

Gull Lake Sewer & Water Authority

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

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MINUTES OF THE APRIL 23, 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, Jimmy Stoneburner, Alan Bussema and Wes Kahler. Also present were Director Rich Pierson and Administrative Assistant Anne Richmond.

REVIEW AND SET THE AGENDA: Stoneburner made the motion to accept the Agenda as presented with the addition of Sherman Lake Connection Incentives to be discussed under New Business. Motion was seconded by Bussema. **Motion carried; all ayes.**

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

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

CORRESPONDENCE: Pierson reviewed the following correspondence:

B. Merchant-Public Services Director Request for City of Kalamazoo Meter Reads
The City has responded that a report can be generated that provides the water meter readings we requested to use for sewer billing purposes, however, the readings/usages may not be "exportable" electronically from their system to our system. We are meeting on April 30 to discuss what would be feasible.

J. McMillan-Cooper Twp Customer Annual Inquiry on Meter Based Billing
Ms. McMillan has inquired annually about the possibility of "meter based billing". Pierson wrote a letter updating her on our progress and indicated that we believe by Spring of 2014 we will offer meter based billing. He reiterated that we believe the most equitable method for sewer billing is to utilize actual water consumption through publicly installed and controlled water meters (using winter averaging to negate sprinkling and non-sewer discharge usage).

E. James-Ross Twp Customer Guest House Inspection
A letter was written to Mrs. James explaining that we inspected her apartment and found that it contains a bathroom, kitchen, and sleeping quarters -- therefore, we are not able to discontinue or discount any charges for public sewer.

M. Fisher-Old Plug Company Sewer Connection Inquiry
 Pierson summarized in a letter the process and cost to connect the Old Plug Company to the public sewer as discussed with Mr. Fisher on April 15th.

UTILITY SERVICE REPORTS

Maintenance Software Update
 We are beginning to detail the codes (Manhole, Pipe, Lift Station, etc) for future query.

NEW BUSINESS:

Bedford – 6291 N. 37th Street Follow-up Discussion
 Pierson indicated that a motion for summary disposition had been filed and that the hearing date was set for May 8, 2013.

Miss Dig Ticket History Tracking of Miss Dig
 Pierson reviewed a Miss Dig summary tabulating the number of Miss Digs GLSWA responded to from September 2004 through March 2013 and indicated that he anticipates moderate levels of Miss Dig activity for 2013.

2013-2014 Budget Packet Handout Handout of Finalized Budget Packet
 Pierson handed out the final 2013-2014 GLSWA Budget Packet to the Board members and asked that it be made available to their respective Boards or anyone else that would like to review it. Budget packets will be mailed to the Cooper Township, Charleston Township, and the Village of Richland clerks.

Annual Employee Review + Discussion Additional Review
 Pierson presented a proposed organizational structure with revised and updated job descriptions, including a “Technical Services Manager” and “Field Superintendent” position to better meet goals and objectives for the next 12-18 months:

- Electronic Back Filing - AR (lead) then BS
- Upgraded Billing Software – incl use of water meter reads - BS (lead)+AR+RP
- CMOM/Asset Management initiatives - RP (lead) then BB
- Electronic Work Order System - RP (lead) + AR + BB
- Clean Water Elimination - RP (lead) then BB
- Ordinance Updates - RP then approval by Boards
- Manhole/Pipe Inspections and Repair - AG (lead) + BB

Pierson then presented each employee’s performance review and a wage/benefit recommendation for the Board’s consideration. Stoneburner made the motion to approve the new organizational structure, approve the revised job descriptions, and

approve the proposed wage/benefit recommendation. Motion was seconded by Kahler. **Motion carried; all ayes.**

Conference Attendance Update

March Utility Management Update

The total expense for the March Joint Utility Management Conference was less than the \$2,000 budgeted, at \$1,298.60. Pierson provided a summary of the sessions attended.

Conference Attendance Request

Collection Systems

Pierson recommended that either he or Barry Bowman attend the annual Collection Systems Conference June 9 – June 13 in Sacramento, California at an estimated cost of \$2,750. The scheduled technical programs would be of great benefit for our upcoming decisions on the CMOM + 4” private property pipe inspections. The 2014 Collection System Conference is scheduled for March, 2014. Bussema made the motion to have Bowman and Pierson attend these conferences as their schedules permit. Motion was seconded by Stoneburner. **Motion carried; all ayes.** The budgeted amounts for 2013-2014 are sufficient for both conferences in the same fiscal year.

McBain Lawn Service

Renewed Contract

Pierson informed the Board that we renewed the GLSWA lawn mowing contract for the Office and 13 lift stations with McBain Lawn Service. The only price increase was a \$2.00 price increase to mow the office and a \$2.00 per hour increase for hourly ‘as needed’ services -- which are minimal.

Sherman Lake Connection Incentives

Discussion

There are currently 27 sewer connections on Sherman Lake. One of the Sherman Lake residents has asked GLSWA to consider how to facilitate more sewer connections. We had anticipated more sewer connections to be made as houses were sold anticipating Health Department inspections on these homes would find existing septic systems to be unacceptable or that the buyers would want the work done before taking possession, but this has not been the case. *Pierson to discuss this with Deb Cardiff at the Health Department.* Pierson also asked the Board to think about “incentivizing” property owners to connect – possibly having a “roll back” to the original 2008 Connection Fee to encourage connecting to the sewer. The current Sherman Lake Sewer Connection Fee is \$9,676, up from the original \$8,696 in 2008.

PROJECT UPDATE:

D. Avenue West Project

Information

Recently, federal funds from KATS (Kalamazoo Area Transportation Study) became available for a D. Avenue road reconstruction project. An informational meeting was held on April 2, 2013 to discuss a “Road Only” or a “Road w/Sewer” project. At the April 15, 2013 meeting, the Village Council voted 3-2 with one abstention to proceed with a “Road Only” project.

Kellogg Biostation-Gull Lake Ministries Water Meeting Scheduled
 Pierson and Wheat will meet with Mark Williams at the Kellogg Biostation on April 24 to discuss water systems operations relative to Gull Lake Ministries.

Kalamazoo Plug Company Sewer Inquiry
 See discussion under Correspondence, M. Fisher-Old Plug Company.

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.

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. No payment has been received. *Richmond to follow up on the status.*

Sewer Connection Fee Issues No response; \$8,700 Eng Fees not Paid
 There has been no response from the developer regarding Attorney Ken Spark's letter to Attorney Swenarton regarding connection fees. The engineering fees amount due were not part of the correspondence, but GLSWA is still owed the \$8700 amount. *Pierson to send letter to Mr. Rosenberger advising him that pursuant to ordinance, we will not issue sewer or water permits for Richland "New Hope" Condominium construction until this matter has been settled.*

OLD BUSINESS: STATUS UNCHANGED

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.

- 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 uninspected 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 May meeting.

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 has provided the rate model.

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 May.

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 (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.

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.

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 REPORT

Financial Report / Bills Paid + Payable / Prein & Newhof Billing

A motion was made by Kahler and seconded by Bussema 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 MAY 21, 2013: 1:00 pm

Chairman Bither adjourned the meeting at 2:15 p.m.

Submitted for approval


Alan Bussema – Secretary