

Gull Lake Sewer & Water Authority

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MINUTES OF THE MAY 6, 2010 SPECIAL BOARD MEETING

Authority Board Meeting

1:00 P.M.

Special meeting to review employee evaluations, office construction, and other business.

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 and Office Manager Anne Richmond.

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

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

BUSINESS FOR CONSIDERATION / DISCUSSION:

Employee Review + Wage Review

Pierson reviewed future plans for GIS / Billing interface software implementation. GLSWA plans to update the billing software to allow our customers to pay and view their information online, setup auto debit, and use e-checks. The billing software also needs to account for water meter readings since GLSWA may use this information for sewer billing at some point in the future.

Pierson reviewed job description changes for approval. Pierson recommended that the position of Office Manager be changed to the position of Administrative Assistant with the additional responsibility of "Planning, Policy and Global Authority management assistance to the Director". Pierson also recommended that the Maintenance Supervisor position be expanded to include the responsibility for "Safety and Emergency Planning" and also added this responsibility to the Maintenance Assistant position reporting through the Maintenance Supervisor. Light made the motion to approve the changes to the job descriptions as outlined by Pierson. Motion was seconded by Stoneburner. **Motion carried; all ayes.**

Pierson discussed annual employee reviews with the Board and made his recommendation for changes to employee compensation. Kahler made the motion to approve the wage scale as recommended by Pierson effective May 1, 2010. Motion was seconded by Stoneburner. **Motion carried; all ayes.**

Office Remodel & Improvements

Pierson presented an update on the project budget. There has been no decision yet on the Onan Transfer Switch. The current cost estimate for this is close to \$5,000 for the switch and electrical. HVAC changes are required which will add cost to the project. Pierson is confident the project will be completed on budget. He will keep the board posted monthly or more frequently if needed.

Commissioners reported that they have not received feedback, positive or negative on the GLSWA Office Remodel project. The response by GLSWA customers stopping by to pay their bill has been generally positive.

D Avenue West Project	Status Unchanged
Awaiting stimulus funds before project decision.	

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30th Street Gravity Design Update on Design Status

Pierson reviewed 30th Street spending to date and requested approval to authorize Prein & Newhof to prepare 6 easements at an estimated cost of \$4,000 total (not including easement acquisition costs). Kahler made the motion, seconded by Stoneburner, to authorize spending of \$4,000 to prepare 6 easements for the 30th Street Gravity Design project. **Motion carried; all ayes.** *Pierson will work on obtaining these easements this fall.*

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

Pierson outlined the goals and objectives of this project. GLSWA intends to inspect GLSWA's 1100 manholes and 45 miles of pipe in a 3 year timeframe. Every 1 gallon per minute identified and fixed is equal to \$1,000 of savings at the current Kalamazoo rate. If this project could identify and fix 50 gallons per minute of infiltration, it would result in a 10% treatment cost savings (\$50,000 annual). There would, however, be costs associated with fixing the identified problems.

Pierson also reported that he, Barry Bowman, and Jerred Dill had traveled to Grand Rapids on May 4 to observe a manhole inspection and to see how a view camera works. He will be recommending the purchase of a pole camera at the next board meeting and the line item is in the proposed capital improvements budget for the current fiscal year.

Charleston Township Sewer Ongoing Project-reviewing existing list of customers

Comstock Township Sewer + Water Ongoing Project-review w/ Tim Hudson

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 Proposed Agreement for 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.

CLOSING COMMENTS

ADJOURN. NEXT MEETING THURSDAY MAY 27, 2010 at 1:00 p.m. Chairman Bither adjourned the meeting at 1:40 p.m.

Submitted for approval


Jacqueline Light – Secretary