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

## MINUTES OF THE MARCH 28, 2013 REGULAR BOARD MEETING

## Authority Board Meeting

1:00 P.M.

Workshop: The Authority Board meeting was preceded by an 11:00 Workshop/Lunch to discuss the Authority's objectives, goals, mission, challenges and opportunities. Pierson also reviewed with the Board what he learned at the Utility Management Conference that he recently attended. Those in attendance were Jeff Bither, Jimmy Stoneburner, Wes Kahler and Jackie Light (sitting in for Alan Bussema). Also present were Engineer Tom Wheat, Director Rich Pierson, Administrative Assistant Anne Richmond, Field Superintendent Barry Bowman and Maintenance Assistant Aaron Grogg.

**CALL TO ORDER/ ROLL CALL:** Chairman Bither called the regular meeting to order at 12:47 P.M. Commissioners present were Jeff Bither, Jimmy Stoneburner and Wes Kahler. Commissioner Alan Bussema was absent. Also present were Engineer Tom Wheat, Director Rich Pierson and Administrative Assistant Anne Richmond.

**REVIEW AND SET THE AGENDA:** Kahler made the motion to accept the Agenda as presented with the addition of Bay Arbor to be discussed under Old Business-Active. Motion was seconded by Stoneburner. **Motion carried; all ayes.**

**MINUTES OF THE FEBRUARY 28, 2013 REGULAR MEETING:** A motion was made by Kahler and seconded by Stoneburner to accept the regular meeting minutes of February 28, 2013 as presented. **Motion carried; all ayes.**

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

**CORRESPONDENCE:** Pierson reviewed the following correspondence:

Doug Nord Request for City of Kalamazoo Meter Reads  
A letter was written to Doug Nord, Utilities Finance Director of the City of Kalamazoo, inquiring whether the City would be able to generate and export to our billing clerk, on a routine basis, water meter reads for sewer customers connected to water to generate the sewer use bill.

Customers Several Complaints on Pricing  
We have received additional feedback from our customers on the recent rate increase and have responded to try to address their concerns.

## UTILITY SERVICE REPORTS

New Format from Antero Software

Speed/Server Issues

We have not yet implemented the new Antero Work Order System due to speed issues with the software on our server. IT Right has been working to resolve this with improvements to our server.

## NEW BUSINESS:

Bedford – 6291 N. 37<sup>th</sup> Street

Follow-up Discussion

Pierson provided a brief update on the Bedford matter and schedule.

New Connection Inquiries

Acreage + Residential

Pierson informed the Board that the Authority has received recent inquiries in the following areas: Doubleday, Vineyard, The Netz, Sherman Lake and Little Long Lake.

2013-2014 Budget-Overview

Review + Adoption of FYE 2014 Budget

Pierson reviewed the current FYE 2013 budget performance and the proposed 2013-2014 budget with the Board. We currently expect a surplus of approximately \$160,000 in FYE 2013 due primarily to higher than expected industrial flows, the rate increase and lower than projected expenses, primarily the City of Kalamazoo treatment cost, as we received a lookback and it was a dry summer (no significant inflow/infiltration).

The 2013-2014 Budget includes projected revenue of \$1,245,948 and expenses of \$1,244,493 for a surplus of \$1,455. Pierson reviewed the assumptions and estimates used to develop the 2013-2014 budget including staffing and wages. Stoneburner made the motion, seconded by Kahler, to approve the 2013-2014 Budget Revenue and Expense as presented. **Motion carried; all ayes.**

Annual Staff Review + Discussion

Scheduled for Review on 4/23

Pierson briefly discussed staffing and issues. The formal employee review packet will be reviewed at the April 23<sup>rd</sup> meeting.

## PROJECT UPDATE:

D. Avenue West Project

April 2, 2013 Informational Meeting

Recently, federal funds from KATS (Kalamazoo Area Transportation Study) became available for a D. Avenue road reconstruction project. An informational packet was

sent out to Village of Richland Property Owners and an informational meeting was scheduled for April 2, 2013 to discuss a "Road Only" or a "Road w/Sewer" project and funding options. The Authority assisted in the dissemination of the information to all Village residents. The Village Council will decide how to proceed at their April 15, 2013 meeting.

Cooper Township – Keyes + Riverview areas                      Update  
 Engineer Wheat discussed his summary of the Riverview and Keyes Sanitary Sewer and indicated that currently this area does not qualify for grant funds. This will be re-evaluated at the end of March when new census data is available.

Pierson reviewed a portion of our Cooper franchise agreement with the Board and based on this, he believes payment for miscellaneous 'preparatory' engineering services to assist with the establishment of connection fees and assessment districts should be paid by the Authority rather than Cooper Township.

Kellogg Bio-station – Gull Lake Ministries Water                      Meeting Scheduled  
 Gull Lake Ministries has requested a meeting to discuss the possibility of developing a water system by expanding the KBS system. *Pierson to set up a meeting to discuss this.*

Lift Station Guide Rail Replacement Project                      Update  
 Lift Station #5 was done on 9/20; #16 was completed on 12/18; #13 is next. GLSWA plans 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**

Bay Arbor    Update  
 We currently have an outstanding sewer construction contract for Bay Arbor and have placed liens on some of the parcels in the development to protect our interest. We received an inquiry on the payoff amount for a specific parcel and provided an amount equal to the lien outstanding on that parcel + the outstanding sewer usage fees. Future inquiries will be evaluated based on the current payment status at the time of the inquiry.

CMOM-Collection System Requirements Pending / Self Assessment:  
 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. Pierson noted that much of our discussion on manholes, building sewer inspections, video – televising, etc, fall under this category.

- Manhole Inspection/Inflow/Infiltration Project                      Update  
Postpone manhole inspections + repair of piping until Spring 2013 - staffing issues/\$\$
- Gravity Sewer Pipe Videotaping    Update  
Determine level of repair, replacement.
- Forcemain Electronic Testing    Update  
Test for integrity to prevent accidental discharge of wastewater.
- Groundwater – Clean Water Elimination                      Issues, Policy, and Procedure  
*Pierson to continue to develop policy recommendations going forward and will be meeting with Sparks regarding recommended ordinance modifications.*
- Groundwater – Clean Water Elimination Project                      Update  
All weather stations installed (4 purchased); LS date-time stamp devices installed.
- Grease Ordinance + Enforcement                                      Update  
*Pierson to review ordinances and initiate program for grease enforcement.*
- CMMS-Computerized Maintenance Management System                      Update  
Performance, inventory, pictures, etc.
- Connection Inspections + 4" Pipe Inspections                      Home Sale 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  
Equipment in place, software training during February. Demo at April or May meeting.

## 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 a DEQ matter. We are awaiting DEQ remediation plan document to see if we can disconnect his sump pump.

### 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. The City is in contempt if they do not comply by 4/1.

### 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.

### Commercial Review      2 Year Review of Commercial Accounts

Pierson will analyze the water/sewer consumption for the Commercial Accounts during April.

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.*

### Grinder Lines (37<sup>th</sup> 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.

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.

30<sup>th</sup> 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 REPORT

Financial Report / Bills Paid + Payable / Prein & Newhof Billing  
 A motion was made by Stoneburner and seconded by Kahler 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 23, 2013: 1:00 pm

Chairman Bither adjourned the meeting at 2:05 p.m.

Submitted for approval

  
 Alan Bussema – Secretary