

Gull Lake Sewer & Water Authority

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MINUTES OF THE MAY 28, 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 Wes Kahler. None absent. 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 APRIL 23, 2009 REGULAR BOARD MEETING & MAY 5, 2009 SPECIAL BOARD MEETING: A motion was made by Light and seconded by Stoneburner to accept the regular and special meeting minutes as presented. **Motion carried; all ayes.**

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

CORRESPONDENCE:

To: Kausrud Builders Water Connection Fee
Mr. Kausrud was informed that the Water Connection Fee for 10102 East DE Avenue is \$2,845. Upon receipt of this, GLSWA will issue a permit that he can take to the City of Kalamazoo. The City of Kalamazoo has revised their policy for connecting to the public water system. Effective February 1, 2009, the City of Kalamazoo will no longer install the 1-1/4 inch water services. A \$350 deposit is required and the work involved in tapping the existing water main and installing the water service line to the building will be performed by a private contractor working for the owner or builder.

To: Cottonwood/DE Ave Notice of Meeting
Cottonwood /DE Avenue property owners were apprised of the results of the advisory survey sent to them in April. 67% responded and, of those responses, 77% responded no. In response to a number of questions that were asked, an informational meeting was scheduled for May 20, 2009 to review the facts and procedures and answer questions.

To: Augusta Quarterly Payment
The standard quarterly cover letter and reimbursement for the Webster Street Lift Station electric and treatment costs was sent to Ms. Julie Glenn, Clerk, Village of Augusta. In addition, GLSWA added to the quarterly reimbursement form and

payment, 50% of the \$785 Corrpro invoice. The Village of Augusta had presented their Kalamazoo annual lift station maintenance invoice (\$4,271.34) for payment by GLSWA, however, this was the cost of maintenance on both of Augusta's lift stations. GLSWA asked the Village of Augusta to provide an estimation of the amount due for the Webster Street station only before processing payment and also clarified that GLSWA's portion of this payment would be based on flow proportion.

To: Anne-Augusta Payment Lift Station Maintenance

The annual Webster Street lift station maintenance cost was \$2,700. GLSWA's share of this based on flow was 16.25%. Payment of \$438.75 was made to the Village of Augusta.

To: Avis-Augusta Brooklodge Closing

A flowmeter had been ordered to more accurately measure flow from Brooklodge. We recently found out that Brooklodge is closing and Tom Wheat stated it is likely that the flowmeter will not accurately read flow from only 10 homes. A motion was made by Stoneburner and seconded by Kahler for Pierson to discontinue our participation in the Hesco meter installation and potentially use a portable flowmeter instead. **Motion carried; all ayes.** *Pierson to notify Village and meet with them in this regard.*

To: Hoffman Roto-Rooter Invoice

Mr. and Mrs. Hoffman had included a Roto-Rooter bill with their sewer user fee payment. Dorothy Hoover-Faul explained to them that in order for us to pay the Roto-Rooter bill, we need to know what kind of work was done and if it was due to a failure in our sewer system. Until we hear that it was a public problem, the \$176.00 must remain on their sewer account.

To: Wood Allen Edwin "Variance"

Mr. Brian Wood of Allen Edwin Homes had requested relief on two items for the Gilmore Farms Sanitary Sewer. On the first item, Pierson will not require Allen Edwin to construct an outside drop manhole if they adjust the in-manhole drop distance to be no more than 12". On the second item, Pierson allowed them to commit a 20 ft width easement instead of Mr. Wheat's required 30 ft -- provided that the grade alongside the homes was shown as on a sketch that was provided to them.

To: Tom Wheat Gilmore Farms Engineering \$

Tom Wheat was asked to provide an estimate of costs for "independent" engineering review of Phase 2 sanitary sewer plans for Gilmore Farms including potential costs for on-site inspection services and preparing as-builts, reviewing video, etc. *Wheat to provide the cost estimate once the contractor has been chosen since the contractor has a significant impact on the costs. Pierson to provide this estimate to Allen Edwin when it is available.*

To: Fran Bell Charleston/Escandon
 Fran Bell, Supervisor of Charleston Township, was apprised of the status of the Escandon property issue and advised that a letter from Bauckham, Sparks outlining the issues would be shared with him upon receipt.

To: Curtis Grinder Connection
 Mr. Jamie Curtis was provided two estimates of the cost of connecting Parcel 3908-06-226-017 to the public sewer in the street. The first estimate of \$16,780 included the entire front footage of 810 ft. The second estimate of \$12,880 discounted the northern 300 ft. based on the assumption that it could be split off, however, should the northerly property ever be developed, the then appropriate Connection Fee would then be charged.

To: Kiger Easement Issue (Frona's) - Affidavit
 Ms. Sandra Kiger was again requested to grant an easement over parcel 3904-17-203-010 (her home next door to Frona's) enabling GLSWA to service the store from the west as originally agreed to as a condition of connecting her store to public sewer. Ms. Kiger granted the easement after discussions with Bither and Pierson.

To: Township Clerks Budget Letter
 Member Township Clerks were notified that the Authority has approved its 2009-2010 Budget and copies were given to their Authority representatives to keep at the Township should anyone inquire. Additional copies are available on request or on our web site at www.glswa.org under the link "financial reports".

To: Tironi, DEQ SSO Submittal
 GLSWA provided our Standard Operating Procedure (SOP) for Sanitary Sewer Overflows (SSO) to Mr. Marcus Tironi of the MDEQ as required.

To: Canny-County Legal Counsel Deed to Authority
 Two requests were made to Mr. Thom Canny, Legal Counsel for the Kalamazoo County Board. In order to add on to our offices, the property deed needs to be in GLSWA's name. GLSWA is requesting that the County officially deed the property over to the Authority pursuant to the bond agreement. Also, Pierson notified the County that we will be "pulling" from our files all easements and other acquired properties that were obtained in the name of the County for the project, and then list them and ask the County to make a blanket "transfer of ownership" of all easement and property rights to the Authority by resolution.

To: Dean-Ross Township Zoning Office Project
 Bruce Dean, Zoning Administrator for Ross Township, was informed that GLSWA is in the process of obtaining a formal easement from Consumers Energy for the proposed 37th Street drive as it "dips" south of the pond area. In addition, we will shift the proposed parking spaces that were shown on Consumer's property off of their property and reconfigure them on our site. Finally, regarding the high-tension power

lines, we will have a written communication from ITC of the “no restriction” interpretation of their existing easement across our property.

Email to Eric Way GIS Utilization (similar sent to 5 districts)
Eric Way who is involved in GIS Certification and Training for the State of Michigan was asked if he knew of any Michigan communities that were using GIS capability to the level demonstrated by Northstar Communities at the Charlotte conference attended by Pierson. Mr. Way was not aware of any.

PROJECT UPDATE:

Cottonwood Meeting Packet-May 20th
An informational meeting was held on May 20, 2009. Pierson reviewed the facts and procedures and answered questions. Two petitions were taken by citizens to circulate amongst the neighbors.

30th Street North Balkema project - restoration
Engineer Tom Wheat reported that the seeding/mulch, manholes, and paving had been completed and that Balkema still needed to come back to put gravel on the shoulders and complete some minor restoration. Wheat presented Payment Request #4 on the contract for the 30th Street Sanitary Sewer Extension project with Balkema Excavating, Inc. Light made the motion to approve payment to Balkema (Payment Request #4) in the amount of \$40,073.18. Motion was seconded by Kahler. **Motion carried; all ayes.** *Wheat to investigate question on gravel.*

30th Street South Inquiry-design? Process
Rich Pierson had asked Engineer Tom Wheat whether he would want to offer the Authority a proposal (at a reduced cost) to design the gravity sewer for the 30th Street South project if his firm was low on work due to the economy. *Wheat continuing to investigate this.*

Office Improvement	Quote from Stetler
Stetler Built Homes provided an estimated cost (budgetary number not actual quote) of \$246,500 to complete the Office Improvement project. This compares to the \$315,000 estimate from O'Boyle. Pierson will take the Site Plan to the June 22 Planning Commission Meeting for approval. The next step is design. <i>Pierson to review this further at the next meeting.</i>	

NEW BUSINESS

GIS Integration	Request + \$1,600 Trip
<p>Pierson would like to further investigate some of the concepts demonstrated at the Customer Service and Information Technology conference he attended in March. He and Barry Bowman are scheduled to travel to the Northstar Community of Lake Tahoe June 1-4 to evaluate their Web-based system that integrates GIS & GPS with an asset</p>	

valuation and replacement system. Stoneburner made the motion to authorize the GIS Integration Trip at an estimated cost of \$1,600. Motion was seconded by Light.

Motion carried; all ayes.

Kent Request (lien)

Request 2nd position

In August of 2008, the Kent's had signed a contract to take advantage of the existing Sewer Connection Fee rate with the stipulation that they agree to make payments and connect by November 1, 2010. Recently, they found themselves in the position that the lien GLSWA filed on their property as a result of this contract was preventing them from a necessary refinance. The contract was negated at their request and the existing lien was released. They are now asking the Authority Board to consider allowing the subordination of the lien. If permitted, the Authority would re-file the lien against the property based on the original contract (or we would sign a new contract). Light made the motion to authorize re-initiating the lien subject to review by Attorney Ken Sparks. Motion was seconded by Stoneburner. **Motion carried; all ayes.** *Pierson to consult Attorney Sparks on this matter.*

OLD BUSINESS

Lake Pointe Apartment

Closing success

As stipulated, GLSWA received payment of \$40,000 as payment-in-full for the outstanding Sewer Connection Fee Contract and payment of \$4,573 for outstanding user fees from the Lake Pointe Apartment closing.

PPP Amendment

Signed by City of Kalamazoo

The PPP amendment has been signed by the City of Kalamazoo.

Charleston Township Sewer

In Process

Water Connection Fee

In Process

Waiting finalization of water contract with the City of Kalamazoo.

Lien Process

Awaiting letter from Attorney

Letter received on 5/28/09.

Van for sale

Not yet completed

The van will be put up for sale to the highest bidder. *Bowman to place along M-89 for sale.*

Easement Releases

Not yet completed

In process for Kalamazoo and Barry County

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 he estimates our treatment costs will increase by approximately \$60,000 due to the current increase in "wastewater" volume. A majority of this increase may be due to sump pumps mistakenly connected to the public sewer. GLSWA will send a letter to our customers advising them that this is not permitted.

ADJOURN. NEXT MEETING JUNE 25, 2009 at 1:00 p.m. unless otherwise notified:
Chairman Bither adjourned the meeting at 2:14 p.m.

Submitted for approval


Jacqueline Light – Secretary