

# Gull Lake Sewer & Water Authority

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## MINUTES OF THE DECEMBER 13, 2018 REGULAR BOARD MEETING

The annual "CHRISTMAS LUNCHEON" was held for the Authority Board, guests and staff at noon.

Authority Board Meeting

1:30 P.M.

**CALL TO ORDER/ ROLL CALL:** Chairman Stoneburner called the meeting to order at 1:32 P.M. Commissioners present were Jimmy Stoneburner, Wes Kahler, and new Ross Township Commissioner Rob Baker. Lysanne Harma was absent. Also present were Executive Director John Crumb, Deputy Director Rich Pierson, Executive Assistant Anne Richmond, Charleston Township Supervisor Jerry VanderRoest, and Engineers Paul Schram and Alan Smaka.

**REVIEW AND SET THE AGENDA:** Kahler made the motion to accept the Agenda as presented. Motion was seconded by Stoneburner. Motion carried; all ayes.

**MINUTES OF THE NOVEMBER 14, 2018 REGULAR MEETING:** A motion was made by Kahler and seconded by Stoneburner to accept the regular meeting minutes of November 14, 2018 as presented. Motion carried; all ayes.

**HEAR THOSE PRESENT (Non-Agenda Items):** Since this was Commissioner Baker's first GLSWA Board Meeting, Deputy Director Pierson provided an overview and the historical background of GLSWA for perspective.

### **CORRESPONDENCE:**

Bell Tower-8940 N. 32<sup>nd</sup> Street      Approved Letter of Agreement-Sign Location  
At the previous meeting, Crumb had reviewed a letter of agreement to be sent to Mr. & Mrs. John Kosin pending Attorney review allowing them to place a sign within the sanitary sewer easement in a position that straddles the sewer pipe under the condition that GLSWA will be held harmless for the purpose of working on the sewer pipe. Attorney Thall has approved the letter. A notarized signature by Crumb and Mr. & Mrs. Kosin is needed to finalize the agreement.

15577 S M43 Letter for Sump Pump Disconnection

The homeowner at 15577 S. M43 asked GLSWA to televise his sewer line in order to locate it. In the process of televising his sewer line, GLSWA personnel discovered that his ground water sump pump is connected to the public sewer which is not allowed. A letter was sent to the homeowner informing him of this and offering to meet with him to provide reasonable assistance to minimize the cost of correcting the situation. GLSWA does have a policy to pay 50% of the costs of alterations up to \$1,000-provided the disconnect is completed timely and inspected by our office. \$3,000 has been included in the FYE '19 Budget for this purpose.

510 E Gull Lake Drive FOIA Request for Lateral Inspection

A FOIA request was submitted to GLSWA requesting all letters and/or correspondence to the homeowner of the property located at 510 E Gull Lake Drive and inspection reports regarding the sewer at that address from 2014 to present. GLSWA had inspected the sewer line at 510 E Gull Lake Drive and documented the problems found with the sewer line in a letter written to the homeowner in 2014. This letter was provided in response to the FOIA Request.

8741 Merrimac Dr. Homeowner Inquiry on Availability of Sewer & Water  
Mr. Ron Harris requested an update on the availability of water and sewer for his property at 8741 Merrimac Drive. He had previously inquired as to sewer availability back in 2012. GLSWA to consider development of an advisory survey for the Merrimac neighborhood with Ross Township. It is possible that water could be available in 2021.

8080 N. 32<sup>nd</sup> St. Motion: Assess Property One-Time Capital Charge 0.66 REU  
Based on the 2018 Commercial Review, GLSWA recently sent Dale and Amy Thiessen, owners of Changes Salon at 8080 N. 32<sup>nd</sup> Street, an invoice for \$9,600. This is the capital charge for an additional 2.5 REU's of sewer and water based on their current water use. The Thiessens presented a hardship case at the previous Board Meeting and provided documentation that the Authority was only going to charge them an additional capital charge of 0.66 REU's in 2013, but did not follow up. Crumb noted that the Thiessens did not object to paying the additional sewer user fee for the water they are using. The quarterly sewer user fee based on 3.5 REU's is \$283.50. This is an increase of \$149.05 from what the Thiessens most recently paid. The Thiessens' objection was to the higher capital charge, as they were only going to be charged for 0.66 capital units in 2013. Crumb recommended that the Thiessens be charged for capital of 0.66 REU's rather than 2.5 REU's. Kahler made a motion to cancel the invoice for \$9,600 to the Thiessens (2.5 REU Capital Charge) and issue a new invoice to the Thiessens in the amount of \$2,534.40 (0.66 REU Capital Charge: \$2145 Sewer + \$389.40 Water) with payment due by August 1, 2019. Any amount outstanding as of August 1, 2019 will be certified delinquent and placed on the tax roll. Motion was seconded by Baker. **Motion carried; all ayes.**

## NEW BUSINESS / PROJECTS UPDATE

Ted Hartleb Agency Motion: Approve 3-Yr Service Agreement-Liability Insurance  
 Crumb reviewed the Liability Insurance proposals submitted by the Decker Agency, Worgess Insurance, and the Ted Hartleb Agency. Crumb recommended approval of the Liability Insurance proposal submitted by the Ted Hartleb Agency based on the thoroughness/ level of involvement of the agent and the availability of safety programs and documentation. Currently, 3 of the 4 Townships on our Board use the Ted Hartleb Agency. The proposal submitted by the Ted Hartleb Agency was not the lowest cost proposal, but Crumb believes that the benefit of what is being paid for outweighs the cost differential between the proposals. Stoneburner made a motion to approve a 3-Year Service Agreement for Liability Insurance with the Ted Hartleb Agency with the stipulation that after 1 year, Crumb will provide an update to the Board on the value received by using the Ted Hartleb Agency. Motion was seconded by Kahler. **Motion carried; all ayes.**

Pole Barn Motion: Authorize Payment of Retainage + Final Change Order  
 Brussee Brady submitted a Final Payment Request in the amount of \$25,368 which consisted of work completed (\$8,577), retainage (\$15,088), and Change Order 2 (\$1,703). Including the final payment to Brussee Brady of \$25,368, total spending for the Pole Barn will be \$327,892.52 vs. the estimate of \$329,394, \$1,501.48 under budget. Kahler made a motion to authorize the final payment to Brussee Brady. Motion was seconded by Baker. **Motion carried; all ayes.**

Christmas Luncheon Recognition of staff effort with Christmas Luncheon  
 Crumb and the Board expressed appreciation to the staff for all of their efforts in putting on the annual Christmas Luncheon.

DEQ – Purge Well Discharge Update  
 Crumb provided an update on the current status of the Purge Well Discharge.

2019 F-550 Update on Crane Truck Status  
 The chassis for the 2019 F-550 Crane Truck ordered by GLSWA has been sitting on a railcar in Chicago since November 14. Ford Fleet Management indicates that we are at the mercy of the railroad in getting this car moving towards Maintainer.

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

- Gull Lake Area Water Feasibility Study – WAI Status Update: Capital Requirements are complete for 4 alternatives
- Eastern Heights – Advisory Survey?
- Gull Road up 30<sup>th</sup> – Advisory Survey?
- Gilmore Car Museum-Financial Impact Meeting on 12/13
- Cottonwood off 30<sup>th</sup> St – Property Owner working with 2 Developers
- Riverview-Keyes Drive ++: Once the Road Commission determines the scope of the project, Cooper Township will determine if their level of cost sharing is affordable to put sewer in.



- Gilmore Farms-Phase 2: Site Condos on hold; 25 duplexes to be put in; Water Loop needs to be completed for occupancy.

Work Orders over \$750    Manager Plus Work Order System  
 Work Orders Past / Adjusted + Reactive (252-254)  
 There were no work orders over \$750 to review.

**OLD BUSINESS: ACTIVE (no change in status unless red)**

Indian/Pickerel Sewer O&M    Awaiting South County Decision-expected Jan-Mar  
 Cooper Township Asset Mgmt    Crumb to write up AMP Report  
 Cooper Township    Agreement for Extraterritorial Sewer Service  
 Charleston Township    GP request for gravity main shape files  
 Charleston Township    Agent for Member Letter for MISS DIG  
 Charleston Township AMP    **Generator Repairs still ongoing**  
 Charleston Twp Billing    **Confirming Export Data with BS&A**  
 Galesburg Pipe Under M-96    **Crumb & WAI to begin investigation**  
 Village of Augusta    Pierson to draft new Agreement with Augusta  
 Engel (Spruce Lane Apts)    Connection Fee Invoice of \$5,525  
 Little Long Lake Sewer Ext    **Pierson working on Easement**  
 Ordinance-Metered Billing    Discussing Challenges & Logistics  
 Ordinance Revisions    Ordinance revisions for all municipalities (on-going review)  
 Richland Water Conn Fees    Review and Make Recommendation  
 9638 WGLD-Ritz                          Project not ready to move forward this fall

**OLD BUSINESS: INACTIVE (see Attachment A).** The Board acknowledged receipt of the Old Business / Inactive list. Crumb will be combining this list and the Crumb/Pierson To Do list into one list.

**FINANCIAL REPORT**

Financial Report / Bills Paid + Payable / Engineering Billing  
 Richmond reviewed the engineering invoice summary and the preliminary financial reports and standard bills paid through November 30, 2018. Bank statements were not available to finalize the financials. These will be completed and presented for approval at the January Board meeting.

**CLOSING COMMENTS**

Crumb informed the Board that he is very pleased with the job performance of employee Dan Kramer and that Dan Kramer will be involved in standby in 2019 and as such will be provided a company vehicle to drive.

This was the final Board meeting for long time retiring Director Rich Pierson. Pierson thanked everyone for their support and the Board expressed appreciation to Pierson for his excellent service.


**ADJOURN.**

Chairman Stoneburner adjourned the meeting at 3:22 p.m.

**NEXT MEETING:**

WEDNESDAY, JANUARY 23, 2019, 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**

12/13/2018

No.	Item	Status
1	DEQ Purge Well discharge Out for signatures. Currently with City of Kalamazoo	: Wells turned off from 6/21/18 thru 7/14/18; New Agmt in place to address PFOS 7/31/2018; : 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-No benefit for CMS per RT : 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 Hama + Dykstra to make recommendation to Board on future Pole Barn / Office area expansion needs: rent space again w/in 2017-18 if needed
4	Gull Lake Ministries Reminded GUN of the need to consolidate	: RP to do review of their "non-single family" accounts (re-estate large multi-room homes) : <b>Legal Opinion needed re: Parcel consolidation-Provided</b>
5	Galesburg - Comstock Interceptor Pierson to write letter	: Within main agenda-On Agenda for 9/26/2018 : Reassess the work - anticipate new Regional Agmt in 2018 will resolve this: Pipe Repair needed
6	Charleston Township Sewer Transitional prep meeting 8/7/2018	: 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. Letter of recognition from City of Kalamazoo 10/10/2018
7	1980-1990 Easement Releases Continuous to work on these one-by-one: 2 year window	: Ongoing 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 signed by Parties 8/12/2018	: Contract drafted. To be reviewed and forwarded to Village for their January meeting Email to D. Grove suggesting meeting w/ them on Village Richland sewer/water issues
9	Sherman Lake Easement "clean-up / verify" SAW eligible - Anne, Charis, 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 Road water issue	: GLSWA is party to a lawsuit (now withdrawn) regarding rates and charges : New water and wastewater agreements are being worked on in the the Commission
11	Air Release Valve Rebuilding. Updated:	: An ISO 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 1500 for 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 Town 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 \$\$ 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 Action taken this over. Will need reauthorization	: Authorized last year but never purchased due to space concerns / reconfiguration : Crumb to follow up in 2018: <b>Current Options Available through MiWARN and City of Kalamazoo</b>
18	Manhole raising Project	Info: 160+ inaccessible; 83+ in yards, 73+ in road; Work continues: 80 in yards + 11 in road done: Preparing estimates for 2017 seasonal repairs
19	Articles of Incorporation - to be reworked To be ratified in March + published	: Requires ratification by each municipal board.