

Gull Lake Sewer & Water Authority

7722 N. 37th Street
Richland, Michigan 49083
Phone: (269) 731-4595
Fax: (269) 731-2596
www.glswa.org

1

MINUTES OF THE JULY 24, 2019 REGULAR BOARD MEETING

Authority Board Meeting

3:30 P.M.

CALL TO ORDER/ ROLL CALL: Chairperson Harma called the meeting to order at 3:30 P.M. Commissioners present were Lysanne Harma, Jimmy Stoneburner, Rob Baker and Wes Kahler. Also present were Executive Director John Crumb, Executive Assistant Anne Richmond, Charleston Township Supervisor Jerry VanderRoest, Engineer Paul Schram, and Attorney Rob Thall.

REVIEW AND SET THE AGENDA: Crumb revised the Agenda to enter closed session prior to reviewing Correspondence. Baker made the motion to accept the Agenda as revised. Motion was seconded by Stoneburner. **Motion carried; all ayes.**

MINUTES OF THE JUNE 26, 2019 REGULAR MEETING: A motion was made by Stoneburner and seconded by Baker to accept the regular meeting minutes of June 26, 2019 as presented. **Motion carried; all ayes.**

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

At 3:40 p.m. Stoneburner moved that the Authority Board convene in closed session under section 8(h) of the Open Meetings Act, to consider material exempt from disclosure by state statute, section 13(1)(g) of the Freedom of Information Act, being a letter from its attorney dated July 24, 2019, for the reason that the letter is exempt from disclosure under State law due to the attorney-client privilege. The motion was seconded by Baker. **Roll Call Vote: Kahler-aye; Baker-aye; Stoneburner-aye; Harma-aye; Motion carried.**

The Board resumed open session at 4:05 p.m. A motion was made by Stoneburner and seconded by Kahler to accept the attorney's recommendation. **Motion carried; all ayes.**

CORRESPONDENCE:

9604 E M-89 SSO Reporting via EGLE
 GLSWA notified EGLE and the media of a sanitary sewer overflow at the Richland Mobile Home Park located at 9604 E M89 that occurred between Friday, June 21 and Monday, June 24.

WMOI New Desk Set Up for Darcy
 A new desk was ordered to create a workspace for new employee Darcy Nelles-Serba.

Mtech/Maintainer Approved Warranty Work on Crane Truck
 Warranty work is required for a bad weld job on the new Crane Truck in the corner where the crane sits. Maintainer has authorized GLSWA to use a local fab shop for the repair. Maintainer will pay the cost of the repair work.

8812 Aveling Way Appreciation for New Customer Greeting Process
 A customer expressed appreciation for the welcome email that Office Assistant Rose sends to new customers to provide information about their sewer account.

8080 N. 32nd Street Request to Pay Via Credit Card Approved with Condition
 Crumb authorized Amy Thiessen to pay the outstanding capital balance for the property at 8080 N. 32nd Street via credit card with the condition that she also pay the credit card fee.

Regional Commission Shared Authority Board Position - Letter to CM Ritsema
 Crumb informed Rich Pierson, Executive Director of the KRWWA, of the Authority Board's direction not to send a letter to City Manager Ritsema.

NEW BUSINESS / PROJECTS UPDATE

Code of Ethics Motion: Approve Recommended Changes to Code of Ethics
 Crumb reviewed changes to the Code of Ethics Policy. Attorney Thall made one further recommendation. A motion was made by Stoneburner to approve the changes to the Code of Ethics Policy as recommended. Motion was seconded by Kahler.
Motion carried; all ayes.

Mpower Motion: Approve Purchase of Mpower CMMS Software
 Crumb informed the Board that ManagerPlus, the work order software currently used by GLSWA, is not meeting our needs. GLSWA is using Mpower for GIS and Mpower now offers a Work Order Management Application. Crumb believes this is a better CMMS software package for GLSWA as it will address inventory needs, it can be customized, and it is adaptive to what we are currently using. It can also provide a platform to integrate water. The initial purchase price including the Work Order Software, Deployment Services and Software Maintenance is \$16,500. The ongoing maintenance fee is \$2,000, which is lower than the ManagerPlus Maintenance fee of

\$2,271.20. A motion was made by Stoneburner to approve the purchase of the Mpower CMMS software as recommended. Motion was seconded by Baker. **Motion carried; all ayes.**

East DE Ave Motion: Approve Advisory Study through WAI
Crumb informed the Board that Kristine Barr has asked about plans for putting in public sewer on East DE Ave. An advisory petition was previously sent out in 2017 to the 18 residents in the proposed district. GLSWA received 13 responses to the survey: 2-Support, 1-More Information, 10-Do Not Support. Crumb recommended that WAI update the advisory petition for review by the Board. A motion was made by Kahler to authorize WAI to update the East DE Public Sewer Advisory Petition for an amount not to exceed \$2,000 for review by the Board. Motion was seconded by Stoneburner. **Motion carried; all ayes.**

Charleston Township Motion: Approve Letter to Charleston Twp. Clerk
GLSWA will follow the recommendation of Attorney Thall.

City of Galesburg Work Session Meeting with Council-Discuss Service Options
Crumb is participating in a work session with the City of Galesburg Council to discuss service options for providing water and sewer maintenance.

M96 Pipe Lining Update on Project Status
Various options are under evaluation. GLSWA prefers that the project be done overnight as the flows will be less.

Richland Water Extension City of Kalamazoo Update
Extension of Richland Township water main on CD Avenue and 34th Streets-contract tentative award scheduled for 8/19/2019. Work to be done September/October.

Charleston Township Final Costs/Invoice for Pipe Remediation
Crumb reviewed the final costs invoiced to Tetra Tech for pipe remediation in Charleston Township. The total cost invoiced was \$105,468. Crumb noted that GLSWA has requested, but not received, information that was missing from Prein & Newhof's report.

Projects-Miscellaneous 2018-2019 Various Projects and On-Going Work

- CIP Revised Project Schedule: Crumb noted that the schedule as shown in the packet may change due to permitting. WAI is notifying residents of pending work via Door Hangers. Crumb informed the Board that GLSWA failed to mark a sewer lead by Charleston's lift station and the contractor hit it. Plumbers was hired to pipe patch it at a cost of \$5,640 due to the high ground water level.
- Gilmore Car Museum. Further dialogue is required between SWBCSWA/GLSWA/GCM.

- Riverview – Status Update from WAI: WAI received permits for discharging water containing PFAS from dewatering into the sanitary sewer to the City of Kalamazoo. GLSWA to set rate for contractor.
- Little Long Lake Easement. Schram shared the proposed Little Long Lake Easement and project estimate with the Board. The Engineer's estimate for the Little Long Lake Drive Sewer Extension is \$330,000. Since the cost per parcel is so high, the Board agreed that it was not feasible to pursue the project at this time. Crumb to provide update to Dr. Mastenbrook.
- Gull Lake Area Water Feasibility Study – WAI working on Public Education questionnaire (next meeting).
- Gilmore Farms West – Status Update. WAI work is complete. To be reviewed by Richland Township Planning Commission.

Work Order System Manager Plus Work Order System
 Work Orders Past / Adjusted + Reactive (330-343)

OLD BUSINESS: On Going

Crumb reviewed the current status of the items on the Master List.

FINANCIAL REPORT

Financial Report / Bills Paid + Payable / Engineering Billing

A motion was made by Kahler and seconded by Baker to file the financial reports as presented and approve the standard bills paid through June 30, 2019. **Motion carried; all ayes.**

CLOSING COMMENTS

Crumb informed the Board that he completed Semi-Annual reviews with each of the staff and that cabling + new phones are scheduled for the week of August 12.

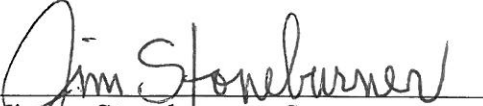
ADJOURN.

Chairperson Harma adjourned the meeting at 6:16 p.m.

NEXT MEETING:

WEDNESDAY, AUGUST 28, 2019, at 3:30 P.M.

Submitted for approval


 Jimmy Stoneburner – Secretary