

Gull Lake Sewer & Water Authority

7722 N. 37th Street
Richland, Michigan 49083
Phone: (269) 731-4595
Fax: (269) 731-2596
www.glswwa.org

1

MINUTES OF THE JANUARY 17, 2013 REGULAR BOARD MEETING

Authority Board Meeting

1:00 P.M.

CALL TO ORDER/ ROLL CALL: Chairman Bither called the meeting to order at 1:00 P.M. Commissioners present were Jeff Bither, Alan Bussema, Jimmy Stoneburner and Wes Kahler. None Absent. Welcome Alan, recent appointee from Richland Township, replacing Jackie Light. Also present were Director Rich Pierson, Administrative Assistant Anne Richmond, and Engineer Tom Wheat.

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

MINUTES OF THE DECEMBER 20, 2012 REGULAR MEETING: A motion was made by Bussema and seconded by Stoneburner to accept the regular meeting minutes of December 20, 2012 as presented. **Motion carried; all ayes.**

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

CORRESPONDENCE: Pierson reviewed the following correspondence:

Trident Insurance Declination Letter From Insurance Company
Our current insurance carrier has determined that they have no coverage obligation in the recent civil action filed against Gull Lake Sewer & Water Authority by Alexandra Bedford.

Email to D. Cardiff Disconnection of Bedford
Deb Cardiff of the Health Department was notified that GLSWA pulled the grinder pump from the basin, pulled our electrical components, and closed the valve between the tank and our public sewer main for the horse barn at 6291 N. 37th Street, completing the disconnection.

Email to EMC Agents-with declination letter Clarification Request
We received a letter from EMC (insurance carriers 2009-2010) declining coverage for the civil action filed against Gull Lake Sewer & Water Authority because Ms. Bedford's claims occurred after EMC's claims made policy period. We believe the letter to be in error as our records indicate that the Authority purchased Prior Acts Coverage back to 1/1/2009 with our 2010 policy and a portion of the alleged damage may have occurred in 2009. GLSWA asked for clarification from our EMC agents. Pierson noted he sent a letter to EMC in this regard.

Email Chain with 2003-2004 Carrier Assigned Defense Counsel
 Our 2003-2004 Insurance Carrier reviewed the lawsuit filed by Alexandra Bedford and assigned a defense counsel to represent the Gull Lake Sewer & Water Authority. There are coverage conflicts which will be explained in a letter to follow. This letter was received and forwarded to the Board. Pierson noted that Sparks would respond on our behalf upon receipt of the letter.

UTILITY SERVICE REPORTS

New Format from Antero Software Scheduled for Board Update in February
 Flow Rates Update
 Pierson reviewed the Total Gallons pumped at LS-1, Pfizer and PPP Flows for FY 2013 (more than budgeted), and the GLSWA Service District.

NEW BUSINESS:

Election of Officers New Board Member – Alan Bussema

A motion was made by Bussema and seconded by Stoneburner to nominate and cast a unanimous ballot for Jeff Bither as Chairman of the Gull Lake Sewer & Water Authority. **Motion carried; all ayes.**

A motion was made by Bither and seconded by Bussema to nominate and cast a unanimous ballot for Jimmy Stoneburner as Vice-Chairman of the Gull Lake Sewer & Water Authority. **Motion carried; all ayes.**

A motion was made by Kahler and seconded by Stoneburner to nominate and cast a unanimous ballot for Alan Bussema as Secretary-Treasurer of the Gull Lake Sewer & Water Authority. **Motion carried; all ayes.**

Audit Bid Solicitation Proposal from Seber Tans
 Our current auditor, Seber Tans, submitted a proposal to audit the financial statements of Gull Lake Sewer & Water Authority for the years ended March 31, 2013, 2014, and 2015. Kahler made the motion to accept the audit proposal and continue with our current auditor, Seber Tans. Motion was seconded by Stoneburner. **Motion carried; all ayes.**

Bedford – 6291 N. 37th Street Follow-up Discussion Insurance Carrier
 This was discussed under correspondence.

Proposed Truck Purchase

Trade-In ½ Ton + 4th Truck for Miss Dig

Pierson reviewed our current fleet of pickup/service trucks. Our current ½ ton vehicle has 96,000 miles on it. There is a problem with the front end that has not been repairable, but the vehicle is still drivable. GLSWA is proposing to trade this vehicle in for a new similar truck (4x4 8 foot pick up). In addition, we have hired additional personnel and need a fourth truck to do Miss Digs and lift station checks. Pierson proposes this to be a ½ ton 2x2 short box pick up. Pierson noted the replacement truck was on our “replacement budget list” and we had reserved \$18,000 for its replacement. The fourth truck would be a capital purchase and would then be added to the replacement schedule.

GLSWA solicited bids for today’s meeting. The only bidder, Cole Automotive Group, offered a trade in value of \$9,000 for our 2006 4x4 GMC with the stipulation that the mileage must remain under 97,800 or reappraisal is required. They also quoted a 2013 GMC Sierra 1500 4WD Reg Cab 133.0 “ Work Truck for \$24,590 (including Keyless Remote, Title, and On/Off Road Tire Tread) and a 2013 GMC Sierra 1500 2WD Reg Cab 119.0 “ Work Truck for \$19,407 (including Keyless Remote and Title). A motion was made by Stoneburner and seconded by Kahler to trade in our 2006 4x4 GMC and purchase the 2013 GMC Sierra 1500 4WD for a net purchase price (with trade-in) not to exceed \$15,590. **Motion carried; all ayes.** A motion was made by Kahler and seconded by Bussema to purchase the 2013 GMC Sierra 1500 2WD for a price not to exceed \$19,500. **Motion carried; all ayes.**

Commercial Review

2 Year Review of Commercial Accounts

Pierson will analyze the water/sewer consumption for the Commercial Accounts during February and March.

Billing Software Update

Beginning Review

GLSWA is examining different billing software options that allow us to do more of the things our customers want. In addition, we are investigating a metering option.

Staffing Schedule

Update

Duane is on unpaid leave for the winter; Doug Fooy is checking stations + 1 extra day per week through January. *Pierson to determine whether to continue with Doug +1 extra day through February and March.*

PROJECT UPDATE:

D. Avenue West Project

Draft Letter to Village of Richland

The design is completed and shovel ready, but the Village has not gone through the informational meeting/assessment process. There is a potential for federal funds from KATS (Kalamazoo Area Transportation Study) being released in 2014 -2015 for a D. Avenue reconstruction project. Pierson wrote a letter to Richland Village outlining available options and the associated costs and attended the January 14, 2013 Richland

Village Council Meeting to review it. If the Village Council decision is to accept federal funds (should they be offered) and construct public sewer, the next probable step is to select a date to hold an informational meeting with the D. Avenue property owners (April) and to advise them of the options and receive their input.

Gull Vista Plat

Sewer Design

Mr. Harris of 8741 Merrimac asked GLSWA if it was possible for him to connect to sewer and what the cost would be as the estimated cost for his new septic system is \$10,000 - \$12,000. Engineer Wheat presented 5 possible scenarios encompassing different sewer districts. The Cost per Home calculations assume cost sharing by the Authority on the cross country portion of the sewer to get it to the street as this cost would typically be spread amongst 50-60 homes. *Pierson to talk with Mr. Harris and determine if a district is feasible and how he would like to proceed.*

Cooper Township – Keyes + Riverview areas

Update

Engineer Wheat presented an update on the Cooper – Keyes + Riverview options and cost.

Lift Station Guide Rail Replacement Project

Update

Lift Station #5 was done on 9/20; #16 was completed on 12/18; #13 is next. Plan on 3 per year.

Office Construction Items

Update

Main entrance sign + minor landscaping. Permit submitted; awaiting finalization and construction; to be completed by Spring.

OLD BUSINESS: ACTIVE

Contract Liability (Connection Fee Contracts)

Update

There are currently 5 outstanding contracts that are delinquent. A balance of \$10,078 is due net of 2012 amounts certified and October 2012 invoicing.

Mid-Year Staff Reviews + Discussion

Update

Annual staff reviews are scheduled for review by the Authority in February or March.

Kalamazoo Regional Water + Wastewater Comm.

Update

The judge ruled in favor of the Regional Commission and the City of Kalamazoo was ordered to provide the rate model. The City is contesting the written order thus far.

Groundwater – Clean Water Elimination

Issues, Policy, and Procedure Discussion

Pierson to continue to develop policy recommendations going forward and will be meeting with Sparks regarding recommended ordinance modifications.

Connection Inspections + 4" Pipe Inspections Sale of Home Requirement
 There are approximately 800 homes around Gull Lake that were connected to sewer prior to inspections by GLSWA (1993 to present). The state plumbing division inspectors performed, based on our knowledge, only cursory inspections. We have found multiple significant deficiencies in these un-inspected connections recently (and historically). Pierson is contemplating a recommendation that the municipalities within the Authority district require each home sold in our district to have a complete camera inspection of the private building sewer, beginning within the home to the tap at the street. Such a policy would protect buyers from having problems and from contingent liability for the Authority that may occur, plus it would identify sump pumps, gravity stormwater connections and 4" pipes that have infiltration evident. *Pierson to continue to develop policy recommendations going forward.*

Software – GIS – M-Power – Scanning Review Update
 The Equipment is in place and the software training has begun.

OLD BUSINESS: STATUS UNCHANGED

Percival – Sump Pump Reconnection DEQ Matter
 The property reconnected the sump pump to the public sewer due to a fuel oil spill. This is currently a DEQ matter.

Malpass, Sherman Lake Grinder Customer Sewer Back-up Liability Concern
 Mr. Malpass is concerned about GLSWA's limited liability under the statutes for sewer back-ups for Grinder Pump customers where the tank, pump, and line to the street are publicly owned. *Pierson to discuss this issue with Mr. Malpass and present alternatives at a subsequent meeting to better serve our grinder pump customers if feasible.*

Manhole Inspection/Inflow/Infiltration Project Update
 Postpone manhole inspections + repair of piping until Spring 2013 - staffing issues/\$\$

Groundwater – Clean Water Elimination Update
 All weather stations installed (4 purchased); LS date-time stamp devices installed. *We now need to tabulate the data.*

Grinder Lines (37th Street Only)
 There is a corrosion issue with ductile iron next to copper grinder line connections and these are being remedied (wrapped or replaced with plastic). *There are 4 in Charleston yet to do.*

Charleston Township Sewer Update on Rates: Begin Cost-Benefit Analysis
 80 homes +/- +2 pumping stations; Pierson to continue with cost-benefit analysis. Their sewer contract expires 2016.

Comstock Township Sewer + Water Update on Rates: Begin Cost-Benefit Analysis
Discussed briefly with incoming Supervisor, Ann Nieuwenhuis; Sewer contract expired.

Grease Ordinance + Enforcement Update
Pierson to review ordinances and initiate program for grease enforcement.

CMOM-Collection System Requirements Pending / Self Assessment: On-Going.
CMOM stands for "Capacity, Management, Operations, and Maintenance" and is a framework for municipalities to utilize widely-accepted wastewater industry practices to better manage sewer collection systems. It is anticipated Michigan will adopt a requirement for public sewer systems to adopt and adhere to these practices. Self Assessment is on-going.

Billboard/Purchase of Consumers Energy Property Pierson Met With Representative
Pierson met with a Consumers Energy representative regarding billboard removal and/or relocation.

Easement Releases Ongoing Project-coordinate w/ scanning files to GIS.

Sewer Connection Fee Issues No response; \$8,900 Eng Fees not Paid
There has been no response from Attorney Ken Sparks letter to Attorney Swenarton as of yet. In addition, Rosenberger still owes GLSWA engineering fees of approximately \$8,900.

30th Street South Gravity Design Easement Pursuit
Easement pursuit to be accomplished by Pierson.

Water Connection Fee Issues Ongoing Project
Plan to be developed for administering water connections for Richland Township and Richland Village in order to cost-average short-side and long-side taps to the water main, preventing one side of the road paying more than the other side (where the water main is located). *Pierson to make recommendations.*

Also, need to establish adequate connection fees to provide for the replacement of watermain in the future, as the Township owns the watermain. Pierson acquiring data on the assets.

Sherman Lake Easement-Clean-up and Check Review
Pierson to review easements and check for accuracy – file in GIS system.

FINANCIAL REVIEW/ PAY BILLS

A motion was made by Kahler and seconded by Stoneburner to file the financial reports as presented, approve the standard bills paid, and pay the Prein & Newhof bill.

Motion carried; all ayes.

CLOSING COMMENTS

ADJOURN. NEXT MEETING THURSDAY FEBRUARY 28, 2013 at 1:00 p.m.

Chairman Bither adjourned the meeting at 2:01 p.m.

Submitted for approval



Alan Bussema – Secretary