

Gull Lake Sewer & Water Authority

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MINUTES OF THE JUNE 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 1:00 p.m. Commissioners present were Jeff Bither, Jackie Light, Jim Stoneburner and Wes Kahler. All present. Also present were Director Rich Pierson and Administrative Assistant Anne Richmond. Colleen Wolter, representing MERS (Municipal Employees' Retirement System), was also in attendance to present retirement plan options for the Authority.

REVIEW AND SET THE AGENDA: Stoneburner made the motion to accept the agenda as presented with the addition of one item to discuss an independent contractor for Lawn Mowing & Station cleanup. Motion was seconded by Kahler. **Motion carried; all ayes.**

MINUTES OF THE MAY 27, 2010 REGULAR BOARD MEETING: A motion was made by Kahler and seconded by Light to accept the regular meeting minutes as presented. **Motion carried; all ayes.**

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

CORRESPONDENCE:

Augusta Payment Letter Quarterly Payment for Sewer through Augusta
GLSWA has paid the full invoice for Augusta's Lift Station #1 protection. Augusta will pay their half of the cost (\$4,900) in the form of a credit to GLSWA against future 42nd Street flow payments. The first 42nd Street flow payment against that credit was detailed in a June 3, 2010 letter to Augusta. It included payments for GLSWA's portion of the treatment cost, electricity, lookback charges, and miscellaneous maintenance of the Webster St. station and totaled \$749.58 leaving a remaining credit of \$4,150.42 in favor of the Authority.

Woodhouse-Road Deficiencies 2nd Coat of Asphalt-Macywood + Pattiwood
The asphalt layer on Macywood and Pattiwood streets is unfinished and the methodology used to accommodate the manholes (mounding) is unacceptable. Mr. Woodhouse was contacted to determine what action can be taken to ensure that the manholes are not damaged during the winter snowplowing season. Tustin's provided a quote of \$2,880 to lower the 9 manholes. GLSWA is waiting to hear if Mr. Woodhouse agrees to pay for this solution.

Oudsema-Hillcrest Update Response to Pierson email on status
In response to Pierson's inquiry, Bob Oudsema indicated that future Hillcrest development is still "way out there in the future".

Blue Cross Blue Shield E-mail regarding BCBS rates for 8/1/10-8/1/11
GLSWA's monthly BCBS premium will increase from \$4,200.74 to \$4,273.28 on 8/1/10.

Miller Woodworking Office - Cabinetry
Changes were necessary to the original Kitchen Cabinet design to meet ADA requirements.

Modern Tile & Carpet Flooring Quote
Modern Tile & Carpet was thanked for their flooring quote for our new office and advised that we will not have Modern perform the installation or provide materials to our office renovation project as the project as-bid with the general contractor already had a flooring subcontractor. GLSWA apologized for any confusion because of this.

VantHof Door and Gate Gate Decision
Mr. VantHof was advised that GLSWA may not put a gate in or if so, it would not be until later.

NEW BUSINESS

Authority Retirement Plan-Option for MERS Defined Contribution vs. Defined Benefit

Authority employees are requesting the Authority Board consider switching retirement plans. Colleen Wolter from The Municipal Employees' Retirement System of Michigan (MERS) made a presentation to the Board on MERS and provided an overview on potential retirement plan options for the Authority.

Pierson will distribute an overview and recommendation for the GLSWA retirement plan to the Board for consideration at the next regular meeting.

Lawn Mowing & Station Cleanup Corey Wisser
Pierson recommended that Corey Wisser provide lawn mowing and lift station cleanup services to GLSWA as an independent contractor to upgrade the appearance of our facilities. Stoneburner made the motion, seconded by Light, to approve using Corey Wisser as an independent contractor for GLSWA lawn mowing and lift station cleanup. **Motion carried; all ayes.** *Pierson to monitor performance and evaluate the effectiveness of using an individual instead of a local lawn service company.*

PROJECT UPDATE:

Office Remodel & Improvements

Pierson provided a handout to update the Board on the Office Project budget and spending to date (including the proposed change orders and pay estimate that follow).

Stoneburner made the motion, seconded by Light, to approve Pay Request #4 from FCC in the amount of \$54,030.38. **Motion carried; all ayes.**

Pierson reviewed Change Orders 16-27

#16 Add Electric for Ceiling Fan in Conf Room	\$ 320.25
#17 Change Ceiling Tile in Existing Building	\$ 1,129.00
#18 Door Changes	\$ 747.03
#19 Credit for Garbage Disposal	\$ (306.99)
#20 Credit for Stove	\$ (401.61)
#21 Add concrete walk along West Side of Building	\$ 1,355.00
#22 Remove kitchen sink	\$ (236.25)
#23 Trim out drywall openings	\$ 342.00
#24 Textured ceilings	\$ 235.00
#25 Firewall	\$ 193.00
#26 Change trim to 3 1/4" width	\$ 188.65
#27 Credit for water line to trailer	\$ (232.00)

After a brief discussion on each item, Kahler made the motion, seconded by Light, to approve Change Orders #16-27. **Motion carried; all ayes.**

Pierson advised the Board that the initial estimate for office furnishings was low and requested that an additional \$12,000 of project funds be allocated to office furnishings. Light made the motion, seconded by Stoneburner, to reallocate funds within the existing project budget to office furnishings in an amount not to exceed \$12,000.

Motion carried; all ayes. Pierson also requested approval on the final payment for the conference room chairs. Kahler made the motion, seconded by Stoneburner, to approve the \$2,600 payment for conference room chairs. **Motion carried; all ayes.**

D Avenue West Project
No update.

Update on Design Status

30th Street South Gravity Design
No update.

Update on Design Status

OLD BUSINESS: ACTIVE

Manhole Inspection/Inflow/Infiltration Proposed Purchase of Manhole Camera
Pierson reported that a recent quote for the purchase of a manhole camera was \$18,000 versus the original estimate of \$12,000 and therefore, he has decided to begin manhole inspections without the camera. Camera requirements versus cost will be further evaluated as the manhole inspection process evolves.

OLD BUSINESS: STATUS UNCHANGED

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 retirement plan / vacation policy / hours of operation and determine if changes are needed. This will be reviewed at the July meeting.

GIS Improvements On-going project

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.

FINANCIAL REVIEW/ PAY BILLS

A motion was made by Stoneburner and seconded by Kahler to file the financial reports as presented, approve the standard bills paid, and pay the Prein & Newhof bill in the amount of \$5,822.59. **Motion carried; all ayes.**

CLOSING COMMENTS

Pierson informed the Board that the building project was ahead of schedule and that the next regular Board Meeting will be in the new building. He requested that the date be moved from July 22 to July 29 to accommodate the move into the new building. In addition, Pierson discussed moving the regular August Board meeting to September 2 and coordinating it with an "Open House" (by invitation) for the new building.

ADJOURN. NEXT MEETING THURSDAY JULY 29, 2010 at 1:00 p.m. Chairman Bither adjourned the meeting at 2:40 p.m.

Submitted for approval


Jacqueline Light – Secretary