

MINUTES OF THE OCTOBER 19, 2006 REGULAR BOARD MEETING

Authority Board Meeting

1 P.M.

CALL TO ORDER/ ROLL CALL: The meeting was called to order at 1:03 p.m. by Chairman Blanchard. Commissioners present were Jeff Bither, Richard Barnum and Dean Blanchard. Commissioner Herzog arrived at 1:12 p.m. None absent. Also present were Richard Pierson, Tom Wheat and Nancy Smith.

REVIEW AND SET THE AGENDA: Bither made the motion to accept the agenda as presented. Motion was seconded by Barnum. **Motion carried, all ayes.**

MINUTES OF THE SEPTEMBER 21, 2006 REGULAR BOARD MEETING AND SEPTEMBER 26, 2006 SPECIAL MEETING: _ Blanchard noted several corrections to be made to the Regular Board Meeting Minutes on pages 2 & 3. A motion was made by Barnum and seconded by Bither to accept regular meeting minutes as corrected and to accept the minutes of the special meeting of September 26, 2006 as presented. **Motion carried, all ayes.**

HEAR THOSE PRESENT: There were none to be heard.

CORRESPONDENCE:

To: Faye Koestner
Future sewer extension to CD Avenue with thoughts of how a project would be possible to service the Gull Lake Community Center.

CD Avenue Sewer Extension

To: Gildea
Letter giving the break down of the contract adjustment being made by this office.

Bay Arbor adjustment

To: Tracy
Letter explaining refund for sewer extension.

Bay Arbor adjustment

From: Kalamazoo County
Following discussion, Bither made a motion that we do give our permission contingent on the township supervisors giving their approval for the purpose of the County creating a map website. *Pierson to send e-mail in response to the County's letter.*

GIS "release" request

From: Ringeman Building sewer problem – Thank you
A letter praising Gull Lake Sewer field staff for a great job in a great manner. Problem was caused by TDS cable installation going right through the middle of our sewer lead. Bills incurred will be submitted to TDS and they have indicated that they will pay.

From: Seelye-Wright Invoice for mud-silt into sewer
Invoice has been paid. Very quick response.

From: John Coffman Comp-u-link computer services
Letter asking for recommendations for web site creation. We have not heard back from John as of this date. Bither indicated they used someone out of Otsego and Barnum has the name of someone in Delton. Terry Mellenger who used to work for Gary Cramer was also mentioned.

PROJECT UPDATE

Hillcrest - Water Raymer pay estimate update
Payment Request #3 is being recommended for payment by Prein and Newhof in the amount of \$23,284.50 to Raymer Co, Inc. All work has been completed in general conformance with the plans and specifications. Hydro-Geo work is now being done. Barnum made a motion to pay Request #3 as submitted. Motion was seconded by Herzog. **Motion carried, all ayes.**

Financing + Pump testing correspondence
No more money was requested from Hillcrest at the present time.

There is a meeting scheduled with Bob Oudesma on Monday, Oct. 23, 2006 at 10:00 a.m. at the Authority office.

Hillcrest - Sewer Proposal – Update & discussion
At this time the sewer discussion is on hold as investors are again considering the use of septic tanks or private disposal plant due to the high cost involved with sewer.

Augusta proposal frame work
If project should move forward, we are behind the proposed time schedule because of delays in discussions with the Village of Augusta.

Vineyards Lift Station Pay estimate
Prein & Newhof is recommending the Payment Request #3 to Balkema Excavating, Inc. All work has been completed except installation of one pump. A motion was made by

Barnum and seconded by Bither to pay request #3 in the amount of \$24,053.31 to Balkema Excavating, Inc. **Motion carried, all ayes.**

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D Avenue To be re-bid in winter
Pierson to have a time schedule for re-bidding this project at the November meeting.

31st Street Water Update
There will be an update at the November meeting. We are hoping to close this project out and return up to \$75,000 to Richland Township.

Cooper-Brackett Street Letter draft
The Board approved the draft letter format for Cooper Township property owners.
Pierson will send when Cooper Township Board approves the letter.

Tiburon Excavation begins first condo
Construction has now started within the plat.

G Avenue "dip" Hoffman to proceed
This is a one time repair of a bad settlement dip around a manhole. Hoffman has been authorized to proceed with repair before winter weather for a not to exceed price of \$3,000.00. A motion was made by Bither and seconded by Herzog to approve the bid to make repair. **Motion carried, all ayes.**

G Avenue pipe relocation Contractors price to relocate
Pierson has contacted the MDOT office in Lansing concerning the design and cost involved for us to relocate our main line sewer. Directional bore costs from Hoffman and Balkema ran from \$60,000 - \$73,000 which included no engineering or permits. The Board felt that Pierson may want to attend the next County Road Commission meeting Oct. 31st or be present at the November 14th Ross Board Meeting as the Road Commission will be there. *Pierson and Wheat to continue to work on this.*

Sherman Lake Contract for approval
Contract is the same one used for some years in our projects. Barnum made the motion to approve the Resolution and contract. The motion was seconded by Herzog. **Motion carried by roll call vote: Bither, aye; Herzog, aye; Barnum, aye; Blanchard, aye.**

Easement acquisition
Pierson will attempt to do the easement acquisition of 60+ easements over the winter months.

Gravity sewer within pressure ring
There was much discussion about the different ways this might be handled, the Board feeling that the price difference might be a real issue. To be discussed further at a later date. *Pierson to analyze the financial feasibility of the alternatives.*

Heath Department restrictions

Wheat stated that plans had been revised and two areas would need to be sleeved to meet Health Dept requirements that forcemains must be at least 50 feet away from drinking water wells.

NEW BUSINESS

Comstock money agreement

Closure document

Document form to terminate our agreement with Comstock officially. Comstock brought in a check for the payoff last month. A motion was made by Bither and seconded by Barnum to sign the agreement. **Motion carried, all ayes.**

Sewer jet-vac incident – DE Ave.

Two homes – no damage claims

In the process of cleaning manholes along DE Ave. of mud and silt from Tiburon Plat we had several occurrences where water splashed out of toilets. There were no damage claims filed and clean up was handled by homeowners and staff.

Copier quotations

Review and select

Authority had two quotes for color copiers and has \$8,400 set aside for replacement. *Board requested that Pierson look into the Sharp Copiers.* Ross Township is looking at that one at the present time and they are used at the Y-Center and Denso.

Repairs & Replacement 680

Fund use-discussion

Every year auditor looks at our figures and says a portion of cost should be covered under our expense budget. With new budget fiscal year beginning 4/1/06, a larger figure is needed under repairs & maintenance and all pump repair needs to be put in that account. *Pierson to rectify this in next years budget.*

Proposal for constitutional amendments

Position paper

Proposal 4 is a new proposal governing land acquisition of real property by governmental entities. If this Proposal should pass, it could drive the cost of projects up considerably.

OLD BUSINESS

Galesburg

Update on City Council

Upon receiving a letter of rejection for a franchise, Pierson requested that we be placed on the Galesburg Council Agenda for October 16, 2006 so we could present our request once again. We received a letter back written October 11, 2006 telling us that Pierson could appear before the Council on November 6th agenda.

Staffing

Update – Severance package

Pierson reported that Smith had signed agreement. Thank you Nancy.

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Advertise for Office Manager/schedule

Ad did appear in Sunday, October 15th, 2006 Gazette and will appear again on the 22nd of October, 2006. Pierson would like to have interviews set up for 2nd week of November and have a recommendation for the November meeting. Bither and Blanchard will be on the selection and interview committee.

Advertise for draftsman/field tech

Pierson did advertise at Western for student who might be interested in some drafting and perhaps some field work as well. Has had no response.

Water training for Barry Bowman

Bowman did take a three day class at Kellogg Bio Station put on by AWWA as a start toward his education for running a water system.

Insurance Quote

Sewer Back Up

Pierson has asked Tom Bliesner for a quote on sewer back up insurance. We have had 10 back ups in as many years. *The Board instructed Pierson to check on quotes from other insurances.*

Employee Medical Incentive

Discussion

As it is now set up, employees must claim as income. Is there a better way to do this? *Pierson to advise staff a 1099 would likely be required.*

Alarm System

Update

Bowman has been working very hard to get new system up and running. He is very close to having it operating correctly.

Lake Pointe

Delinquency Update

Mr. Leighton did make a partial payment but was told he would need to bring up to date in order for us to remove the total amount due from the delinquent roll. He has not made further contact.

GIS/Connection Fee

Installed soon

Bowman checking into what we need before installation of GIS System.

FINANCIAL REVIEW

Following a brief review, Bither made a motion to approve the bills paid, to pay the Prein and Newhof bills in the amount of \$31,539.92 and to file the Financial Reports as presented. The motion was seconded by Barnum. **Motion carried, all ayes.**

CLOSING COMMENTS

ADJOURN TO NOVEMBER 16, 2006

Chairman Blanchard adjourned the meeting at 3:10 p.m.

Submitted for approval

Michael Herzog-Secretary