

# Gull Lake Sewer & Water Authority

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

## MINUTES OF THE JANUARY 24, 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, and Engineers Alan Smaka and Paul Schram.

**REVIEW AND SET THE AGENDA:** Pierson noted that the current agenda reflected two changes: Charleston Sewer Operations was moved from Old Business to New Business and there was a new total for Work Orders over \$750. Harma made the motion to accept the Agenda as revised. Motion was seconded by Moore. **Motion carried; all ayes.**

**MINUTES OF THE JANUARY 17, 2018 SPECIAL MEETING:** A motion was made by Kahler and seconded by Harma to accept the special meeting minutes of January 17, 2018. **Motion carried; all ayes.**

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

### **CORRESPONDENCE:**

Ritz-9638 W Gull Lake Drive                      Proposed Building Over Sanitary Sewer  
The Ritz's proposed new home at 9638 West Gull Lake Drive is directly over the sanitary sewer pipeline. The easement for the sanitary sewer states "the Authority will not unreasonably deny the owner permission to construct over the easement area". Director Pierson had met with the Ritz's and advised them to design the home first and submit it. The recent home layout is directly over the pipe, and therefore, Pierson recommends the pipe be rerouted and he recommended the owner budget \$30,000 to \$40,000 for the relocation of the sewer around the outside of the home footprint. *Pierson and Crumb to review the easement language with legal counsel.*

Lotta Jarnfelt-Kalamazoo County                      Question on Additional Piece of Property  
Lotta questioned proper ownership of a triangular piece property at the corner of Burlington Drive and Corey Avenue. It is not required for sewer and Pierson believes that it should be part of the road right-of-way.

Jonathan and Jessica Kline Letter with Invoice – Odor Investigation & Resolution  
GLSWA sent an Invoice in the amount of \$2,860.50 for the work we did to resolve the odor issues within 1400 Midland. *Pierson and Crumb to make contact with the Klines.*

Rob Thall / McCamman Village of Richland Sewer Contract  
The Village of Richland Sewer Contract is under review. Pierson, Crumb, Moore, and Stoneburner met with the President of Richland Village, Dave Greve, on 1/23/2018.

State of Michigan-PPP Purge Email Regarding Payments  
Richmond sent an email to the DEQ regarding unpaid invoices for the PPP Purge well flow and checks received for \$0. Melissa Andrews of the DEQ is working to resolve the payment issues.

C Shires-Gilmore Car Museum Courtesy Inquiry  
Pierson sent a courtesy email to Chris Shires of the Gilmore Car Museum asking if he would like to revisit the worksheet/proposal that GLSWA put together. *Pierson and Crumb will follow-up with Mr. Shires.*

Tom Wheat-P/N P/N Engineering Services on Gilmore Farms Project  
Pierson is proposing that Prein and Newhof review and inspect the Gilmore Farms Project as Wightman was the design engineer. *GLSWA will set a meeting with Prein and Newhof and WAI to clarify GLSWA expectations and protocol.*

Zoetis-P Vandermeulen Courtesy Email on Upcoming Rate Increase  
Pierson sent a courtesy email to Paul Vandermeulen of Zoetis advising him that GLSWA will be raising rates, the move to metered billing has been delayed, and that Pierson will be retiring as of March 28. *GLSWA will set a meeting with Zoetis to introduce John Crumb.*

M Ross-2309 N. 37<sup>th</sup> St Grinder Quotation  
GLSWA quoted \$14,420 (\$10,400 Connection Fee + \$4,020 Installation) for a Grinder Pump Connection at 2309 N. 37<sup>th</sup> Street.

Rich Rosenberger GLSWA Agreed to Videotape to Prove Gravel  
Pierson met with Mr. Rosenberger on 1/10/2018 and after discussion, agreed to videotape the pipe in the Havens project to determine, if gravel was present, that the gravel migrated to the main line that subsequently had to be cleaned. Crumb and Grogg reviewed the video and concluded the gravel did migrate, and therefore, there is no modification to the proposed settlement agreement with Mr. Rosenberger. Mr. Rosenberger has yet to agree to the terms of the proposed settlement agreement. *Pierson and Crumb to follow up with Rosenberger.*



Bristol-Memorial Family Inquiry as to Memorial Tribute-Pump Station #21  
The Bristol Family has made an inquiry regarding a memorial to their parents at Pump Station #21. Their parents were early supporters of putting the sewer system around Gull Lake.

#### Asset Management Plan (SAW)

- Update on Wightman's review + work to date: Alan Smaka reviewed an analysis of their work completed to date. The work is to be finalized and forwarded to the rate consultant along with updated financials leading up to a proposed rate increase to be presented to the Board at the February meeting.

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

- Riverview-Keyes Drive: Meeting with Cooper on project 1/29/18.
- Gilmore Farms-36 homes approved at Twp level-will need sewer extension
- Ross Township Road Project coordination-JC to meet with Road Commission on Feb. 1 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#8 PS#1: Replace Pump at PS#1 (April) plus rebuild spare: \$12,983
- WO#108: New Grinder Installation at 6015 N. 37<sup>th</sup> Street: \$6,259
- WO#99 PS#16: Pull and rebuild pump at PS#16 + New Impeller-still waiting: \$TBD
- WO#115 PS#1: Another pump at LS#1 (Sept) plus rebuild spare: \$8,846
- WO #117: Grinder Pump Replacement: \$1,565

### OLD BUSINESS: ACTIVE

- |                                     |  |
|-------------------------------------|--|
| • Asset Mgmt project                | SCADA – Supervisory Control & Data Acquisition – RP to update costs                  |
| • Galesburg pipe under M-96         | Info: Galesburg pipe (interceptor) – RP to write letter after review by WAI          |
| • Pole Barn Contract                | Info: Preparing contract with Brussee-Brady for Pole Barn Construction               |
| • AT+T – 42 <sup>nd</sup> St damage | Info: The \$3,000 damage claim from November is TDS, not AT+T                        |
| • MIWARN Exercise                   | Info: Join MIWARN (Mich W/WW Agency Response Network)                                |
| • Rosenberger update                | Info: Approve Agreement with Mr. Rosenberger – video taped sewers                    |
| • DEQ – Purge Well Discharge        | Info: Email sent to DEQ 5/23; received document back from MDEQ                       |
| • Kline - 1400 Midland              | Info: Sent invoice – no payment yet, no response yet                                 |
| • Engel (Spruce Lane Apts)          | Info: Pierson to write letter with invoice   |
| • Little Long Lake Sewer Ext        | Info: Pierson to pursue easement along road for sewer extension                      |
| • Kalamazoo County Deeds            | Info: Lotta drawing up deeds   |
| • Richland Village Sewer Agmt       | Info: RP / JC / JS to meet with Village President – new contract is prepared         |
| • McDonald Street – Easement        | Info: Need to obtain easement and extend sewer lead to ____ McDonald                 |
| • Testing of Grinder Pump lines     | Info: Inadequate pressure on 1 <sup>st</sup> air test; continue to develop procedure |
| • Ordinance -Metered billing        | Info: Internal discussion on challenges + logistics – timeline TBD                   |
| • Cooper proposal                   | Info: Pierson to put together Asset Mgmt plan and Letter of Intent                   |
| • Gull Lake Condos – Easement       | Info: Tom Wheat + RP reviewed application. To be prepared & submitted                |
| • (3) Repairs for 2017 season:      | Info: Discovered a 2 <sup>nd</sup> broken wye or lead- based upon 4" reuse policy    |
| • Logo: Proposed logo selection     | info: Pierson to consolidate responses and make recommendation                       |

- Richland Water Conn Fees Info: Pierson to review these (again) with upcoming recommendation
- Regional Commission update discussion Info: Continued Water Contract negotiations / Rate Base / Ownership

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

## FINANCIAL REPORT

### Financial Report / Bills Paid + Payable

A motion was made by Kahler and seconded by Harma to file the financial reports as presented and approve the standard bills paid through December 31, 2017. **Motion carried; all ayes.** *Crumb/Richmond to determine format for summary of engineering charges going forward for Prein & Newhof and Wightman.*

## CLOSING COMMENTS:

The Board expressed appreciation to Rich for all that he has done and his willingness to help and share his wisdom. They expressed confidence that the culture Rich has developed at GLSWA will continue with John and are pleased that the transition is going well.

## ADJOURN.

Chairman Stoneburner adjourned the meeting at 2:35 p.m.

## NEXT MEETING:

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

Submitted for approval

  
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 Lysanne Harma – Secretary

## Attachment A: Old Business Items-

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

1/19/2018

No.	Item	Status
1	DEQ Purge Well discharge Response from DLQ stating they would move it forward.	: Wells turned back on - still plan to be shut down in 2017; New Agmt to be drafted; Lease pay't-yes : Overall revenues for Authority FYE 2018 will likely be reduced 8% (\$100,000 +/-)
2	Rob Thall - Property Acquisition/Easements RP + TW 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 Reminded 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 RP to add to Asset Mgmt plan + contact Augusta	: Within main agenda : Postponed this work - anticipate new Regional Agmt in 2018 will resolve this: P.p.e Repair needed
6	Charleston Township Sewer Jimmy/Gary/Rich/John mtg on 1/23	: 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 Target meeting date 1/23 / March action app 3/17	: Contract drafted. To be reviewed and forwarded to Village for their January meeting : Emailed D. Greve suggesting meeting within on Village Richland sewer/water issues
9	Sherman Lake Easement 'clean-up / verify' SAW eligible - Anne, Cheryl, 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 Pierson discussed with legal counsel the Richland/Boss 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 SSD 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 L501 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 bifurcated 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 Adhas 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: 160+ 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	LS 24 Air Release, LS 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 Done - Awaiting spring 2017 ordinance / contracts to be proposed	: Requires ratification by each municipal board.
21	Rosenberg : on Connection Fee + Eng Inv. 1/10 mtg w Bill, Cameroning the pipe to verify gravel or not	: Said he would meet with Director Pierson in the near future (this was early January)