

Gull Lake Sewer & Water Authority

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MINUTES OF THE MARCH 27, 2012 REGULAR BOARD MEETING

Authority Board Meeting

2:00 P.M.

CALL TO ORDER/ ROLL CALL: Chairman Bither called the meeting to order at 2:00 P.M. Commissioners present were Jeff Bither, Jackie Light, Jimmy Stoneburner and Wes Kahler. None absent. Also present were Director Rich Pierson and Administrative Assistant Anne Richmond.

REVIEW AND SET THE AGENDA: Pierson proposed revising the agenda to discuss New Business as the last item. Stoneburner made the motion to accept the Agenda as revised. Motion was seconded by Kahler. **Motion carried; all ayes.**

MINUTES OF THE MARCH 8, 2012 REGULAR BOARD MEETING AND THE MARCH 22, 2012 BUDGET WORKSHOP MEETING: A motion was made by Kahler and seconded by Light to accept the regular meeting minutes of March 8, 2012 and the minutes of the March 22, 2012 Budget Workshop as presented. **Motion carried; all ayes.**

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

CORRESPONDENCE: Pierson reviewed the following correspondence:

To: Lawicki, 7821 N. 37th Street Continued Settlement Discussions
Pierson provided an update on the issues related to locating the service lead for 7821 N. 37th Street after the private sewer failed. Pierson met with Mr. Lawicki to discuss his concerns. Kahler made the motion to pay Mr. Lawicki \$1,120.08 to reimburse him hotel costs for his tenants while the sewer work was being done. Motion was seconded by Stoneburner. **Motion carried; all ayes.** Pierson has requested but we have not yet received an invoice from Dan Woods Plumbing. *Pierson to work with Dan Woods Plumbing to address Mr. Lawicki's concerns.*

UTILITY SERVICE REPORT – Update

To be updated at the April meeting.

PROJECT UPDATE - New:

D. Avenue West Project MDOT Funding Opportunity – No Action
 There was an opportunity for Richland Village to obtain MDOT funds for the D. Avenue West Sewer Project. The design is completed and shovel ready, but the Village has not gone through the assessment process. *Pierson to explore with Attorney Sparks and the Richland Village Attorney what is needed so that Richland Village could move forward if MDOT funds become available again.*

PROJECT UPDATE – No Change Since 3/8:

Grinder Lines (37th Street Only)
 There is a corrosion issue with copper to ductile iron connections. A total of 11 grinder connections will be investigated and fixed by replacing the copper ‘tailpiece’ with plastic at a total cost estimate of \$5,000-\$7,000.

Lift Station Guide Rail Replacement Project
 Lift Station #11, Lift Station #6 and Lift Station #4 guide rails have been rebuilt. We have done 13 out of 25 and still have 12 to go. We are averaging 3-4 per year at an average cost of \$2,200 each.

Groundwater – Clean Water Elimination Update
 GLSWA will study Cooper Township rainfall and pump data + 3 areas on Gull Lake. We hope to use this study to justify spending money in other areas. We have purchased one rain gage and plan on purchasing more. Pierson is working with Attorney Sparks to determine necessary ordinance changes to address copper sulfate additions to sump pump discharge.

Manhole Inspection/Inflow/Infiltration Project Update
 Continued review of in-house repairs vs. out-source – Summer of 2012.

OLD BUSINESS: ACTIVE

Software – GIS – M-Power – Scanning Review Update on 2012 IT Plans
 Pierson reported that we will likely be purchasing Antero Maintenance Software. We are still evaluating the Microsoft Search Server and the DocRecord System for our document management needs to be able to scan all of our paper files into electronic copies and be able to access them. We may replace our copier 3 years ahead of schedule.

OLD BUSINESS: STATUS UNCHANGED

Charleston Township Sewer Update on Rates: Begin Cost-Benefit Analysis
 Pierson to continue with cost-benefit analysis. Their sewer contract expires 2016.

Comstock Township Sewer + Water Update on Rates: Begin Cost-Benefit Analysis
This item is on hold.

Grease Ordinance + Enforcement Update
Pierson to review ordinances and initiate program for grease enforcement.

Office Remodel & Improvements Update
Front entrance sign/flagpole yet to be acquired; top dirt dressing in the spring; iron removal system.

CMOM-Collection System Requirements Pending / Self Assessment: On-Going.
CMOM stands for "Capacity, Management, Operations, and Maintenance" and is a framework for municipalities to utilize widely-accepted wastewater industry practices to better manage sewer collection systems. Self Assessment is on-going.

Kalamazoo Regional Water + Wastewater Comm. Update
FOIA lawsuit has been filed as a result of City refusal to share rate model. Meetings with the attorney and rate consultant are ongoing.

Billboard/Purchase of Consumers Energy Property Pierson Met With Representative
Pierson met with a Consumers Energy representative regarding billboard removal and/or relocation.

Easement Releases Ongoing Project-coordinate w/ scanning files to GIS.

Sewer Connection Fee Issues No response; \$8,900 Eng Fees not Paid
There has been no response from Attorney Ken Sparks letter to Attorney Swenarton as of yet. In addition, Rosenberger still owes GLSWA engineering fees of approximately \$8,900.

30th Street South Gravity Design Easement Pursuit
Easement pursuit to be accomplished by Pierson.

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). Comstock Township took bids to contract out water service connections and Scott Taylor was the low bidder. The Township set a water connection price that township residents pay based on the average cost of the two street sides. Customers pay this in advance and then the township pays Scott Taylor the actual cost when the work is done. *Pierson to put a proposal together for Richland Township based on this framework.*

Also, need to establish adequate connection fees to provide for the replacement of watermain in the future, as the Township owns the watermain.

Sherman Lake Easement-Clean-up and Check Review
Pierson to review easements and check for accuracy – file in GIS system.

FINANCIAL REVIEW/ PAY BILLS

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

Motion carried; all ayes.

NEW BUSINESS

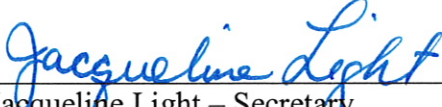
Draft 2012-2013 Budget	Draft Budget for Cursory Review
Draft Financial Forecast	Draft Financial Forecast for Cursory Review

Pierson reviewed an abbreviated budget packet based upon what was approved at the March 22, 2012 budget workshop. Upon adoption at today's meeting, a full budget "binder" packet will be prepared and distributed in April along with employee reviews. Light made the motion to approve the 2013 FYE expense budget of \$1,191,823, revenue budget of \$1,121,464 and authorize the use of reserves offset by any rate increase implemented mid-year to cover the \$70,359 deficit. Motion was seconded by Kahler. **Motion carried; all ayes.** *Pierson and Richmond will prepare and present rate increase options as discussed at the 3/22 workshop at or prior to the May meeting.*

CLOSING COMMENTS

ADJOURN. NEXT MEETING THURSDAY APRIL 26, 2012 at 1:00 p.m. Chairman Bither adjourned the meeting at 3:10 p.m.

Submitted for approval


Jacqueline Light – Secretary