

Gull Lake Sewer & Water Authority

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MINUTES OF THE FEBRUARY 28, 2018 REGULAR BOARD MEETING

Authority Board Meeting

1:00 P.M.

CALL TO ORDER/ ROLL CALL: Chairman Stoneburner called the meeting to order at 1:00 P.M. Commissioners present were Jimmy Stoneburner, Wes Kahler, Lysanne Harma and Gary Moore. None absent. Also present were Executive Director Rich Pierson, Deputy Director John Crumb, Executive Assistant Anne Richmond, Charleston Township Supervisor Jerry VanderRoest, Attorney Rob Thall, and Engineer Alan Smaka. One guest present.

REVIEW AND SET THE AGENDA: Pierson noted that the current agenda reflected adjustments from the agenda previously emailed to the Board. Kahler made the motion to accept the Agenda as adjusted. Motion was seconded by Moore. **Motion carried; all ayes.**

MINUTES OF THE JANUARY 24, 2018 REGULAR MEETING: A motion was made by Harma and seconded by Kahler to accept the corrected regular meeting minutes of January 24, 2018. **Motion carried; all ayes.**

HEAR THOSE PRESENT (Non-Agenda Items):

Ron Blackburn, a GLSWA customer, addressed the Board with two concerns:

- Mr. Blackburn does not approve of GLSWA paying credit card fees on behalf of the customer without giving a discount to those customers paying by cash or check.
- Mr. Blackburn recommended increased enforcement when sump pumps are illegally connected to the sanitary sewer system.

CORRESPONDENCE:

RCKC (Road Comm) John Crumb Coordinating with Road Commission
Crumb met with the Mark Worden and Rebekkah Ausbury of the RCKC and Ross Township Supervisor Gary Moore to develop a plan to coordinate sewer projects with the Ross Township road repaving projects. *Pierson and Crumb to further discuss responsibility for casting adjustments.*

Galesburg HS-Odor Complaint Interior Sewer Odor Complaint
 Pam Hawk, an employee of Galesburg-Augusta High School, stopped by Gull Lake Sewer to complain of an interior sewer odor. Crumb asked that the custodial/maintenance staff reach out to us to schedule a time to meet. GLSWA has not yet been contacted.

Utility Contracting-42nd Street Damage Investigation-Recovery \$2,109.46
 Crumb negotiated a settlement of \$2,109.46 with Utility Contracting for the 42nd Street damage that occurred in 2014. Relief of \$757.72 was offered based on the lack of recorded photos ensuring that all utilities had been marked. This payment has been received.

Sewer Drawing-5593 N. Riverview Sewer Drawing by Dave Quick
 The Sewer Inspection Detail Drawing done by Dave Quick for 5593 N. Riverview was shown as an example of the level of detail GLSWA records for sewer connections when we do our "witness/inspection".

Rob Thall Ordinance Change-Inspection + Village of Richland Sewer Contract
 Pierson contacted Attorney Thall regarding a proposed Ordinance Change to add language that has the Authority overseeing/witnessing/inspecting anytime the upper lateral (private 4" building sewer) is modified. In addition, Pierson provided language to Rob that may be useful when negotiating indemnification within the Village of Richland Sewer Contract.

Pete Pfeiffer-MDOT MDOT Does Not Use Miss Dig for Design Planning
 Crumb questioned why MDOT does not use Miss Dig for Design Planning. MDOT Utility Contractors are required to use URTS (Utility Relocation Tracking System) Software which generates an email soliciting utility information. The use of the Miss Dig Design Ticket is an optional process that could compliment the URTS email solicitation.

Lori Lloyd-Michigan Water Fed PICA+Asset Management Presentation
 John Crumb and Alan Smaka will be making an October presentation to the MWEA Collections Seminar on Forcemain Inspection and Condition Assessment.

Eric Chard-Brussee-Brady Confirm Construction Contract
 Eric Chard requested confirmation of the final contract amount for the Pole Barn.

Dan Larabel-Gilmore Farms Cost Sharing for Pipe Extension to the West
 Pierson is reviewing if any cost sharing is appropriate to participate in deepening and extending the Gilmore Farms sewer to the west in consideration of the existing Agreement terms.

Chad Miller-Maxliner, USA Private Upper Lateral Insurance
 GLSWA requested information on insurance that could be purchased for private upper lateral (building sewer) repair.

Brent Bidwell-Contractor Final Invoice for Grinder Installation
 We invoiced Mr. Bidwell for the Grinder Pump Connection at 6015 N. 37th Street.
 The actual cost of \$2,564 came in below the good-faith estimate of \$3,400. This has
 been paid.

Colleen-Insurance Claim Minor Fender Bender
 GLSWA submitted an insurance claim for truck damage incurred when sliding into a
 guardrail while driving on slippery roads.

Jodi Clark-Hawk's Hollow Asphalt Repair Completed
 The asphalt repair was completed after the sewer connection and lateral repair at 501
 South Gull Lake Drive. GLSWA issued payment of \$4,000 to Hawk's Hollow per our
 agreement and prior authorization from the Authority.

Kris Maddox-English-9324 Bunkerhill Cost Estimate to Connect to Sewer
 Pierson provided a rough cost estimate for connecting 9324 Bunkerhill to sewer
 depending on where the plumbing exited the house and suggested that the homeowner
 contact several contractors for a quote.

NEW BUSINESS / PROJECTS UPDATE

Policy Regarding 4" Private Sewer Approve Policy + Ordinance Change
 Pierson/Crumb recommend that the Authority establish a policy and change the
 Ordinance so that the Authority oversees/witnesses/inspects each intrusion, repair or
 adjustment to a private 4" building sewer (upper lateral) -- as the private building
 sewer is connected to the public sewer and it is estimated that 40-50% of the excess
 water during a rain event comes from the private side. The Authority has instituted a
 Clean Water Elimination Program and inspecting 4" building sewers is a logical
 extension to the on-going program. A motion was made by Harma and seconded by
 Kahler to approve the policy and change the Ordinance for upper lateral inspections.
Motion carried; all ayes.

McBain Lawn Contract Approve 2018 McBain Lawn Service Contract
 Pierson recommended approval of the Lawn Service Agreement with McBain Lawn
 Service for the 2018 Mowing Season based on minimal cost changes. Harma made
 the motion to renew the contract with McBain Lawn Service for the 2018 Mowing
 Season. Motion was seconded by Moore. **Motion carried; all ayes.**

Charleston Sewer Operations Letter of Intent Approved at 2/27 Board Meeting
 Charleston Township unanimously approved the Letter of Intent at their Board
 Meeting on 2/27/2018. *GLSWA to assist Charleston Township with the notification
 letter to Kalamazoo.* Jerry VanderRoest expressed appreciation to Pierson and Crumb
 for the work that they have done and he looks forward to a good partnership going
 forward.

Richland Village Sewer Agreement Approve Richland Village Sewer Agreement
 Attorney Thall indicated that GLSWA and the Village agree on most of the terms in the proposed contract with the exception of indemnity as discussed in section 7 and the Authority's liability for uninterrupted service as discussed in section 9. Attorney Thall will have further discussion with the Village's Attorney regarding these items. A motion was made by Moore and seconded by Kahler to approve the proposed Richland Village Sewer Agreement subject to Pierson/Thall/Crumb's satisfaction with the resolution of the items as discussed above. **Motion carried; all ayes.**

MDEQ-Purge Well Discharge Approve MDEQ Agreement for Purge Waters
 Crumb recommended adding language to the MDEQ contract to annually calibrate the meters and if a discrepancy of greater than 10% is found, adjust the prior 12 months to properly account for the discrepancy. Thall has reviewed and approved the additional paragraph. A motion was made by Harma and seconded by Moore to approve the proposed MDEQ Contract with the new paragraph and send it to the MDEQ. **Motion carried; all ayes.**

Budget + Rates: Draft for FYE 19 Presentation on Authority Issues

- Update on software support costs - Not Completed
- Update on Telemetry Budget - Not Completed
- Update on Kalamazoo WW Rate Increase - 4.25% per Year for Next 4 Years
- Update on Credit Card Payments - Budget \$3,000; Spent \$1,777 in 2017 CY
- Update on Scada System Improvements - Move to Next Meeting
- Staffing-Draft for FYE 2019 - Move to Next Meeting
- Articles of Incorporation - A motion was made by Harma and seconded by Moore to approve the revised Articles of Incorporation. A roll call vote was held on the motion and the vote was as follows: **Kahler-Yes, Stoneburner-Yes, Harma-Yes, Moore-Yes; Motion carried.**
- Ordinance Revisions Summary - Not Completed; the Board discussed Ordinance Enforcement

Rich Rosenberger Signed Agreement Completed + Payment Received
 Mr. Rosenberger met with Crumb, signed the settlement agreement and paid the amount owed. GLSWA will televise and clean the pipes and invoice Mr. Rosenberger for this work. On receipt of payment, GLSWA will remove the plug.

Regional Commission Update 4.25% Rate Increase to Be Investigated
 The 4.25% rate increase for 4 years from the City of Kalamazoo, the first since 2012, will be investigated.

Zoetis-Special Use Allowed Capture of Rain Runoff
 Zoetis captures rain run off to meet their "Best Farming Practices" requirements. This special use is allowed and confirmed in the Richland Township Rate Resolution.

Conference Attendance-R Pierson & J Crumb Conference Updates
 Conference updates from February will be reviewed next month.

Pole Barn Contract Reaffirm Pole Barn Budget + Contract with Brussee Brady
 A motion was made by Kahler and seconded by Moore to reaffirm the Pole Barn Budget and contract with Brussee-Brady. **Motion carried; all ayes.**

Asset Management Plan (SAW)

- Update on Wightman's review + work to date: Alan Smaka summarized recommendations for revisions to the Asset Management Plan based on Wightman's analysis.
- Draft Outline of AMP – Presentation Not Fully Prepared. Pierson showed the multi-page Asset Management Plan written document that now will be completed -- reflecting WAI's proposed adjustments being presented to the Board (Level of Service, Pipe replacement schedule, inclusion of replacement of portions of Charleston + Cooper Service Districts – the latter subject to Board approval within written franchise documents yet to be proposed).
- Approve Level of Service Document: A motion was made by Moore and seconded by Harma to approve the Level of Service Document as presented by Pierson. A roll call vote was held on the motion and the vote was as follows: **Kahler-Yes, Stoneburner-Yes, Harma-Yes, Moore-Yes; Motion carried.**
- Proposed Rate Resolution: Based on the updated Asset Management Plan and the updated rate analysis- from Umbaugh (rate consultants) Pierson recommended rate increases over the next 4 years, with a review of the Asset Mgmt Plan and Cash Balances annually. A rate increase of 3.8% is recommended for bills rendered after March 31, 2018 with increases of 3.7%, 3.6% and 3.5% recommended over the following 3 years, equating to \$1 per month per unit increase each year, with the resulting rate after 4-years equal to \$30 per month per single family home (unit). A motion was made by Harma and seconded by Moore to approve the proposed rate recommendation as related to the Asset Management plan to be presented to each of our Service District Municipalities. A roll call vote was held on the motion and the vote was as follows: **Kahler-Yes, Stoneburner-Yes, Harma-Yes, Moore-Yes; Motion carried.**

Projects-Miscellaneous 2017-2018 Various Projects and On-Going Work

- Riverview-Keyes Drive++: Update from WAI on project
- Gilmore Farms-36 homes approved at Twp level-will need sewer extension; participation by GLSWA on extra depth?
- Ross Township Road Project coordination-JC to meet with Road Commission
 Example: 2019 Rehabilitation-\$139,695 2019 Gull Vista Plat

Work Orders over \$750 Manager Plus Work Order System

114-130 Reactive Work Orders to Date

- WO#99 PS#16: Pull and rebuild pump at PS#16 + New Impeller-still waiting: \$TBD
- WO#140 The Havens; CCTV and HC. Invoice for these services to Cornerstone Const.

OLD BUSINESS: ACTIVE...but NO CHANGE

Ritz-WGLD Easement Restricting Buildable Footprint; Pipe Needs to be Moved
 Kline-1400 Midland Sent Invoice, No Payment or Response yet.
 Galesburg Pipe Under M-96 RP to write letter after review by WAI
 Cooper Proposal Pierson to put together Asset Mgmt Plan and Letter of Intent
 MIWARN Exercise Join MIWARN (Mich W/WW Agency Response Network)
 Engel (Spruce Lane Apts) Pierson to Write Letter with Invoice
 Little Long Lake Sewer Ext Pierson to pursue easement along road for sewer ext
 Kalamazoo County Deeds Lotta Drawing up Deeds
 McDonald Street Easement Need to Obtain Easement and Extend Sewer Lead
 Testing of Grinder Pump Lines Developing Procedure
 Ordinance-Metered Billing Discussing Challenges & Logistics
 Gull Lake Condos Easement To Be Prepared and Submitted
 (3) Repairs for 2018 Season Discovered a 2nd Broken Wye
 Logo-Proposed Logo Selection Consolidate and Make Recommendation
 Richland Water Conn Fees Review and Make Recommendation

OLD BUSINESS: INACTIVE (see Attachment A). The Board acknowledged receipt of the Old Business / Inactive list.

FINANCIAL REPORT

Financial Report / Bills Paid + Payable / Engineering Billing

A motion was made by Harma and seconded by Kahler to file the financial reports as presented and approve the standard bills paid including the Wightman invoice through January 31, 2018. **Motion carried; all ayes.**

CLOSING COMMENTS:

Pierson noted the transition for his replacement Mr. Crumb was exceeding his expectations and thanked the Board, Staff and Mr. Crumb for the smooth transition.

Crumb expressed appreciation for the commitment by Wightman to complete the Asset Management Plan analysis under the given time constraints.

ADJOURN.

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

NEXT MEETING:

WEDNESDAY, MARCH 28, 2018, at 1:00 P.M.

Submitted for approval



Lysanne Harma – Secretary

Attachment A: Old Business Items-

OLD BUSINESS ITEMS (Miscellaneous projects / Items carried over) / No change in status unless **Red**

2/13/2018

No.	Item	Status
1	DEQ Purge Well discharge Proposed Final Contract to be signed by Parties	: Wells turned back on - still plan to be shut down in 2017; New Agmt to be drafted; Lease pay: yes : Overall revenues for Authority FYE 2018 will likely be reduced 8% (\$100,000 +/-)
2	Rob Thall - Property Acquisition/Easements RP + JW met to review - RP to prepare	: 2- Properties: Consumers / Gull Lake Condos + Consumers at Auth offices : DEQ construction permit obtained; CMS paperwork to be initiated - Intent to acquire easement.
3	Gull Lake Authority Property Development Plan for June out for bid	: Pierson to meet with Harma + Dykstra to make recommendation to Board on future Pole Barn / Office area expansion needs: rent space again winter 2017-18 if needed
4	Gull Lake Ministries Reminged GLM of the need to consolidate	: RP to do review of their "non single family" accounts (re rate large multi-room homes) : Parcels need to be combined under common parcel number or they owe Conn Fees
5	Galesburg - Comstock Interceptor Person to write letter	: Within main agenda : Postponed this work - anticipate new Regional Agmt in 2018 will resolve this: Pipe repair needed
6	Charleston Township Sewer RP + JC to write clarifications and follow-up	: Pierson is preparing documents and costs analytics to present to GLSWA + Charleston for Charleston to have GLSWA operate, maintain and administer the sewer system in Charleston.
7	1980-1990 Easement Releases Continue to work on these one by one - 2 year window	: On-going filing / filebound project, accumulating all easements under 1 file, then having the County "acknowledge" and "release" them to us (as they are in the name of the County currently).
8	Village of Richland Contract Proposed final Contract to be signed by Parties	: Contract drafted. To be reviewed and forwarded to Village for their January meeting Emailed D. Grove suggesting meeting w/ him on Village Richland sewer/water issues
9	Sherman Lake Easement 'clean up / verify' SAW eligible - Anne, Chen, Rich + Andrew on-going	: Pierson to review easements and check for accuracy - file in GIS system SAW extension requested to do this work - Extension denied. Work continues on these
10	Kalamazoo Regional W / WW Commission Person discussed with legal counsel the Richland/Ross water issue	: GLSWA is party to a lawsuit (now withdrawn) regarding rates and charges New water and wastewater agreements are being worked on the the Commission
11	Air Release Valve Rebuilding Updated:	: An SSO incident in July 2013 was caused by a failed galvanized nipple on an air release valve : We have rebuilt 8 of these - 2 additional to go
12	37th Street Grinder lines tapped into D Iron These will be rebuilt when we work on LSE1 force main	: Corrosion issue with copper corrosion. : We have rebuilt 6 of these - 4 additional in Charleston Township to be rebuilt
13	30th Street Gravity Sewer - Future RP briefed Richland Twp on this potential project	: If Allen Edwin completes Phases III + IV of Gilmore Farms, new pipeline to be constructed : This will require 7 easements prior to starting the project
14	Water Connection Fees (Village / Township) RP beginning to work on these - thanks Anne	: Short-side / long-side tap averaging should be in place for water main taps : As well as new Increased Connection Fees for water hook-ups as \$5 will be needed
15	Commercial Review / Apartment / Metered Project scheduled for implementation throughout 2017	: Pierson is proposing to move from 200 gal/day per unit to 150 gal/day per unit, simultaneously while having metered customers have a ready-to-serve charge + a commodity charge.
16	Miscellaneous Customer Fees	: Sump pump violations: Pierson to pursue with certified mail and Misc Customer Fee procedure
17	Emergency Fuel Acquisition AG has taken this over: Will need reauthorization	: Authorized last year but never purchased due to space concerns / reconfiguration : Pierson to follow up in 2015 -- now 2016 - now 2017
18	Manhole raising Project	Info: 3604 inaccessible; 83 + In yards, 73+ in road; Work continues: 90 in yards + 11 in road done: Preparing estimates for 2017 seasonal repairs
19	4 Repair sites: to be bid 3rd repair needed SGLD: to be 2017	15 24 Air Release, 15 24 gravity drop repair under asphalt (Matt); Burlington wye (Matt) Possibly be in-situ (inside pipe) repairs: \$6000 each instead of \$8000 - \$10,000 each
20	Articles of Incorporation - to be reworked To be ratified in March published	: Requires ratification by each municipal board.
21	Rosenberg: on Connection Fee + Eng Inv. Done! To be deleted !!	: Said he would meet with Director Pierson in the near future (this was early January)