

Gull Lake Sewer & Water Authority

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MINUTES OF THE APRIL 29, 2010 REGULAR BOARD MEETING

Authority Board Meeting

1:00 P.M.

CALL TO ORDER/ ROLL CALL: Chairman Bither called the meeting to order at 1:05 p.m. following a brief tour of the building to update everyone on the current progress of the building renovation. Commissioners present were Jeff Bither, Jackie Light, Jim Stoneburner and Wes Kahler. All present. Also present were Director Rich Pierson, Office Manager Anne Richmond and Engineer Tom Wheat.

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

MINUTES OF THE MARCH 18, 2010 GROUNDBREAKING AND MARCH 25, 2010 REGULAR BOARD MEETING: A motion was made by Kahler and seconded by Stoneburner to accept the groundbreaking and regular meeting minutes as presented. **Motion carried; all ayes.**

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

CORRESPONDENCE:

VanWerden Connection on 37th Street Potential Connection
Pierson met with Mr. and Mrs. VanWerden at their request to review the cost and procedure of connecting to the public sewer "forcemain" on 37th Street. The capital cost per the ordinance is \$7,059 and the installation cost is \$3,618 for a total cost of \$10,677 to connect to the public sewer. Since the distance from their residence to the street is over 200 feet (330) and they are not required to connect, Pierson requested that the GLSWA Board of Directors authorize a discount on the front foot fees of 93 feet (from 293 feet down to 200 feet, -\$1,209) to lower the total cost to \$9,468. Light made the motion to authorize Pierson to use 200 feet maximum in the calculation of the connection fee charged to Mr. and Mrs. VanWerden. Motion was seconded by Stoneburner. **Motion carried; all ayes.** Prior to the motion, Pierson indicated the discounting to 200 feet "maximum" was a policy that had been followed for quite some time, and wanted to reaffirm it with the VanWerden's and in Ross Township. *Pierson to evaluate incorporating this policy in the ordinance.*

Tom Bliesner Email No Insurance Proposals to be Considered Until Renewal
Tom Bleisner of Western Insurance was advised that the GLSWA Board has decided to wait until November to solicit competing proposals for January 1, 2011 insurance renewal.

Brinkerhoff Email

D Avenue Public Sewer

Rob Brinkerhoff, Richland Village Trustee, forwarded a question that came up at a D Avenue meeting: "Can a sewer be required? That is, could the street at some point be forced to get a sewer? If so, by what law or authority?" Pierson responded to Mr. Brinkerhoff via email and indicated that in his experience there is no mandate from the state or local level for installing public sewer; except that the Village Council can implement a public improvement upon their citizens to protect the health, safety and welfare of the public.

Tammy England

Sherman Lake resident - \$1,500

Tammy England indicated she may be able to pay back the funds she owes GLSWA sometime after May 13, 2010. *Pierson to remind her the amount is \$1,500 not \$1,200.*

NEW BUSINESS

Employee Review + Wage Review Review packet of individual reviews

Pierson deferred presenting the employee reviews to the Board for consideration including recommended changes to employee compensation until a special meeting on May 6 so that he could incorporate a more comprehensive job performance evaluation form. The Board reviewed the more detailed performance evaluation form and agreed to meet on May 6th to review the evaluations on the new form. *Pierson to complete the evaluations prior to May 6th and forward to the Board.*

Budget Review – pages 7-8-9

These were not reviewed last meeting

Pierson reviewed the current status of the Repair & Replacement fund, Capital Improvement/Replacement projects, and the Project Tracking Log portion of the 2010-2011 budget packet. Pierson noted that \$67,819 had been accumulated in the Repair and Replacement fund for office remodeling and would be transferred out of R/R and into CIP. Pierson requested approval for purchase of a new welder for Barry's steel fabrication projects at an estimated cost of \$800. Kahler made the motion to authorize the purchase of a new welder at a cost of \$800. Motion was seconded by Light.

Motion carried; all ayes.

At the next Board meeting, Pierson may ask the Board for approval of the purchase of an automatic transfer switch for the office generator if we can get a more reasonable price than the current estimates for the electrical work to install. The switch itself is \$3000 and the quote for electrical was approximately \$2500. *Pierson to get additional detail on the electrical.*

Mike Byington-Unemployment Claim

Additional Payments Due

Mike Byington has filed another unemployment claim against GLSWA.

Misinformation from the Unemployment Office led us to believe that the first claim

filed against GLSWA was the extent of GLSWA's liability for payment. This was not the case. The claim filed by Mike Byington on 4/6/2010 allows a weekly benefit of \$220 for 26 weeks. GLSWA may have to pay additional amounts if he files another claim or qualifies for extensions on the existing claims. Pierson indicated we had phoned twice to check before MB began the first claim. With the recent notification of his second claim (that we had been advised would not be possible), we phoned the agency twice to discover that despite what was told us in April 2009, MB was "entitled" to additional unemployment compensation. Pierson indicated we could file a protest if the Board believed it would have any merit.

Natural Gas Meter Relocation-LS #20 Gas Meter to be relocated at our expense
Currently, the natural gas meter at LS #20 interferes with servicing the generator. The estimated cost to move the meter is \$593 (to Consumers Energy) + the plumbing cost.

Pfizer Proposing New Buildings Phone Call Inquiry - FYI
Pierson received a phone call from a Pfizer representative who indicated Pfizer is considering the addition of new buildings at the Richland Township location and wanted to check sewer pipe capacity. Pierson let him know that there is enough capacity in the existing pipe for the additional buildings.

Homeowner Inquiry About Purge Water From Fuel Oil Tank? Ross Township
Pierson received a phone call about possible purge water flow into the GLSWA system due to a fuel oil tank in Ross Township.

Kalamazoo Regional W/WW Commission Update
Pierson reported that the Regional W/WW Commission bylaws will be changing and if approved by 2/3's of the existing membership, that the City of Kalamazoo will no longer be a member of the Commission.

PROJECT UPDATE:

Office Remodel & Improvements

Pierson reviewed Change Orders 1-2. Change Order #1 is minus-\$4,000 for the well allowance since GLSWA paid Rice Well Drilling direct for the well installation. Change order #2 is plus +\$178.50 to change bathroom accessories from chrome to stainless steel. Stoneburner made the motion, seconded by Light, to approve Change Order #1 & #2. **Motion carried; all ayes.**

Pierson reviewed Pay Request #2 from FCC. Light made the motion, seconded by Kahler, to approve Pay Request #2 from FCC in the amount of \$26,252.71. **Motion carried; all ayes.**

Pierson reviewed Change Orders 3-5. Change Order #3 is minus -\$500 for the deletion of a temporary sign since GLSWA purchased the sign directly. Change order

#4 is minus-\$446 for the deletion of a microwave since GLSWA decided to use an existing microwave. We will add a shelf to the cabinets plus add an exhaust fan in lieu of the specified microwave. Change Order #5 is minus -\$545.35 for the deletion of 2 windows since GLSWA decided to reuse 2 existing windows. Stoneburner made the motion, seconded by Light, to approve Change Order #3, #4, and #5. **Motion carried; all ayes.**

Pierson provided an update on the project spending to date. The total budget for the office remodel and improvements is \$376,999 and spending through 4/29/10 is \$53,713. Everything is still on track to meet budget. Pierson indicated there were additional change orders coming regarding the wall configuration, heating/ventilating, etc.

Pierson provided an update on interior design issues including Brick, Doors, Carpet, Conference Table, and other selections. He indicated we would likely spend the full budget for “furnishings” of \$9,700 and would keep the Board updated on the expenditures as they occurred.

D Avenue West Project Update on Design Status /\$5,400 Easement Damage
Pierson reviewed the Agreement for the Granting of an Easement Upon the Richland Community Hall Property as prepared by Attorney Sparks. Kahler made the motion, seconded by Light, to approve the Agreement for the Granting of an Easement Upon the Richland Community Hall Property authorizing \$5,400 easement damage if the septic system is damaged beyond repair during the installation. **Motion carried; all ayes.**

30th Street South Gravity Design Update on Design Status
Engineer Wheat informed the Board that the 30th Street South design is almost complete and that he was submitting DEQ and MDOT permits. He identified 9 required easements and estimated the cost would be \$3,000 - \$4,000 to prepare the easement paperwork. The Board will consider authorizing this at the next meeting after reviewing the 30th Street South budget.

OLD BUSINESS: ACTIVE

Manhole Inspection/Inflow/Infiltration Ongoing Project – 2010-2012 +
GLSWA is currently reviewing manhole camera options and is planning to tag along on a manhole inspection on Tuesday, May 4 in Grand Rapids to see how a view camera works and how it could be used as part of our GIS project.

Tammy England \$1,500 Status
Tammy England sent an email indicating she may be able to pay back the funds she owes GLSWA sometime after May 13, 2010. *Pierson to remind her the amount is \$1,500, not the \$1,200 she referenced in her email.*

Augusta Flow Issues

Augusta has installed the impressed current cathodic protection system on Lift Station #19. GLSWA will pay the upfront cost of \$9,800 and Augusta will pay ½ of this cost in the form of a credit to GLSWA on quarterly invoices.

OLD BUSINESS: STATUS UNCHANGED

Sewer Connection Fee Issues

No response yet

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.

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.

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.

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

IT Right Remote Backup Agreement

Revised Contract for Review & Approval

A revised contract was sent to Mr. Dan Eggelston for his approval on March 10, 2010. He indicated he would sign and return the contract after reviewing it with his insurance agent, but we have not yet received it.

FINANCIAL REVIEW/ PAY BILLS

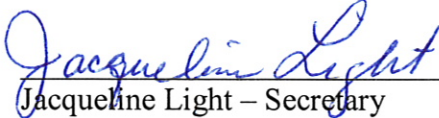
A motion was made by Stoneburner and seconded by Light to file the financial reports as presented, approve the standard bills paid, and pay the Prein & Newhof bills as presented.

Motion carried; all ayes.

CLOSING COMMENTS

ADJOURN. NEXT MEETING THURSDAY MAY 6, 2010 at 1:00 p.m. at the temporary trailer. Chairman Bither adjourned the meeting at 2:05p.m.

Submitted for approval


Jacqueline Light – Secretary