

Gull Lake Sewer & Water Authority

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

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MINUTES OF THE MARCH 31, 2015 REGULAR BOARD MEETING

Authority Board Meeting

3:00 P.M.

CALL TO ORDER/ ROLL CALL: Chairman Stoneburner called the meeting to order at 3:00 P.M. Commissioners present were Jimmy Stoneburner, Wes Kahler, Paul Dykstra and Jackie Light. None absent. Also present were Executive Director Rich Pierson, Executive Assistant Anne Richmond and newly appointed Richland Township Supervisor Lysanne Harma. Welcome Lysanne.

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

MINUTES OF THE MARCH 5, 2015 REGULAR MEETING: A motion was made by Kahler and seconded by Dykstra to accept the regular meeting minutes of March 5, 2015 as presented. **Motion carried; all ayes.**

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

CORRESPONDENCE:

BS&A Software Training Thank You Note from GLSWA
GLSWA sent an email thanking our BS&A Trainer for the excellent job that he did setting up the Utility Billing Module and training Bonnie and Anne.

Jim Stoneburner & Wes Kahler Gilmore Car Museum
Pierson sent an email to Jim Stoneburner outlining his reasoning for why a "change in service district outside of the major SWBCSWA boundary" does not need the approval of each of the four townships and would be between the two Authority Boards.

Terra Contracting Request to Reconsider Credit Memo
Pierson sent an email to Terra Contracting requesting further review of the credit amount they submitted of \$3,387 as he believes it is still several thousands of dollars off of an appropriate adjustment.

CMS Energy

2 Property Inquiries

Pierson requested an opportunity to discuss two property issues with CMS Energy:

1. Acquire the property in front of our office and grant back to CMS/ITC a permanent easement for electrical power and any other existing uses. This would enable us to monitor and control the truck traffic and parking that occurs on the gravel drive and provide for a safer entrance and exit for our staff.
2. Acquire a 30 foot easement along the north line of the power line property in Richland Village in order to properly service and/or replace the pipeline in the future.

Pierson to pursue each of these as time permits, with an initial focus on the latter.

NEW BUSINESS/PROJECTS:

Personnel Policy

Amendments Proposed

Pierson reviewed revisions to the GLSWA Personnel Policy and Manual of Ethics with the Board. He will ask for approval of these revisions at the April 30th Board Meeting to be effective May 1, 2015.

2015-2016 Budget-Staffing Projections

Proposed Staffing Wages & Budget

Pierson reviewed the proposed staffing, wages and budget for 4/1/2015 – 3/31/2016. Kahler made the motion to approve hiring an employee for the newly created temporary part time Field Repair Assistant position, transfer \$313,694 from working capital to Board Designated Repair and Replacement, and approve the Revenue and Expense budget of \$1,826,129. Motion was seconded by Light. **Motion carried; all ayes.**

Pierson will attempt to complete the 'employee review' in time for presentation at the next Board meeting, to be scheduled for April 30th at 11 a.m.

Asset Management Implementation

Update on Schedule & Progress

- Beginning Vactor & Camera Work on April 13th:
 - Vactor: Completed 113,544 out of 191,000 eligible; additional 100,000 ft non-eligible. Brad primary single operator 2 day/week-goal of 6,000 ft/week = 13 weeks to complete eligible / 17 additional weeks to complete the non-eligible (yet to be determined if we will vactor the non-eligible this year).
 - Camera: Completed 66,500 out of 191,000 eligible; additional 100,000 ft non-eligible. Aaron (w/ Patrick or Dave as needed) 4 day/week 6,000 ft/wk = 21 weeks to complete eligible / 17 additional weeks to complete the non-eligible (we likely will not pursue televising the non-eligible this calendar year).
- Lead locations – Dave Quick (4 day/wk) = Lead locations / Inspections / Miss Dig
- ESRI-Patrick: GIS integration / plan work / mapping / Work Order System integration 2 or 3 day/week

- Inflow / Infiltration- Flow Measurement + Forcemain Location + Forcemain Evaluation Inflow / Infiltration = Barry + General Technical maintenance with Duane Chambers.
- Repairs + Rehabilitation: Starting manhole raising – 156 manholes. Proposed new temporary employee + Brad raising manholes on Wed / Thurs -- *Pierson will be sending notification out to the property owners ahead of the work advising them we are obligated to inspect the manholes, and then do regular inspections thereafter, so manholes that were buried in the grass need to be raised to be accessible by staff.*

System 3 Trunk Sewer

Inquiry

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 by Comstock Township under the SAW grant -- and we will be kept informed of its condition analysis, and be reviewing and meeting with Comstock, Augusta, Galesburg and Kalamazoo Township in this regard.

Pole Barn #3 (and #4)

Future Options

Meeting scheduled with Howard Overbeek, architect, to revise site plan for two possible Pole Barns.

- Option a) if no permission: Tear down North Pole Barn, extend Primary Pole Barn 120 feet north. Attached structures do not have as stringent of height restrictions of roof + eaves
- Option b) Proposed property expansion – acquire neighboring properties through agent / broker. Current property for sale to the north; have contacted property owner to the east

Pierson to investigate options and report back to the Board.

Work Order Training

Training Session Held With Staff

The first work order training session was held with the staff for preparing unscheduled – responsive work orders.

Projects

Update

New Strip Mall south of Mission Pointe Restaurant

Proposed plat east of Stage Coach Inn

Proposed Gull Lake Condos – Woodhouse development

OLD BUSINESS: ACTIVE

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 this, Pierson had prepared a revised Intergovernmental Agreement Regarding Service Districts for Southwest Barry County Sewer & Water

Authority and the Gull Lake Sewer & Water Authority with proposed district boundary changes.

New Billing System

BS&A Implemented in February

Bonnie and Anne continue to work through the challenges of implementing the new Accounting and Billing System from BS&A.

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 57 gpm. Bill Babcock, DEQ contractor, was contacted to discuss this situation further. For budgeting purposes, we will use 47 gpm.

OLD BUSINESS: INACTIVE

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.

PICA See Snake Main Forcemain Investigation

Next Steps

GLSWA to excavate and verify that the corrosion identified by PICA is exterior corrosion, then plan for repair and/or replacement. 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.*

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.*

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.*

Connection Fee Financing Plan

Proposal

Pierson to propose short-term Connection Fee Financing plan for certain Connection Fees.

System 3 Trunk Sewer-K Twp to Galesburg

Awaiting Condition Assessment

Awaiting condition assessment of this pipeline + document our liability for future repair / replacement.

Commercial Review/ Apt Usage/ Metered Billing Rate Study

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.

Emergency Fuel Acquisition

Awaiting Reorganization Before Purchase

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

Billboard/Purchase of Consumers Energy Property Pierson Met With Representative

Pierson Met With Representative

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

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 7 of discussions on 4/1.

Botyrius-7415 N. 37th 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 (37th 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.

30th 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 30th 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

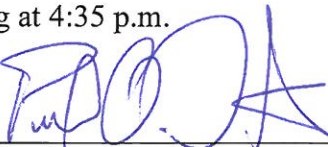
Financial Report / Bills Paid + Payable / Prein & Newhof Billing
Richmond reviewed the new BS & A financial reports. A motion was made by Light
and seconded by Kahler to file the financial reports as presented, approve the standard
bills paid, and pay the Prein & Newhof bill. **Motion carried; all ayes.**

CLOSING COMMENTS :

ADJOURN. NEXT MEETING THURSDAY, APRIL 30, 2015 at 11:00 a.m – with luncheon
to follow in honor of Jackie Light's long-term service to the Authority and to the community

Chairman Stoneburner adjourned the meeting at 4:35 p.m.

Submitted for approval



Paul Dykstra – Secretary