

# Gull Lake Sewer & Water Authority

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1

## MINUTES OF THE MARCH 27, 2014 REGULAR BOARD MEETING

Authority Board Meeting

11:00 A.M.

**CALL TO ORDER/ ROLL CALL:** Chairman Bither called the meeting to order at 11:00 A.M. Commissioners present were Jeff Bither, Alan Bussema, Jimmy Stoneburner and Wes Kahler. None absent. Also present were Executive Director Rich Pierson, Executive Assistant Anne Richmond, and Engineer Tom Wheat.

**REVIEW AND SET THE AGENDA:** Stoneburner made the motion to accept the Agenda as presented with the addition of PACP training for David Quick under New Business. Motion was seconded by Kahler. **Motion carried; all ayes.**

**MINUTES OF THE FEBRUARY 27, 2014 REGULAR + CLOSED MEETING:** A motion was made by Kahler and seconded by Stoneburner to accept the regular meeting minutes of February 27, 2014 as presented, and including the closed session minutes. **Motion carried; all ayes.**

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

### **CORRESPONDENCE:**

Alves – S. Sherman Lake Drive      Email – Inquiry: Pipeline Impacted by Frost?  
We checked with Mr. Alves, as his home on South Sherman Lake Drive is the only sewer connection on the south side, to see if our pipeline was impacted by the deep frost this year (similar to water services and water mains freezing this winter). He reported that there were no problems.

Keller – 8801 Geiser Grove      Rate Increase Inquiry  
We responded to Mr. Keller's inquiry about the sewer rate increase.

King – 11556 E D Avenue      Concerns with Auto-Debit: No Statement Mailed  
Mr. King is an auto-debit customer and was concerned because we did not mail him a bill. To address his concern, we agreed to scan and email a copy of his bill to him.

McCarty – 9446 Fraulin Circle      Buildability of Vacant Lot Confirmed  
Pierson met with Richland Township officials and confirmed that Mr. McCarty's Parcel 3903-12-430-391 is buildable. We will work with Mr. McCarty to install the public sewer lead as planned this April.

Roberts – 8971 E DE Avenue      Frozen Water Line Inquiry  
We received a call from Ms. Roberts reporting that she had no water service. She had made four phone attempts to the Kalamazoo City Water Department and was finally told that they could not come out to look at the problem for one week as there were 100 people ahead of her. We confirmed with the City of Kalamazoo that there was a backlog of water outages. As we received more calls from customers with frozen water lines, we directed them to the City of Kalamazoo and warned that there may be a long wait time before they could get water restored.

Houvener – 2626 Snyder      Televising Work + Possible Drain Connection to Sewer  
Mr. Houvener requested assistance to locate his sewer line. In addition, he believes that the storm drain may be connected to sewer at this location and 2542 Norris. We will contact him in the Spring to investigate this.

Martin – 1799 Wild Drive      Compliment to Front Office Staff  
Mr. Martin thanked us for our email communicating the amount that we were going to auto-debit his account and the amount that we were going to bill his renter.

Jeff Bither – Ross Twp Supervisor      Gull Lake Ministries (GLM) Billing  
Jeff Bither asked how much the new GLM buildings will be billed for sewer. We have not yet settled with the GLM on what we will be charging for their new premises. We will match our billing records to the updated master map and develop an equitable billing methodology for the larger structures they are constructing and plan to construct in the future.

## **NEW BUSINESS:**

Ken Sparks Retirement      April 1<sup>st</sup> Retirement  
Authority Attorney Ken Sparks will be retiring on April 1<sup>st</sup>. Rob Thall, Roxanne Seeber, and Katherine Kaufman are potential candidates for the new Authority Attorney. *Pierson/Richmond to interview candidates and make a recommendation to the Board.*

Asset Management Implementation      Proposed Action Plan + Staffing  
GLSWA has been planning for 2 years to implement an asset management / inventory investigation -- but the timeline is different if we receive a SAW Grant. Pierson reviewed the proposed staffing plans both with and without the SAW Grant. Without the SAW Grant, GLSWA proposes to implement an asset management plan over a period of 5 years beginning in the Spring and will need 3-5 days/week of additional manpower – using part time staffing. If GLSWA accepts the SAW Grant, the asset

management plan needs to be compressed to 2 years and more manpower will be required – impacting the overtime budget (to avoid hiring additional staffing that would then be laid off during the winter or after the project.)

SAW Grant Recipient                      GLSWA Offered \$1.2M Grant; Proposed Press Release  
The State is in the process of drawing up the SAW Grant Agreements which will be mailed to the applicants in the next couple of weeks. Once signed by the applicant, the agreement is sent back to the State for acceptance and final execution. The State is anticipating executing agreements by the end of May. Pierson reviewed a draft SAW Grant press release to be published upon acceptance of the SAW Grant.

2014-2015 Revenue + Expense Budgets                      Approve 2014-2015 Budget  
Pierson reviewed the proposed Non-SAW Grant 2014-2015 budget which includes revenue of \$1,314,309 and expense of 1,314,309. The revenue assumes 150,000 gallons/day from industrial usage and 57 gallons/minute from purge wells. The expenses include the additional manpower required to implement asset management. Pierson indicated he had not done a formal review packet for employees / wages, but presented a tentative wage budget, subject to approval at the next meeting. A motion was made by Kahler and seconded by Bussema to approve the 2014-2015 Non-SAW Grant budget. **Motion carried; all ayes.**

Pierson and Richmond are developing the SAW Grant budget and Pierson requested a Special Board Meeting to be scheduled for April 8, 2014 for review and consideration of the SAW grant and its budget implications. Pierson will also present at this meeting several capital items for the Board's approval to purchase.

2014 Sump Pump Enforcement                      Begin Sump Pump Enforcement  
Pierson plans to begin Sump Pump Enforcement once again. GLSWA is evaluating whether to televise homeowners' 4" building sewer and if notification to the homeowner is required.

David Quick    PACP/MACP/LACP Training  
Pierson proposed sending employee David Quick to PACP/MACP/LACP training for certification and expanding his duties to include asset management work. The \$900 cost would be 90% reimbursable under the SAW Grant. A motion was made by Kahler and seconded by Bussema to send David Quick to PACP/MACP/LACP training in April. **Motion carried; all ayes.**

## PROJECT UPDATE:

Augusta-Forcemain Redirect                      On Hold  
At the previous meeting, the Board approved the proposal to redirect the Augusta Forcemain near Galesburg High School into our gravity main to alleviate a low-flow buildup condition and eliminate 2x per year vacutor cleaning cost. The low bid for the work was approved in the amount of \$30,275. Pierson estimates the total project cost

to be 44,120. The Authority is considering purchase of a vactor under the SAW Grant whereby we could do our own pipe cleaning. Pierson indicated he has put the Augusta Forcemain project on hold pending this decision.

Sherman Lake Grinder Installations 12174 N. Sherman Lake + 6074 Island Drive  
Two new grinder pump installations are scheduled for April, 2014.

Morsman – 2852 Arctic Letter Offering up to \$1,800 – Driveway Settlement  
There is a public sewer manhole in the concrete drive and the area around the manhole has settled, cracking the drive. GLSWA offered to reimburse up to the first \$1,800 to repair this. Ms. Morsman contacted us to let us know that she will get quotes and get back to us. We have had no contact from the owners at 3006 Arctic.

Project Inquiries Commercial Construction  
North of Stage Coach Inn + South of Mission Pointe Restaurant

## OLD BUSINESS: ACTIVE

Zoetis – Sewer Meter Inaccuracy Meeting Scheduled for 4/2/14  
Zoetis has provided an updated graph with data through December. There is still a differential between the sewer meters and the water in + rain runoff. This will be discussed with Zoetis at a meeting scheduled for April 2, 2014. City technical representatives will be in attendance.

Regional Commission – City of Kalamazoo Follow-up Action  
Pierson reported that all the Regional Commission's Member Municipalities have authorized litigation against the City of Kalamazoo regarding rates and charges for water and wastewater services imposed by the City of Kalamazoo.

Gull Lake Ministries Review of Residential Units + New Construction Plans  
Tammy (GLM) and Bonnie (GLSWA) will prepare a map and address list and we will advise GLM if we have been billing inappropriately. If GLM could combine parcels, then they could remove single-family homes and construct new homes, duplexes or other (ie. Rec Center) and use the credits for reconnecting. *Pierson will lend assistance to them -- to attempt to make 4 or 5 large parcels from GLM's existing property holdings, update the map with how many sewer connection credits are on each of the parcels, allowing GLM to use the credits for new connections. Pierson will meet with our engineer and Township officials to make sure that combining existing parcels is the right thing to do for GLM and the Township, as he believes that tracking by parcel number is the best methodology, and the old parcel maps have many obsolete 40 and 60 foot width parcels.*

New Phone System Investigating Options  
GLSWA is investigating options for a new phone system that would consolidate phones, internet and cell phones.



## Televising 4" Building Sewers

## Summary + Cost Update

Pierson indicated we had not done many 4" inspections this past three months and he was comfortable with the \$85 inspection fee at this time. We will continue monitoring and prepare a summary of findings to date for televising 4" building sewers and an update on the estimated cost in the future.

## Personnel Policy + Ethics Policy

## Updates

Proposed updates to be reviewed in March-April 2014.

**OLD BUSINESS: INACTIVE**

## Billing Software Upgrades

## Update

Investigating use of meter data to generate sewer use bills for customers with water. It may be necessary for GLSWA to read water meters to have control of the readings, minimize errors, and to ensure timing of the meter reads.

## Apartment Flow Data-Preliminary

## Compilation of Data and Water Use

Ms. Nancy Troff had contacted GLSWA regarding the sewer billing for the Rolling Pines Apartment Complex, as she believes the sewer bills are high there compared to her other properties and high based on the amount of water used. At a previous meeting, Pierson presented a preliminary analysis comparing our flat rate billing assumption with actual metered water consumption for all of the multi-family complexes in our districts that are on water meters. On average, compared to metered water consumption, the flat rate charges are approximately 25% more for these properties. Pierson attended a rate study workshop on January 29 and 30<sup>th</sup> to evaluate possible rate structures as we pursue the possibility of changing to metered billing. In addition, he is studying other alternative billing methods. There is no guarantee that any of these methods would result in a lower rate. *Pierson will come back with more information over the next several months.*

## Emergency Fuel Acquisition

## Awaiting Spring Before Purchase

GLSWA needs to have fuel readily available in an emergency for the portable generators and for our vehicles. We had been relying on local gas stations for truck gas and diesel fuel for portable generators, but a significant power outage could find us short on fuel. At a previous meeting, Pierson presented a quote for \$2,270 for 2 new 550 tanks, pumps, gages, and E vents. We received a letter from Crystal Flash regarding their emergency generator fueling. *Pierson to complete this purchase in the Spring.*

## EF Ave Sewer-Old Plug Company

## Project Still Not Finalized

This was constructed during the week of 9/3 and inspected by Prein & Newhof and GLSWA staff. Project is not yet finalized.

Air Release Valve Rebuilding                      Rebuild 10 Air Release Valves  
As a result of the SSO incident with the galvanized nipple, GLSWA is rebuilding 10 Air Release Valves. There are 4 yet to be rebuilt.

Grinder Lines (37<sup>th</sup> Street Only)                      Corrosion – Erosion Prevent  
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 and 1 in Ross Township yet to do. These are to be done Spring 2014.

D. Avenue West Project                      Invoice to Richland Village  
Richland Village Council acknowledged the costs that GLSWA had requested for reimbursement (the cost of the Information Packets exceeding the planned 43 packets (\$1,359) and 50% of the Engineering costs (\$482.25)). These are expected to be paid as part of the Road Project and we should receive the funds Spring 2014.

Entrance Sign-Landscaping Proposal                      Authorization for Landscaping-Sign  
The plantings will be done in the Spring and flags for the pillars will be purchased.

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.*

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.

Lift Station Guide Rail Replacement Project                      Update  
Lift Station #5 was done on 9/20/12; #16 was completed on 12/18/12; #13 was completed on 5/15/13; #8 was completed in June and #18 has recently been completed. We were budgeting for 3 per year.

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 on a year-by-year basis.

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

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.

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

## FINANCIAL REPORT

Financial Report / Bills Paid + Payable / Prein & Newhof Billing  
A motion was made by Bussema 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 TUESDAY, APRIL 8, 2014 at 1:00 p.m. Chairman Bither  
adjourned the meeting at 12:15 p.m.

Submitted for approval

  
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Alan Bussema – Secretary