

Gull Lake Sewer & Water Authority

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MINUTES OF THE APRIL 30, 2015 REGULAR BOARD MEETING

Authority Board Meeting

11:00 A.M.

CALL TO ORDER/ ROLL CALL: Chairman Stoneburner called the meeting to order at 11:00 A.M. Commissioners present were Jimmy Stoneburner, Wes Kahler, Paul Dykstra and Jackie Light. None absent. Also present were Richland Township Supervisor Lysanne Harma, Executive Director Rich Pierson, Executive Assistant Anne Richmond and Engineer Tom Wheat.

REVIEW AND SET THE AGENDA: Pierson added an item to the agenda to consider written attorney client privileged communication in closed session. Kahler made the motion to accept the Agenda as revised. Motion was seconded by Light. **Motion carried; all ayes.**

MINUTES OF THE MARCH 31, 2015 REGULAR MEETING: A motion was made by Light and seconded by Dykstra to accept the regular meeting minutes of March 31, 2015 as presented. **Motion carried; all ayes.**

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

CORRESPONDENCE:

Pump Station #25-3 Residences

Letter on Non-Flushables

GLSWA sent a letter delineating a list of items not to be disposed of via the toilet to the 3 homes connected to pump station #25 after we recently noticed items in our lift station that are not truly disposable.

Jeff Chatterton-Checkmate Public Affairs

Public Image-Information Only

Pierson shared a communication on public image from a public affairs consultant.

Buchino-1350 Burlington

Waiver Request for 2 yrs

Our office invoiced Mr. Buchino for sewer use back charges from July 1, 2012 when we discovered he had begun leasing his apartment. Pierson met with Mr. Buchino and agreed to ask the Authority Board to approve invoicing Mr. Buchino only since July 1, 2014 to the present and continue billing his property for 2 separate units going forward. Dykstra made the motion to waive sewer usage charges for Mr. Buchino's

apartment from July 1, 2012 to July 1, 2014 and bill for 2 units going forward. Motion was seconded by Light. **Motion carried; all ayes.**

Ketelport Properties-New Retail Space Establishing REU Procedure
Pierson sent a letter to the property owner explaining how the costs for sewer and water are calculated and how any necessary adjustments will be determined going forward. We will charge the new retail space at 8818 N. 32nd Street (2) units to start with.

Gull Lake Ministries Reconciliation of Units + Conn Fee Process
The Authority currently bills all of the Ministries single-family homes as one bill equal to 42 homes or "units". Based on a meeting with the GLM, the Authority will immediately break apart the 42 single family homes that had been billed as a lump sum into separate service addresses using Tammi's Consumer's Energy gas/electric meters list. The number of single-family homes, based on that list, lowers the billing from 42 single family homes to 37. This number may include large residential multi-bed structures that may need to be re-rated. A remaining issue is the tracking of the Capital units. From an Authority perspective, in order for assessment credits to be used, they must be used on the same parcel. *Pierson offered to meet with the GLM this coming fall to work with GLM on consolidating parcels in order for them to have access to the Capital unit credits.*

NEW BUSINESS/PROJECTS:

Requests for Mailing Addresses Basic Customer Info on FOIA Request
The Authority is occasionally asked for customer information from outside organizations. Kahler made the motion to provide basic customer information on receipt of a FOIA request. Motion was seconded by Dykstra. **Motion carried; all ayes.** *FOIA Process to be developed by the end of July.*

Purchase of Used Dual Axle Open Bed Trailer Approval
Pierson requested approval to purchase a used dual axle open bed trailer at a cost of \$1,200 to transport mortar, rings, and pieces of equipment for use in raising manholes. Dykstra made the motion to approve the purchase of a used dual axle open bed trailer at a cost of \$1,200. Motion was seconded by Stoneburner. **Motion carried; all ayes.**

Pictometry (aerial flights-high resolution) Approval
Kalamazoo County is offering the option in 2016 to upgrade Pictometry to 3 inch resolution with Neighborhood View. In 2013, the Authority upgraded to a similar option at a cost of \$2,600 per year for 3 years and this cost was split with Richland Township. It is a useful tool to the Authority in certain applications and Pierson requested approval to purchase the higher resolution Pictometry in 2016. Kahler made the motion to authorize the Authority to purchase the higher resolution Pictometry in 2016 pending approval for Richland township to split the cost with the Authority and

such that the cost to the Authority does not exceed \$1,500 per year. Motion was seconded by Dykstra. **Motion carried; all ayes.**

Personnel Policy

Amendments Proposed

Pierson reviewed revisions to the GLSWA Personnel Policy and Manual of Ethics with the Board at the March 31, 2015 meeting. He will ask for approval of these revisions at the May 14th Board Meeting.

2015-2016 Budget-Staffing Projections

Proposed Staffing Wages & Budget

Pierson will complete the 'employee review' and review wages for presentation at the next Board meeting, to be scheduled for May 14 at 1:00 p.m. The financial forecast will also be updated at the May 14 Board Meeting.

Asset Management Implementation

Update on Schedule & Progress

- Beginning Vactor & Camera Work on April 13th:
 - Vactor: In 2014 we completed 113,544 out of 191,000 eligible; additional 100,000 ft non-eligible. In 2015 Brad to be the 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: In 2014 we completed 66,500 out of 191,000 eligible; additional 100,000 ft non-eligible. In 2015 Aaron (w/ Patrick or Dave as needed) to camera 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 – In 2015 Dave Quick (on his 4th day/wk) = Lead locations / Inspections / Miss Dig
- ESRI-Patrick: In 2015 GIS integration / plan work / mapping / Work Order System integration 2 or 3 day/week
- Inflow / Infiltration- Flow Measurement + Forcemain Location + Forcemain Evaluation. In 2015 Barry, including keeping up with the General Technical maintenance -- using Duane Chambers as may be necessary.

Drop Manhole Repairs Quote

Proceed to Get Quotes

The Authority camera work from 2014 has identified (2) drop manholes and (1) broken wye connection that must be repaired. Pierson presented a quote of \$23,015.60 from Hoffman Brothers for the (2) Drop Manhole repairs. Kahler made the motion to authorize Pierson to get competing quotes for repairs to the drop manholes and the broken wye. Motion was seconded by Light. **Motion carried; all ayes.**

OLD BUSINESS: ACTIVE

Pole Barn #3 (and #4)

Future Options

Pierson met with Howard Overbeek, architect, to review options for (2) new pole barns vs. expansion of existing attached. Pierson is continuing to investigate property

condition analysis, and be reviewing and meeting with Comstock, Augusta, Galesburg and Kalamazoo Township in this regard.

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.*

- **Dykstra asked for an update on the Village of Richland contract. Pierson noted there was water language that was being considered to be added and the contract would be moved forward in the next month or so.**

Connection Fee Financing Plan

Proposal

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

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.

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 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.

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.*

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.

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.

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.**

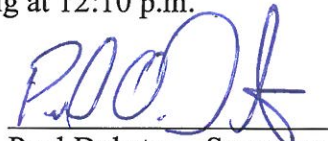
CLOSING COMMENTS :

A luncheon followed the meeting in honor of Jackie Light's long-term service to the Authority and to the community. Jackie's retirement party will be on May 29, 2015 from 4 – 7 p.m. at Richland Township.

ADJOURN. NEXT MEETING THURSDAY, MAY 14, 2015 at 1:00 p.m – to be in lieu of the regular meeting that had been scheduled for May 28th.

Chairman Stoneburner adjourned the meeting at 12:10 p.m.

Submitted for approval



Paul Dykstra – Secretary