

# Gull Lake Sewer & Water Authority

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## MINUTES OF THE MARCH 5, 2015 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, Paul Dykstra and Jackie Light. None absent. Also present were Executive Director Rich Pierson and Executive Assistant Anne Richmond.

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

**MINUTES OF THE JANUARY 22, 2015 REGULAR MEETING:** A motion was made by Dykstra and seconded by Kahler to accept the regular meeting minutes of January 22, 2015 as presented. **Motion carried; all ayes.**

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

### **CORRESPONDENCE:**

Kiss-12111 S Sherman Lake                      Challenging Grinder Pump Connection  
GLSWA provided a good faith estimate for a grinder pump connection at 12111 S. Sherman Lake Drive. This is the most challenging connection we have encountered on Sherman Lake thus far and the estimate to connect is \$9,872 Connection Fee + \$6,842 estimated installation = \$16,696. GLSWA currently does not offer payment plans due to losses in the past. *Pierson to investigate reinstating some form of payment plan.*

Gilmore Car Museum                      Prein & Newhof Working on Feasibility Plan  
GLSWA requested information from Gilmore Car Museum for a feasibility study of GLSWA providing sewer service to Gilmore Car Museum.

B. Gale-Ross Twp Planning Comm                      Follow-up Email Inquiry  
After meeting with the Ross Township Planning Commission on January 26, 2015, Pierson contacted Bert Gale with some follow-up questions regarding front yard accessory buildings, "storage" within our special exception use privileges, the criteria for eave variance for our proposed barn, and sequencing of the next steps for approval

of Pole Barn #3 and #4. Pierson also requested information about extending our existing attached barn and purchasing additional property.

B. Gale-Ross Twp Planning Comm      Response on 4<sup>th</sup> Barn Allowable Location  
B. Gale provided an application for the Zoning Board of Appeals and other zoning requirements that are applicable for the R-3 High Density Residential Zoning District. Accessory buildings for a non-residential use are required to be located in the side or rear yard.

D. Hoorn-10830 C Ave      Customer Concern - GLSWA Raising Manholes  
GLSWA provided an overview of the manhole work to be done for Mr. Hoorn. GLSWA plans to do a condition assessment of every manhole between now and August 31<sup>st</sup>. GLSWA will raise all manholes that are buried between now and August 31<sup>st</sup> and will attempt to notify Mr. Hoorn prior to any work being done in his area. Any significant leaks or structural issues will need to be addressed between now and November 15<sup>th</sup>.

R. Thall-Legal Counsel      Customer Bankruptcy  
Sewer use bills are no longer 'guaranteed' for collection in bankruptcy situations.

B. Babcock-PPP      Flow Meter Discrepancy  
GLSWA hired Prein & Newhof to insert a flow meter to measure the discharge from the State's facility for PPP (Production Plated Plastics). Preliminary results indicate a constant flow of less than 40 gpm – while their meters read 69 gpm. Bill Babcock, DEQ contractor, was contacted to discuss this situation further.

## **NEW BUSINESS/PROJECTS:**

Pole Barn #3 (and #4)      Future Options  
Pierson discussed the long term vision / need for GLSWA to be able to construct 2 more pole barns and have room for possible additional equipment storage in the future. This may require additional property for facility expansion, especially given the configuration and zoning issues of the existing property. *Pierson to investigate options and report back to the Board.*

Gilmore Car Museum      Draft Agreement for Service Boundaries  
In order to provide service to the Car Museum in Barry Township, it is necessary to redraw the district boundary separating GLSWA from Southwest Barry County SW Authority. To accomplish that, Pierson had prepared a Draft Intergovernmental Agreement Regarding Service Districts for Southwest Barry County Sewer & Water Authority and the Gull Lake Sewer & Water Authority with proposed district boundary changes. *Pierson to contact Attorney Jim White to determine if all 4 townships in the SWBCSWA need to approve the new boundaries or just Barry Township.*

## New Billing System

BS&A Implemented in February

Pierson complimented Anne Richmond and Bonnie Shiffer on the implementation of the new Accounting and Billing System from BS&A. Due to customer concerns, we changed from our previous post-card bill to a new statement format.

## PICA See Snake Main Forcemain Investigation      Next Steps

Pierson reviewed information from the final report on the See Snake investigation of N. 37<sup>th</sup> Street from E G Avenue to 2100 N. 37<sup>th</sup> Street which was presented by PICA at a meeting on February 5<sup>th</sup>. GLSWA to excavate and verify that the corrosion identified by PICA is exterior corrosion, then plan for repair and/or replacement.

*Pierson to ask Tom Wheat for guidance.* Since Phase I of PICA came in over budget, GLSWA does not currently have enough money in the SAW budget for Phase II. This will be re-evaluated in 2016. Also, there are 23 remaining forcemains 4" or greater ductile iron pipe that may be similarly corroded. The estimated cost for See Snake Evaluation of these pipes is \$410,000. *Pierson to develop alternative plan for testing of these forcemains.*

## Asset Management Implementation

Update on Schedule & Progress

- P. Ezeani is creating Work Orders for non-urgent manhole work around Gull Lake-156 manholes to be raised.
- We did not continue with winter manhole inspections (Brad Howe back injury).
- We did continue with lower lateral "lead" locations.
- Inflow and Infiltration meter work in conjunction with weather station to be set prior to end of March.
- Cleaning & televising will resume in the Spring with the goal of being complete by September 1, 2015.

GLSWA may be obligated for replacement costs for the System 3 Trunk Sewer from Kalamazoo Township through Galesburg. The pipe is to be evaluated this year and we will keep informed of its condition analysis.

## Repairs + Rehabilitation

Update

No additional work scheduled at this time.

## Draft Budget-Staffing + Projections

Pierson reviewed proposed staffing and a Draft Budget for 4/1/2015 – 3/31/2016 with the Board. The final budget will be reviewed on 3/31/2015.

## Charleston Township Sewer

Discussion w/ Fran Bell, Supervisor

Discussion with Fran Bell - Charleston Township as contract customer - initially for Miss Dig Service. Charleston Township sewer contract with Kalamazoo expires in 2016. *Pierson to put together an analysis evaluating having GLSWA take over the small portion of sewer and two pumping stations currently serviced by the City of Kalamazoo.*

**OLD BUSINESS: ACTIVE****Personnel Policy****Amendments Proposed**

The Personnel Policy has been revised by Rob Thall, legal counsel. *Pierson to review personnel policy changes with the Board – will be forwarded to Board before next meeting.*

**Staffing Schedule****Update**

Proposed staffing + job structure for next year to be packaged with the budget and personnel review. Brad Howe back to work on 3/9 with 6-week restriction of <30 lbs, then full duties allowable (April 13<sup>th</sup>).

**Village of Richland Contract****Expired Agreement**

The Village/Authority Wastewater Agreement has expired and needs to be renewed. *Pierson to proceed to update the Village agreement and present it to the Authority and the Village Council for approval.*

**Gull Lake Ministries-Tammi****Need to Consolidate Parcels for Teardown/Rebuilds**

A meeting was held on 3/3/2015 with Tammi Horn and Jim DeKruyter of Gull Lake Ministries. Gull Lake Ministries would like to keep track of benefit units as if all were one parcel rather than consolidate parcels. The Board affirmed the need for benefit units to be tracked by parcel. *Pierson to send letter to Gull Lake Ministries regarding the need to combine parcels in order to offset credits for teardowns with the building of new structures.* Jim KeKruyter proposed using .25 REU per bed. Paul Dykstra offered to provide a report to GLSWA with the bed count for Gull Lake Ministries.

**OLD BUSINESS: INACTIVE****Commercial Review/ Apt Usage/ Metered Billing    Rate Study**

Pierson met with T. Traciak to initiate the rate study phase of the SAW grant – moving towards metered billing.

**Miscellaneous Customer Fees****No New Information**

Pierson to follow up with Thall with letters + resolutions for Board consideration.

**Gull Lake Ministries****Review of Residential Units + New Construction Plans**

See Above.

**Emergency Fuel Acquisition****Awaiting Reorganization Before Purchase**

Awaiting reorganization and cleaning of the pole barn and outside storage before purchasing-Target Date August 28<sup>th</sup>.

**Billboard/Purchase of Consumers Energy Property    Pierson Met With Representative**

Pierson met with a Consumers Energy representative regarding billboard. Next step – write letter-recent use issues.

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

Regional Commission – City of Kalamazoo      Update  
 Lawsuit filed by out-city municipalities (Regional Commission Members). Round 6 of discussions on 3/12.

Botyrius-7415 N. 37<sup>th</sup> Street      DE Ave Easement Request  
 GLSWA requested easement access for the vacant lot and address 11654 East DE Avenue. Potentially 4 houses could connect to sewer if this easement is granted. The future use of the “for sale” property is now in question. *Pierson to follow-up with the Botyrius’s and make a reasonable offer for the necessary easement to pursue potential 3 connections with a sewer lead extension from the manhole on Botyrius’s property.*

Pole Barn-Site Plan and Plans      Update  
 Planning Commission Meeting on 1/26/15; Apply for Building Permit 9/11. The preliminary cost estimate is \$110,000. On-hold pending decision to pursue zoning change or special exception use to build taller pole building.

EF Ave Sewer-Old Plug Company      Project Still Not Finalized  
 This was constructed during the week of 9/3/14 and inspected by Prein & Newhof and GLSWA staff. Project is not yet finalized.

Malpass, Sherman Lake Grinder Customer      Sewer Back-up Liability Concern  
 Insurance grinder pump liability if grinder pump fails – considering additional alarm telemetry.

Lift Station Guide Rail Replacement Project      Update  
 Lift Station #5, #16, #13, #8, and #18 have been completed. We were budgeting for 3 per year.

Air Release Valve Rebuilding      Rebuild 10 Air Release Valves  
 As a result of the SSO incident in July 2013 with the galvanized nipple on an air release valve, GLSWA has rebuilt 8 Air Release Valves. There are 2 yet to be rebuilt.

Grinder Lines (37<sup>th</sup> Street Only)      Corrosion – Erosion Prevent  
 There is a known corrosion issue with ductile iron next to copper grinder line connections -- and these are being remedied (wrapped or replaced with plastic). We have completed 6, and there are 4 in Charleston yet to do. These will be done in 2015.

30<sup>th</sup> Street Gravity Sewer-Future      Design Completed; Need Easements  
 Per our 2008 agreement, GLSWA is obligated to construct necessary downstream infrastructure (capacity) to handle the Allen Edwin development and beyond, likely to involve a 30<sup>th</sup> Street force main and/or gravity sewer. *Pierson needs to obtain 7*



*easements prior to starting this gravity sewer project.* The project timeline is dependent upon the developer's build out of their phase II, which has not yet begun.

1980 – 1990 Easement Releases      Ongoing Project-coordinate w/ scanning files  
Established format for filing easements.

Sewer Connection Fee Issues      No response; \$8,700 Eng Fees not Paid  
There has been no response from Attorney Ken Sparks letter to Attorney Swenarton as of yet. In addition, the developer still owes GLSWA engineering fees of approximately \$8,700.

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.

Ortega-Gull Lake Condos Easement Variance      Meeting w/ T. Wheat/R. Thall  
Pierson met with Tom Wheat and Rob Thall on the Gull Lake Condos historic and proposed easement variance.

## FINANCIAL REPORT

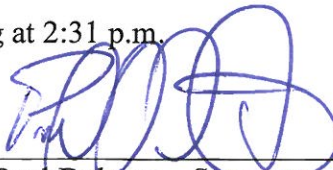
Financial Report / Bills Paid + Payable / Prein & Newhof Billing  
A motion was made by Kahler and seconded by Light to file the financial reports as presented, approve the standard bills paid, and pay the Prein & Newhof bill. **Motion carried; all ayes.**

## CLOSING COMMENTS :

ADJOURN. NEXT MEETING TUESDAY, MARCH 31, 2015 at 1:00 p.m.

Chairman Stoneburner adjourned the meeting at 2:31 p.m.

Submitted for approval

  
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Paul Dykstra – Secretary