

# Gull Lake Sewer & Water Authority

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

1

## MINUTES OF THE SEPTEMBER 26, 2018 REGULAR BOARD MEETING

Authority Board Meeting

5:30 P.M.

**CALL TO ORDER/ ROLL CALL:** Chairman Stoneburner called the meeting to order at 5:30 P.M. Commissioners present were Jimmy Stoneburner, Wes Kahler, Lysanne Harma and Gary Moore. None absent. Also present were Executive Director John Crumb, Executive Assistant Anne Richmond, Engineers Alan Smaka and Paul Schram, and Attorney Rob Thall.

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

**MINUTES OF THE AUGUST 22, 2018 REGULAR MEETING:** A motion was made by Harma and seconded by Moore to accept the regular meeting minutes of August 22, 2018 as presented. **Motion carried; all ayes.**

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

### **CORRESPONDENCE:**

Heppler: Augusta                      Letter Initiating New Agreements  
Crumb reviewed a letter sent to Jeff Heppler, the Augusta Village Manager, notifying Augusta that our 2007 Agreement with them was never funded and is therefore null and void. In addition, the letter requests consideration by Augusta to work with GLSWA to rewrite an Agreement (incorporating the 1991 Agreement as amended) in order to provide GLSWA access to the Augusta Sanitary Sewer System in a manner similar to the 2007 Agreement. *Crumb/Pierson to consolidate the two Agreements into a new proposed Agreement for Augusta consideration.*

Galesburg Pipeline                      Motion: Approve M-96 Pipeline Letter to Galesburg  
Crumb reviewed a proposed letter to be sent to Mayor Diller of the City of Galesburg. In the letter, GLSWA proposes to partner with Galesburg to investigate the soundness of the ductile iron pipeline at the tail end of the initial segment of the pipe under M-96 within the City of Galesburg to determine the risk of failure. The estimated cost of the proposed investigation is \$5,000 and GLSWA suggests splitting the cost 90%-GLSWA and 10%-Augusta as GLSWA represents 90% of the flow and Augusta 10% of the flow. A plan for repair and an emergency plan could then be developed,

including proposed funding. A motion was made by Harma to approve and send the M-96 Pipeline letter to Galesburg. Motion was seconded by Kahler. **Motion carried; all ayes.** *Crumb to send letter to Galesburg.*

Rosenbaum-Catalyst Inquiry                      Sewer Access to Possible Development  
GLSWA received an inquiry regarding access to sewer for a possible development near D Avenue and 39<sup>th</sup> Street. Sewer would be available if this area is developed.

1385 WGLD                      Inquiry on Customer List for the Gull Lake Association  
Michael Brundage asked GLSWA about mailing addresses for the residents of Gull Lake. He is a member of the Gull Lake Association and is working on a committee regarding a new dam. We suggested Mr. Brundage work with Rollin Richman who has used GLSWA GIS to develop a similar list. GLSWA is required to release this information if a FOIA request is submitted.

11697 E DE Ave              Motion: Sewer Lateral Installation at \$14,566.21  
SWT Excavating completed the sewer lateral installation for the sewer connection at 11697 E DE Ave at a cost of \$14,566.21. DeWitt Trenching had originally quoted the work at approximately \$10,000, but after several delays, backed out of the job. According to GLSWA's policy, the amount that GLSWA spends on providing sewer service is limited to \$10,000. Any amount over \$10,000 would need to be paid by the property owner. Crumb requested an exception in this case due to the underestimate of the job by the original contractor and the delays caused to the homeowner. Moore made the motion to approve paying the SWT Excavating invoice plus miscellaneous additional parts and not charge the homeowner for the amount over \$10,000. Motion was seconded by Harma. **Motion carried; all ayes.**

3328 Oakdale                      2 REU Reduction per Crumb Inspection  
A new customer asked GLSWA to review the property at 3328 Oakdale for sewer billing purposes. Crumb reviewed the property and the main house and the guest house are the only buildings that meet the definition of a dwelling unit. Sewer billing was discontinued for the garage and greenhouse resulting in a loss of 2 REU's.

8892 N. 32<sup>nd</sup> St              Letter Requiring Repair to Cleanout-Owner Approval to Fix  
GLSWA sent a letter to the owner of 8892 N. 32<sup>nd</sup> St. advising them that a cleanout was missing from the private six inch sewer line on the property and needed to be repaired. The owner asked GLSWA to perform the work and send them an invoice for the work.

Weatherstone Village                      Letter of Certification for Connection to Water & Sewer  
Crumb provided a letter to Weatherstone Village certifying that the Weatherstone Village Manufactured Housing Community is connected to Gull Lake Sewer & Water Authority's public sewer system and the Richland Township public water system.

5051 Beverly Customer Update Denied by Cooper Township  
 GLSWA received a request to change the billing on 5051 Beverly to Mr. Paul Morgan instead of Cody Brewer. In order to do this, GLSWA requires direct contact from Mr. Morgan instructing us to change the billing into his name or confirmation of paperwork showing that Cody Brewer has been removed as an owner of the property.

8479 N. 32<sup>nd</sup> St. Request for Kalamazoo Pre-Qualified Contractors  
 GLSWA worked with the City of Kalamazoo and SWT Excavating to get water service connected to 8479 N. 32<sup>nd</sup> St. As GLSWA was in the process of applying for ROW permits with MDOT, Crumb was able to obtain permission for SWT Excavating to perform the work. A request was also made for an updated list of Kalamazoo's pre-qualified contractors.

Insurance Incident Report Claim #187970 Will Pursue Subrogation  
 One of our company vehicles was damaged on private property. In this situation, our insurance requires subrogation.

## NEW BUSINESS / PROJECTS UPDATE

Gull Lake Ministries Draft Analysis of Connection Fee Credits  
 Attorney Thall discussed the draft analysis prepared by Deputy Director Pierson regarding sewer benefit "credits" for Gull Lake Ministries (GLM). Due to the 1997 Zoning Settlement agreement between GLM and Ross Township, GLM is considered one operational area and zoning authority does not apply. GLSWA's proposal to track GLM sewer benefit "credits" in total rather than per parcel is consistent with this. In addition, the 1997 Settlement also requires that GLM "fully utilize" public water and sewer facilities as may be available to the Operational Area. This would require that GLM "partner" with GLSWA as it moves toward a public water system around Gull Lake. *Crumb/Pierson to forward letter to GLM and meet with them to review and make final recommendation.*

Indian / Pickerel Sewer O&M Draft Proposal for Discussion  
 Crumb reviewed the proposed Agreement for Operations & Maintenance Services for the Indian/Pickerel Lakes Sewer District. Crumb noted that there was an opportunity to provide administrative services, but that it was not included in the current proposal. Attorney Thall noted items that Crumb may want to review and revise. Kahler made a motion to approve the Agreement for Operations & Maintenance Services as reviewed without administrative services subject to final revisions by the Executive Director. Motion was seconded by Moore. **Motion carried; all ayes.** *Crumb to submit proposed Agreement to South County.*

Water Resolution Recommendation Motion: Recommend Approval of Resolutions  
 Attorney Thall reviewed the proposed Resolution of Determination GLSWA Water District Proposal & Negotiations. The Board discussed the need to extend the public water system around Gull Lake and the desire to enter into a bulk rate customer status

with the City of Kalamazoo and have GLSWA manage, administer, operate and maintain the public water system. Harma made a motion to recommend that the Resolution of Determination GLSWA Water District Proposal & Negotiations be submitted for consideration at each of the Richland, Ross, Prairieville, and Barry Township Boards in October. Motion was seconded by Moore. **Motion carried; all ayes.**

Task List Update      Update on Master Task List Items  
Crumb reviewed the status of the Master Task List Items.

Deputy Director Contract      Motion: Approve Deputy Director Contract Amendment  
Due to a number of critical items of importance that have extended beyond the agreed to transition period envisioned by the original contract, an amendment to the 3/28/2018 Deputy Director's Employment Contract was presented for the Board's consideration. A motion was made by Harma and seconded by Moore to approve the Deputy Director Contract Amendment as submitted. **Motion carried; all ayes.**

MIWarn      Motion: Adopt Resolution for Membership  
Crumb reviewed the Resolution Authorizing Membership in the "Michigan Water/Wastewater Agency Response Network (MIWarn)". Attorney Thall discussed the Urban Cooperation Act of 1967 and indicated it was not an issue. A motion was made by Kahler and seconded by Harma to approve the Resolution Authorizing Membership in MIWarn. 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.**  
*Crumb to forward approved Resolution to MIWarn.*

Village of Augusta/Ross Twp      WAI to Complete Project  
At the previous meeting, the Board authorized Wightman to complete a sewer design to serve Ross Township residences along East Augusta Drive by using a cleanout and a wye that service leads would connect to at an estimated cost of \$32,000 (\$8,000 per parcel). Subsequently, the property with the immediate need driving the project chose to replace their drain field. Crumb has advised Wightman to complete the project design for future implementation.

Commercial Review      Letter for REU Changes to be Mailed to 6 Customers  
Crumb reviewed an example of a letter that will be mailed to 6 customers advising them of an adjustment to the REU's they are billed as a result of the Commercial Review. Parchment customers will wait one more year due to a new water source.

CMS Easement      Request to Rent Space  
Crumb informed the Board of an opportunity to rent the space that GLSWA currently licenses from CMS. A motion was made by Harma and seconded by Stoneburner to authorize Attorney Thall to review the license agreement and advise GLSWA if we can pursue payment. **Motion carried; all ayes.** Crumb reiterated the desire for GLSWA to purchase this property and provide CMS an easement.

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

- Gull Lake Area Water Feasibility Study – WAI Status Update: Construction Cost could be as much as \$20 Million; Water Treatment Level is being evaluated; O&M and Rate Structure to be evaluated.
- Eastern Heights – WAI reviewed the 1996 design. The benefit fee as currently estimated of \$14,535 reflects an inflation rate of approximately 2.7% from the 1996 estimate. *Harma to solicit further input on interest for sewer.*
- Gilmore Car Museum -Shires asked GLSWA to review on-site engineering
- Pole Barn-Spending is at approximately 89%; CMS will not provide additional gas service to parcel – Crumb exploring other options
- CIP Quotes for Existing Garage-Crumb reviewed quotes for installing a new roof and interior improvements to the attached garage. These are currently scheduled for 2020 but could be moved forward if it makes sense to coordinate the work with the gas service installation. *Crumb to review alternatives.*
- Riverview-Keys Drive: Potential 150 Homes-Cash Funded Project
- Gilmore Farms-Completed; *Harma to confirm the number of homes that can be completed prior to the Water Loop*
- Ross Township Road Project-Completed

Work Orders over \$750      Manager Plus Work Order System

Crumb reviewed the following work orders:

WO #211: PS #16 Replace Generator Radiator - \$3,199.14

WO #230: 6120 W Sherman Lake Drive-Replace Pump - \$2,070.00

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

New Crane Truck	On Order
11654 E DE Ave	<b>Scrivener's Error submitted-easement clerical error</b>
Cooper Township Asset Mgmt	Crumb to write up AMP Report
Charleston Twp AMP	<b>Hydraulic Cleaning &amp; Televising began 9/17/2018</b>
Charleston Twp Forcemain	<b>E. Michigan Forcemain installed including Service Taps</b>
Charleston Twp Billing	<b>Update from Kalamazoo on BS&amp;A Export</b>
Galesburg Pipe Under M-96	<b>Covered in New Business</b>
Engel (Spruce Lane Apts)	Pierson/Crumb to set up meeting with Mr. Engel
Little Long Lake Sewer Ext	Pierson/Crumb to pursue easement along road
McDonald Street Easement	GLSWA installed 9/21/2018
Testing of Grinder Pump Lines	<b>Letter for Health Department submitted 9/21/2018</b>
Ordinance-Metered Billing	Discussing Challenges & Logistics
Gull Lake Condos Easement	To Be Prepared and Submitted
DEQ-Purge Well Discharge	<b>Expansion of the testing area</b>
Ordinance Revisions	Ordinance revisions for all municipalities (on-going)
Richland Water Conn Fees	Review and Make Recommendation
30 <sup>th</sup> Street/Cottonwood	Project in the works

9638 WGLD-Ritz Project not ready to move forward this fall  
Gull Lake Ministries Covered in New Business  
MDOT Annual ROW permits received for Barry & Kalamazoo County

**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 Moore and seconded by Kahler to file the financial reports as presented and approve the standard bills paid through August 31, 2018. **Motion carried; all ayes.**

## CLOSING COMMENTS

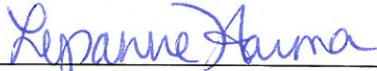
### ADJOURN.

Chairman Stoneburner adjourned the meeting at 7:45 p.m.

NEXT MEETING:

WEDNESDAY, OCTOBER 24, 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**

9/25/2018

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 : 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 Hamma + 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 GUM of the need to consolidate	: RP to do review of their "non-single family" eco units (re-rate large multi-room homes) : Legal Opinion needed re: Parcel consolidation-Provided
5	Galesburg - Comstock Interceptor Pierson to write letter	: Within main agenda-On Agenda for 9/26/2018 : Postponed this 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 analysis to present to GLSWA + Charleston for : Charleston to have GLSWA operate, maintain and administer the sewers system in Charleston.
7	1980-1990 Easement Releases Continue to work on these one-by-one: 2 year window	: On-going filing / ReleaseBound 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 3/12/2018	: Contract drafted. To be reviewed and forwarded to Village for their January meeting : emailed D. Greve suggesting meeting w/ them on Village Richland sewer/water issues
9	Sherman Lake Easement "clean-up / verify" SAW eligible - Anne, Chris, 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/Yea 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 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 1541 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 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 year: Will need reauthorization	: Authorized last year but never purchased due to space concerns / reconfiguration : Crumb to follow up in 2018
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	Articles of Incorporation - to be reworked To be ratified in March+ published	: Requires ratification by each municipal board.