minutes for Kalamazoo City Commission
Pierson reviewed the proposed minutes of the January 11th workshop and the January 19th regular meeting regarding utility rates and wrote a letter on February 1, 2010 to Mr. Scott Borling, Kalamazoo City Commission Clerk, with comments to be included for the record. *Pierson to review if the record is correct as it stands.*

Bruce Dean, Ross Township

Sullivan Sewer Lead + Connection Fee Issues

The township received an application for construction of a residence on Unit #5, Gull Harbor Point and contacted GLSWA to determine the status of the sewer issues. Pierson informed Mr. Dean that Mr. Sullivan never completed 6" sewer service to lots 2,3,4,5, & 6 per the initial 2003 plan submittal to Ross Township and as agreed with the Authority. In 2008, when a previous buyer was looking at lot 5, GLSWA proposed an alternative plan that was to be constructed to service 4, 5 and 6 since Mr. Sullivan's driveway now negates building the proposed service to lot #6 per the initial plan, but again, this was never constructed. In addition, there is the unresolved issue of Mr. Sullivan "keeping" 2 fully paid sewer units to himself so that when a new buyer asks for a sewer permit, we have to assume the full \$3,250 Connection Fee is due at time of permit. Chairman Bither informed the Board that the Township is requiring that the infrastructure must be in place before going forward with any construction.

Manhole-Pipeline Camera

Grand Rapids Visit to View Manhole Camera

Pierson contacted Heather Winter, a presenter at a past MWEA seminar, to ask if GLSWA could tag along on a manhole inspection to see how a view camera works and how it could be used as part of our GIS project. Ms Winters has not yet responded.

Insurance for Flook Solutions, LLC Proposed Add-On to Additionally Insured

Flook Solutions, LLC was added on as an additional insured to GLSWA's insurance policy. Pierson indicated that Dave Flook would not be interacting with the contractor directly, but acting as Owner's representative through our office.

FCC Inc.

Apparent Low Bidder for Office Project

Mr. Fredricks, President of FCC, Inc., was informed that a recommendation would be made to the GLSWA Board on March 2nd that GLSWA enter into a contract with FCC for our building project subject to successful contract terms, payment and performance bonds, etc. Pierson also noted that as part of the proposal, the office personnel will be temporarily setup in a trailer during construction.

MDOT – Bob Coy

Proposed Driveway Entrance Sign on Eastbound M-89

Mr. Bob Coy from MDOT will meet with GLSWA to determine the location for a temporary sign on eastbound M-89 to indicate that a left turn is required for the Gull Lake Sewer & Water Authority entrance and a temporary sign at our existing drive entrance.

NEW BUSINESS

Proposed Visit from Gr. Traverse BPW Informal Meeting

An informal meeting was held on March 1, 2010 with representatives from the Grand Traverse County Department of Public Works. They are considering forming an Authority and had requested a meeting with GLSWA to discuss how the Authority was formed and how it works. Commissioners Jeff Bither and Jackie Light, Director

Rich Pierson, Maintenance Superintendent Barry Bowman, and Office Manager Anne Richmond were present to share information and answer questions.

Preliminary Budget Review

Draft 2010-2011 Budget Review

Pierson briefly reviewed a draft of the proposed 2010-2011 GLSWA Budget. This will be refined and reviewed in more detail at the March 25, 2010 Board Meeting.

PROJECT UPDATE:

Office Remodel & Improvements

Recommendation-Proposed Budget for Office Project

Pierson reviewed the proposed budget for the GLSWA Office Addition, Remodel and Site Improvements. A motion was made by Stoneburner and seconded by Kahler to approve an amount not to exceed \$376,999 for the proposed building and site work project as presented. **Motion carried; all ayes.** Pierson informed the Board that GLSWA is getting bids for an optional third pole barn. This project will be evaluated as the primary project approaches completion.

Information copy-Contract with Dave Flook of Flook Construction, LLC

Pierson presented the final copy as approved by Attorney Sparks of the contract with David Flook for construction consulting services. This contract had received Board approval at the February 9, 2010 Board Meeting.

Recommendation-Contract with FCC, Inc. for Office Project \$323,355

A motion was made by Light and seconded by Stoneburner to approve the contract with FCC, Inc. for the Office Project in the amount of \$323,355 subject to legal review and receipt of payment and performance bonds. **Motion carried; all ayes.**

Proposed Groundbreaking Ceremony

Suggestions, Procedures?

The Board would like to participate in a groundbreaking ceremony and would like to inform the Kalamazoo Gazette when the event is scheduled. Update: This event is currently scheduled for March 18, 2010 at 1:00 p.m.

D Avenue West Project

Update of project status + Village Mtg.

Pierson reported that at a special Richland Village Council meeting on February 22, 2010, the Council voted to proceed with the road and sewer project for D. Avenue should government grant funding be awarded for the road project. The Village also agreed to the reimbursement stipulations set by GLSWA when we authorized \$23,000 to begin the D. Avenue road/sewer design (repayment of \$6,000 if the grant is not received or rejected; repayment of \$23,000 if grant is received and a road is constructed without sewer).

30th Street South
Ongoing

Update on Design Status

OLD BUSINESS

Update from Orlando Manhole class BB + JD attended 2 day class
Good feedback; \$2,868 was expended for the trip.

Insurance Proposals-Competing Firms Update
Jeff Bither asked Geoff Lansky at the Ted Hartleb Agency to review the insurance proposals submitted by Tom Bliesner with Western Insurance Agency based on the "Par Plan" and the proposal from the Ted Hartleb Agency. This item will be discussed again at the next meeting.

Sewer Connection Fee Issues No response yet
There has been no response from Attorney Ken Sparks letter to Attorney Swenarton as of yet.

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.

Manhole Inspection/Inflow/Infiltration Ongoing Project – 2010-2012 +

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.

Augusta Flow Issues
Lift Station #1 protection has not yet been initiated. *Pierson to follow up.*

IT Right Remote Backup Agreement Proposed Agreement for Approval.
In a January 6 e-mail to I.T. Right, GLSWA requested modifications to the Remote Backup Agreement language, the addition of GLSWA as "additionally insured" on I.T. Right's policy, and a method to "test" the backup to make sure it is working. Mr. Eggeston has not yet responded. *Pierson to follow up on these requests with Mr. Eggeston of I.T. Right and report at the next meeting.*

Personnel Policy Update Tentative Changes for 2010
Pierson to review vacation policy / hours of operation and determine if changes are needed.

GIS Improvements

On-going project

FINANCIAL REVIEW/ PAY BILLS

A motion was made by Kahler 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.

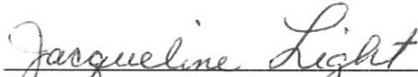
CLOSING COMMENTS

Pierson informed the Board that MSU has requested GLSWA to release our GIS pipeline data for a research project dealing with water transfer from one watershed to another. Currently, GLSWA does not have a policy in place for sharing our GIS data with others. Pierson requested additional information from MSU so that the Board could review the request for its intent and to make sure that our data is protected. Pierson shared MSU's response with the Board and Light made a motion seconded by Kahler in the absence of a policy to allow MSU to use GLSWA's GIS data and in the future create a more defined policy as need arises.

Motion carried; all ayes.

ADJOURN. NEXT MEETING THURSDAY MARCH 25, 2010 at 1:00 p.m. Chairman Bither adjourned the meeting at 12:15 p.m.

Submitted for approval


Jacqueline Light – Secretary