

January Board Meeting Minutes

Call to Order: The January 4th meeting of the Gun Lake Area Sewer & Water Authority was called to order at 6:59 pm by Chairman Glenn Leep.

Roll Call: Township officials present: Glenn Leep, of Martin, Roger VanVolkinburg of Wayland, Tom Rook of Orangeville, and Alice Jansma of Yankee Springs. GLASWA Director Larry Knowles and Office Manager Tara Palandri were also present.

Review Authority Minutes: Mr. VanVolkinburg motioned to accept the November meeting minutes with Ms. Jansma supporting, motion carried 4-0.

Hear Those Present: None present.

Director's Report:

YST Water

- GLASWA needs documentation establishing the water rates.
- GLASWA requests to have Yankee Springs update Municode.com with rates.
- Fleis & Vandenbrink will present a proposal to furnish a Reliability Study to the Yankee Springs Board on January 11th, 2018.
- The Water Report and Income Statement for December are included.
- Yankee Springs held a meeting about funding for the proposed S. Payne Lake Rd. loop. The Township decided to fund the loop with the developer paying for 24 hook ups instead of 12. The developer is to pay \$10,000.00 up front. (?) The additional 12 hook ups will cost the property owners \$43,200.00 (with a cost of about \$6,000.00 for meters/curb stops by YST).
- The next Water Advisory Board meeting is set for 1/16/18 at 6:15 PM.
- Laboratory Technician
 - Monthly Report included.
- Technician
 - David Cooper (current Technician) is performing the plant technician duties and is doing a great job.
 - Ryan Wittman has started and is learning the field technician job, he is performing well.
- Yankee Springs Meadows
 - The mobile home park was invoiced for the 4th quarter usage plus the cost of Bioxide that was delivered on October 23rd.
- Municode
 - GLASWA asked Yankee Springs to update Municode with the new sewer rates of \$31/month.
- Grinders
 - There is a driveway on Theris that was partially broken by our vactor. Mr. Knowles asked the board how they would like to proceed about resolving the issue. The board decided to have the homeowner pick his preferred contractor and have the contractor bill GLASWA directly for our portion of the cost.
 - Mr. Leep recommended establishing a standardized release form for homeowners to sign to prevent similar events from happening in the future.
 - GLASWA's attorney stated the ordinance should read – GLASWA owns the grinders, but property owners are responsible for the cost of maintenance. Mr.

Knowles will work with the attorney to establish a draft ordinance that states homeowners will be billed for any and all maintenance of a grinder at GLASWA's discretion.

- Trucks
 - GLASWA is considering selling the Silverado and ¾ ton trucks to purchase newer vehicles at a cheaper price.
- Project
 - Bond
 - Mr. Knowles asked the board to decide if they want to establish a not to exceed limit for the bond or wait until the bids come in to go for the bond. The latter option would be more time consuming, but would give a better estimated price of the project. After some discussion, Ms. Jansma made a motion to prepare the bond resolution and contract with a not to exceed limit of \$2,500,000.00, Mr. Rook supported. The motion passed 4-0.
 - Key steps that remain are having the authority board adopt a bond resolution and having the financing contract signed by the Townships (their boards have already approved this).
 - The order of events could be:
 1. Authority board adopts bond resolution
 2. Have townships sign contract
 3. Take bids and finalize cost estimates
 4. Circulate RFP to banks (or contact the chosen bank directly)
 5. Award financing to bank with a sale order
 6. Circulate closing documents (authority and townships)
 7. Close bond issue

New Business:

- 1 new sewer permit in Wayland.

Financial Statements: December payroll totaled \$44,426.23 and operations expenses (checks #14254-14283) along with electronic payments totaled \$45,665.40. Total expenses in December came to \$90,091.63. A motion to pay the bills was made by Ms. Jansma and supported by Mr. Rook, motion carried 4-0.

Discussion: None.

Adjournment: The meeting was adjourned at 7:51 pm with motion by Ms. Jansma, supported by Mr. Rook.

The next board meeting is scheduled for February 1, 2018 at 7:00 pm.