

Gull Lake Sewer & Water Authority

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MINUTES OF THE MARCH 26, 2009 REGULAR BOARD MEETING

Authority Board Meeting

1:00 P.M.

CALL TO ORDER/ ROLL CALL: Chairman Bither called the meeting to order at 1:00 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 future Board Member, Wes Kahler. Wes will be replacing Roger Turner on the Gull Lake Sewer and Water Authority Board as the representative from Barry County starting with the April 23, 2009 Board Meeting.

REVIEW AND SET THE AGENDA: Stoneburner made the motion to accept the agenda as presented with the addition of Connection Fee Issues to Old Business. Motion was seconded by Turner. **Motion carried; all ayes.**

MINUTES OF THE FEBRUARY 19, 2009 SPECIAL BOARD MEETING & FEBRUARY 26, 2009 REGULAR BOARD MEETING: A motion was made by Stoneburner and seconded by Turner to accept the special and regular meeting minutes as presented. **Motion carried; all ayes.**

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

CORRESPONDENCE:

To: Homeowner Letter SSO Report Advisory
Homeowners near Yorkshire Drive and N. 37th Street were sent a letter providing them information about the sewage leak in the 1 ¼ inch line from address 6254 N. 37th St that was discovered on 3/1/09. The letter provided facts supporting GLSWA's belief that there is no need for concern of any potential well contamination. Ms. Kim Finkbeiner, Supervisor at the local Health Department, was provided as a contact if the homeowners would like to discuss this further. The official report in its entirety is available on-line at www.glswwa.org under the link "SSO Reporting".

PROJECT UPDATE:

30th Street Spring restoration to begin
Balkema is scheduled to begin restoration work on May 15, 2009.

Pierson indicated he had received an inquiry from a homeowner on Cottonwood Street interested in having public sewer. *Pierson to review plans to install public sewer on 30th Street to the water tower with Engineer Wheat and respond.*

NEW BUSINESS

SSO Report

Sanitary sewer overflow

Pierson reviewed the SSO Report. *Pierson to submit to the MDEQ in writing an SOP for dealing with SSO events by May 1st and have a designated responsible secondary person.*

Conference Update

Customer Service and Information Tech

Pierson described some of the latest technology demonstrated at the Customer Service and Information Technology conference he attended. Telephone systems linking to GIS and a GIS cost system are two examples of new technology that would be useful to GLSWA.

Employee Review

For Review

Pierson presented the annual Employee Review Packet in order to identify goals and objectives for each staff member and to identify the appropriate budget number for wages as part of the budget establishment process. Turner spoke that he was very appreciative of how smoothly the Authority is managed and operated by the staff and the progressive way that the issues are reviewed, presented and resolved. He spoke that the Authority operation is a business and people receiving the service are obviously glad to receive and pay for the service. After additional discussion by the Board, Turner moved to grant the employees a cost of living increase of 5.8% as presented with Pierson and the new employee receiving a 4% increase, resulting in a total wage budget for the coming fiscal year of \$251,656. Motion was seconded by Stoneburner. **Motion carried; all ayes.** Pierson spoke of the staff being appreciative of the support of the Authority Board.

GLSWA processed 85 permits in the 2008 Calendar Year which exceeded the goal of 60, qualifying each employee to a \$250 achievement recognition award for new construction effort. A motion was made by Turner and seconded by Stoneburner to approve the \$250 payment to each (6) of the employees. (This payment was not extended to the new full time maintenance employee since he did not start until 2009 CY). **Motion carried; all ayes.**

The unaudited estimated 2009 FYE deficit is \$ (29,870). Without the \$107,000 lookback charges from the City of Kalamazoo for FYE 07 and FYE 08, this fiscal year would have ended with a surplus of approximately \$70,000 - 77,000. Pierson requested accrual of \$6,270 into a wage sub-account liability for 2009 October consideration (50% of the qualifying amount), which, when accompanied by the unused FYE 2008 amount, would allow for consideration of employee incentive this coming October similar to the October 2008 amount, subject to review of achievements and recommendation by Pierson. Light made the motion, seconded by Stoneburner, to authorize the accrual of \$6,270 into a wage sub-account liability for the FYE 2009 employee incentive fund. **Motion carried; all ayes.**

Budget 2009-2010

For Approval

Pierson reviewed the 2009-2010 budget packet. The position of staking and inspection will be under review during the first six months of the fiscal year. Review of the revenue streams and debt obligations were covered as well. With respect to the line item expense budget review, wages were increased to \$251,656 as agreed in the employee review discussion with a corresponding increase to social security expense of \$80. This resulted in a total expense budget for 2009-2010 of \$1,020,960. The total revenue budget is \$1,084,776, with tentative surplus/contingency of \$63,816. Stoneburner made the motion, seconded by Turner, to approve the 2009-2010 Revenue and Expense Budget as adjusted. **Motion carried; all ayes.** Pierson also reviewed the proposed capital budget and noted we will in the future better identify the long-term capital needs of the system (asset management). He indicated we had ordered the \$11,000 Alarm System computer replacement (10 years old) as the existing one was no longer stable or serviceable. Pierson complemented Bowman on his work in this regard. Also, Pierson requested an additional \$15,000 line item for new Grinder Station Pumps (5 stations - 10 pumps total) in the Proposed FYE 2010 Capital Improvement Projects, as these pumps were over 20 years old and the cost of motor rewinding, new bearings, cutters and shredders would be equal to or less than new replacement.

OLD BUSINESS

Office Improvements

In Process

Reviewing project with various contractors.

Generators

Contract Payment of \$5,636 for 16 units

The renewal of the contract for generator service to be finalized this summer.

Truck Purchase

2nd Used Truck on hold

The need for another truck will be re-evaluated at a later date.

Easement Releases

In process for Kalamazoo and Barry County

Charleston Township – sewer district

In Process

Water Connection Fee - Richland Village & Township

In Process

Red Flag/Social Security Privacy In Process

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

Lien process

Update

GLSWA was contacted by the attorney representing the bank on the Rambling Trails property for the amount owed on our lien. Attorney Sparks is researching an alternative method to protect GLSWA's interest in our lien on the Rambling Trails property.

Connection Fee Issues Rosenberger
Pierson to respond to Rosenberger's concern of paying both engineering fees and indirect connection fees.

FINANCIAL REVIEW/ PAY BILLS

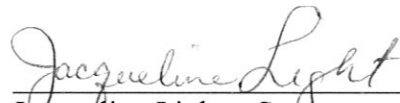
A motion was made by Turner and seconded by Light to file the financial reports as presented, approve the standard bills paid, and pay the Prein & Newhof bills as presented.

Motion carried; all ayes.

CLOSING COMMENTS

ADJOURN. NEXT MEETING APRIL 23, 2009 at 10:30 a.m.: Chairman Bither adjourned the meeting at 2:35 p.m.

Submitted for approval



Jacqueline Light – Secretary