

Gull Lake Sewer & Water Authority

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MINUTES OF THE MAY 23, 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 John Crumb, Deputy Director Rich Pierson, Executive Assistant Anne Richmond, and Engineers Alan Smaka and Paul Schram.

REVIEW AND SET THE AGENDA: Executive Director Crumb noted an addition to the Agenda under Projects-Miscellaneous, Pole Barn to review a fourth change order. Kahler made the motion to accept the Agenda as amended. Motion was seconded by Moore.

Motion carried; all ayes.

MINUTES OF THE APRIL 18, 2018 REGULAR MEETING: A motion was made by Kahler and seconded by Harma to accept the regular meeting minutes of April 18, 2018 as presented. **Motion carried; all ayes.**

HEAR THOSE PRESENT (Non-Agenda Items): None Present

CORRESPONDENCE:

McDonald/Arendt Offer Proceeding to do McDonald St. Project-Estimate \$2,500
A good faith offer of \$500 was made to Mr. & Mrs. Arendt for an easement 20 ft in width and 66 ft in length lying adjacent and parallel to the Kalamazoo County Road Right-of-Way on McDonald Street (Parcel 3904-19-220-050). The purpose of the easement is to provide deeper sanitary sewer service to the property south of this lot to eliminate the existing "pump up" system to discharge wastewater to the public sewer in the street. The cost for the McDonald Street Sewer Lead Project is estimated at \$2,500 and had been approved earlier by the Board.

St. Ann's Church Request for Estimate to Connect Church to Public Sewer
GLSWA provided an approximate cost for St. Ann's Church to connect to public sewer. The cost of installation was estimated at \$60,000. If gravity flow is not possible, an additional duplex pump station may be required at a cost of \$20,000. Connection Fees for the Church would be around \$20,000 and an additional

Connection Fee of \$10,000 would be due if the school would want to connect to sewer.

DH BC Holdings P LLC Property Discussion and Sewer REU Calculations
GLSWA met with Brian Handler of DH BC Holdings P LLC to discuss the future plans for the property at 6535 N. 42nd Street (formerly Brooklodge) which they recently purchased. The current rate of 2 REU's will be used to calculate the sewer bills during the initial startup phase. Rates will be re-evaluated as the projects move forward to determine if the volume of sewage being discharged requires a rate adjustment.

5217 N. 20th Street Cooper Township Shares Complaint / Rental History
Cooper Township shared rental history and a complaint they received regarding sewer smell/backup at this property. After confirming with GLSWA that the property was connected to sewer, Cooper Township was going to advise the renter to contact the property owner to resolve the issue.

11732 / 11722 East DE Ave. Connection Request / Advice to Share Installation Cost
GLSWA responded to a Sewer Connection Inquiry from the homeowner at 11732 East DE Avenue. GLSWA advised the next door neighbor at 11722 East DE Avenue of the inquiry and suggested that he might use the same contractor if he is still considering connecting to sewer.

Tim Walters Ballot Proposal GLSWA Enforcement Agency on Ballot Proposal?
A Mr. Tim Walters contacted GLSWA seeking information regarding a ballot proposal he would like to add regarding groundwater and monitoring extraction from all local sources. The Authority Board took no action on this request.

7820 Foxwood Rate Increase Inquiry with Feedback
Casie Phillips at 7820 Foxwood called to ask about the rate increase. She also suggested that it would have been better to send out a letter to customers prior to the increase.

NEW BUSINESS / PROJECTS UPDATE

Staffing Update Award New Employee H S A Contribution + Vacation
Since new employee, Dan Kramer, is signing up for Health Care with GLSWA, Crumb/Pierson recommended that GLSWA contribute \$2,000 to his H S A as we have done for new hires in the past. Crumb/Pierson also recommended that Dan be given 3 days vacation in the 2018 Calendar Year. Harma made the motion to approve the \$2,000 H S A Contribution for Dan Kramer and approve 3 days vacation for Dan in 2018. Motion was seconded by Kahler. **Motion carried; all ayes.** The H S A contribution will take place upon clearance from Basic, our H S A administrator.

Crumb noted that he had completed the Employee Performance Reviews on 5/2/2018. He intends to schedule Employee Performance Reviews in January of 2019 to complete them prior to developing the Budget.

Sewer Lead to 11697 East DE Approve \$10,000 to Provide Sewer Lead
 Crumb reviewed two proposals for the installation of a sewer lead to connect 11697 East DE Avenue to sewer at a cost of \$9,000 - \$9,200. A new house is being constructed and since sewer can be made available within 200 ft, the Health Department is requiring the new house connect to sewer. Crumb requested affirmation of the GLSWA policy to install a sewer lead if sewer service can be made available within 200 ft with the addition to the policy to limit the amount that GLSWA spends on providing sewer service to \$10,000. Amounts greater than \$10,000 may require participation by the property owner and would be brought to the Board's attention. Stoneburner made the motion to affirm GLSWA's policy to provide a sewer lead if sewer service can be made available within 200 ft and establish GLSWA's expense to provide the sewer service at \$10,000. Motion was seconded by Kahler.
Motion carried; all ayes.

Water Feasibility Study-Gull Lake Met with MSU, GLM, and Gilmore Car Museum
 Crumb and Pierson met with MSU, Gull Lake Ministries (GLM) and Gilmore Car Museum to discuss the potential of a Water System around Gull Lake. Wightman was asked to develop a proposal for a Gull Lake Water Feasibility Study. The cost of the study is \$30,000, however, Wightman proposes to bill GLSWA \$7,500 upfront and defer the balance to a future water project, should one materialize. Harma made the motion to authorize Wightman to complete a Gull Lake Water Feasibility Study under the terms submitted in their proposal dated 5-18-2018. Motion was seconded by Moore. **Motion carried; all ayes.** Engineer Smaka estimates the study will take 3 months.

Charleston-Ross Battle Creek Meeting Meeting Held on Sewer Options
 A meeting was held with Jerry VanderRoest, Charleston Township Supervisor, Gary Moore, Ross Township Supervisor, John Crumb, Rich Pierson and the City of Battle Creek to discuss current and future sewer in Ross Township and Charleston Township. GLSWA is reviewing the terms of the existing (2007) Augusta Contract in regard to a proposed pipeline down Augusta Drive for future development.

Charleston Township GIS Update GIS for Charleston Now Active
 All of the mapping for Charleston Township has been loaded into the GLSWA Portal and the Asset Management Plan for Charleston Township will be started June 1.

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

- Charleston Township-800 feet pressure sewer estimate
- Pole Barn-Crumb reviewed 3 small change orders for Time & Material Cost plus a Change Order of \$2,805 to add Milmar to the Pole Barn. A motion was made by Kahler and seconded by Harma to approve all (4) change orders.

- Riverview-Keyes Drive-Engineer Smaka reported that Cooper Township plans to proceed with the \$13.2 Million project to build sewer to the majority of the existing homes in the Township north of G Avenue, east of the river. Total REU's are estimated at 950.
- Gilmore Farms-36 homes approved at Twp. level; DEQ Permit issued 5/8/2018; Pre-Con Meeting 5/22/2018; Engineer Schram expects substantial completion of sewer by the end of August.
- Ross Township Road Project coordination-JC met with Road Commission; Ongoing Coordination. Pre-Con Meeting set for 5/24/2018.

Work Orders over \$750

Manager Plus Work Order System

Crumb reviewed Work Order 179 for LS23 to replace the left telemetry control cabinet and Work Order 180 for LS22 to install a new breaker box for the park vendor trucks.

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

7911 Foxwood: Awaiting **stump** removal before excavating-failed 6" lateral?
 Cooper Township Asset Mgmt: Schedule limited pole camera on known pipe issues
 Charleston Township AMP: Schedule Manhole inspections and camera work
 Ritz-WGLD: Easement Restricting Buildable Footprint; Pipe Needs to be Moved
 Kline-1400 Midland: Owner Contacted-Tax Refund to Pay Invoice; **Paid in Full**
 Absolute Air: **60 Day non-compliance ends 5/30/2018**
 Galesburg Pipe Under M-96: RP to write letter after review by WAI
 Engel (Spruce Lane Apts): Pierson and Crumb to set up meeting with Mr. Engel
 Little Long Lake Sewer Ext: Pierson to pursue easement along road for sewer ext
 McDonald Street Easement: Obtain Easement /Extend Sewer Lead (**Correspondence**)
 Testing of Grinder Pump Lines: **Staff reviewing material specs + pump ratings**
 Ordinance-Metered Billing: Discussing Challenges & Logistics
 Gull Lake Condos Easement: To Be Prepared and Submitted
 (3) Repairs for 2018 Season: **Completed 5/14/2018. Costs to be reviewed on WO's.**
 DEQ-Purge Well Discharge: **Agreement out for signatures-City of Kalamazoo.**
 Ordinance Revisions: Ordinance revisions for all municipalities (on-going review)
 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 through April 30, 2018. **Motion carried; all ayes.**

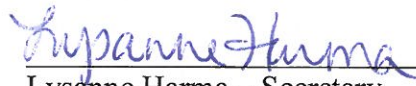
ADJOURN.

Chairman Stoneburner adjourned the meeting at 2:13 p.m.

NEXT MEETING:

WEDNESDAY, JUNE 20, 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

5/17/2018

No.	Item	Status
1	DEQ Purge Well discharge Out for signatures. Currently with DEQ	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 Thal - Property Acquisition/Easements RP + TW met to review - RP to prepare	: 2-Properties: Consumers / Gulf Lake Condos + Consumers at Auth offices : DEQ construction permit obtained; CMS paperwork to be initiated - Intent to acquire easement.
3	Gulf Lake Authority Property Development Plan for June out-for-bid	: Pierson to meet with Harma + Dylstra to make recommendation to Board on future Pole Barn / Office area expansion needs: rent space again winter 2017-18 if needed
4	Gulf Lake Ministries Revisited GUM 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 Cash Fees
5	Galesburg - Comstock Interceptor Pierson 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 Signed Letter of Intent in hand 3/22/2018	: 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.
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 signed by Parties 5/17/2018	: Contract drafted. To be reviewed and forwarded to Village for their January meeting Emailed D. Greve suggesting meeting within on Village Richland sewer/water basin
9	Sherman Lake Easement "clean-up / verify" SAW eligible - Anne, Char, 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 / WNW Commission Pierson discussed with legal counsel the Richland/Ros water loss	: 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 USF1 forcemain	: 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 Temp 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: 160+ inaccessible; 83+ 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 SLD: 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: \$5000 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.