

# Gull Lake Sewer & Water Authority

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## MINUTES OF THE MAY 21, 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, Alan Bussema and Wes Kahler. Commissioner Jimmy Stoneburner was absent. Also present were Director Rich Pierson and Administrative Assistant Anne Richmond.

**REVIEW AND SET THE AGENDA:** Bussema made the motion to accept the Agenda as presented with the addition of 4" Building Sewer Policy to be discussed under New Business. Motion was seconded by Kahler. **Motion carried; all ayes.**

**MINUTES OF THE APRIL 23, 2013 REGULAR MEETING:** A motion was made by Kahler and seconded by Bussema to accept the regular meeting minutes of April 23, 2013 as presented. **Motion carried; all ayes.**

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

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

J.Jeffrey-The Dock at Bayview                      Sewer Use Billing Upon Reopening  
A new restaurant, The Dock At Bayview, will be opening where the Bay View restaurant formerly was located. A letter was written to the new owner to inform her that the new restaurant will be billed for 10.11 sewer units (the rate the former Bay View restaurant was being billed) unless she wishes to install a meter and adjust the sewer bill based on actual use. Ms. Jeffrey was also notified that we are rewriting our grease enforcement code and she will be required to install an adequate grease trap in-line.

R. Rosenberger-New Hope Condominiums    \$8,700 Eng Fees not Paid  
A letter was sent to Mr. Rosenberger advising him that there are still approximately \$8,700 in engineering fees due the Authority for the Richland "New Hope" Condominium project and that pursuant to ordinance, we will not issue sewer (or water) connection permits for condominium construction until this matter is resolved.

R. Krebsner-650 E. Gull Lake Dr.      Televised-New 4" Building Sewer Required  
We televised the 4" pipe from the tear-down to the public sewer and determined that the existing 4" to the street is inadequate and substandard. The owner was notified that we are requiring a new 4" schedule 40 building sewer to be installed to the street. We also require the existing 4" be capped at or near the road.

J. Splendorio-4953 Ridgewood      Televised-Live Septic? Improper Sump Pump  
Mr. Splendorio asked GLSWA to televise the sewer line to his guest house to locate it as well as televise the sewer line to his main house. We discovered that the guest house was connected to a septic tank and need to go back after the septic tank is pumped to determine whether the cottage is connected into the main home's 4" pipe, where it is located, and whether it is acceptable for reuse. We also discovered an improper sump pump discharging ground water from the crawl space into the public sewer and notified Mr. Splendorio via certified mail that this needs to be disconnected within 60 days.

M. Lemons-Pfizer-Zoetis      Follow up on Flow Amounts  
The current Sewer Assessment Agreement with Zoetis (formerly Pfizer) contains limits on sewer discharge. We requested a meeting to discuss their current and future flows.

D. Cardiff-Health Dept.      Sherman Lake Inquiry on Septic Tank Inspections  
We have had far fewer Sherman Lake sewer connections than we expected. We asked Deb Cardiff for insight on the sale inspections of Sherman Lake septic systems and found out that most of them are done privately. Pierson is concerned that private inspections may not adhere to the County standards.

## **UTILITY SERVICE REPORTS**

Maintenance Software      Update  
Work order system initial entry completed. Back-logging 12-24 work orders for task establishment.

## **NEW BUSINESS:**

Bedford – 6291 N. 37<sup>th</sup> Street      Follow-up Discussion  
The hearing for the Motion for Summary Disposition was held on May 9 and Ms. Bedford did not file a brief in opposition to our motion or attend the hearing. The judge granted our motion, dismissing the case. Ms. Bedford has 21 days to appeal the decision. Pierson reviewed a summary of expenses incurred in the Bedford matter that included his time and Attorney Sparks. Pierson expects Attorney Noland's costs to be covered by insurance.

## Asset Management Grants – HB 5673

## Asset Management Grant Proposal

There is a newly available SAW Grant (storm water, asset management, and wastewater) from the Michigan Department of Environmental Quality (MDEQ). Pierson presented, for the Board's consideration, a proposal from Prein & Newhof to complete an Asset Management appraisal. This will review what GLSWA has, how we want to manage it, and what it will take to create an asset management system. The final detailed plan will be used to generate the grant application to the MDEQ. Kahler made the motion, seconded by Bussema, to authorize Prein & Newhof to proceed with the Asset Management System appraisal on a time and material basis at a cost not to exceed \$6,500. **Motion carried; all ayes.** *Pierson to discuss ways to minimize the appraisal cost with Engineer Wheat.*

## Scanning – Back Filing Update

## Demonstration

The demonstration on our Scanning-Back Filing Project with Filebound was moved to the next meeting.

## Billing Software Update

## Met with City of Kalamazoo

We met with the City on April 30 to discuss document and data exchange for financial review. The City can generate a report that provides water meter readings but the readings/usages may not be “exportable” electronically from their system to our system. We are awaiting historic billing data from the City to analyze the revenue capture / rates necessary for a change in our billing to use water meters.

## Sherman Lake Connection Incentives

## Discussion

Pierson asked the Board to think about “incentivizing” property owners to connect – and shared a draft letter he had written to Roger Schweitzer, President of the Sherman Lake Association with some possible incentives. Roger had asked for time to review and respond.

## 4” Building Sewer Policy Discussion

Pierson discussed our 4” Building Sewer policy that has evolved lately – from requests from property owners to locate and/or reuse their existing 4” building sewer. GLSWA is currently requiring that the existing 4” be televised to be sure that it is of acceptable quality and condition for reuse, even for house additions. The primary reason this is important is that Gull Lake properties connected in 1984 were “inspected” by the state, which usually meant that no one actually witnessed the pipe being installed nor did the state do any drawings—therefore, unless we televise them, we have no record of where they are, and property owners are asking for assistance to find them. We have also received requests from homeowners to televise their 4” sewer line to diagnose sewer problems. We have identified several problems performing this camera service. We are currently charging \$85 to televise the existing 4” sewer line. Pierson wanted the Board to know where our current practice of requiring televising stands. *The Board asked Pierson to investigate if our charge for televising 4” sewer lines should be modified and to make a recommendation.*

## PROJECT UPDATE:

Kellogg Biostation-Gull Lake Ministries Water Meeting Held  
Pierson and Wheat met with Mark Williams at the Kellogg Biostation on April 24 and it does not appear that the KBS system is extendable without a backup source (new wells) and/or a second elevated storage tower if expansion occurred beyond the initial district. Pierson suggested a follow up meeting to discuss this further if there is still interest.

D. Avenue West Project Information  
Federal funds from KATS (Kalamazoo Area Transportation Study) became available for a D. Avenue road reconstruction project. GLSWA assisted Richland Village in analyzing a "Road Only" or "Road w/Sewer" project and prepared materials for an informational meeting. Originally, the materials were to be mailed to 43 residents, but at the request of the Village of Richland, information packet materials were prepared and mailed to approximately 470 Village of Richland residents by GLSWA. Bussema made the motion, seconded by Kahler, to request reimbursement from the Village of Richland for the cost of the Information Packets exceeding the planned 43 packets (\$1359) and for 50% of the Road Commission Permit and Engineering costs (\$607).  
**Motion carried; all ayes.**

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. GLSWA plans on 3 per year.

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.*

Office Construction Items Update  
Main entrance sign + minor landscaping. Permit submitted; the location for the sign has been marked and construction will begin soon.

## OLD BUSINESS: ACTIVE

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 have been awaiting DEQ remediation plan documents to see if we can disconnect his sump pump, however, we may work around this by changing our ordinance to create a minimum monthly charge of \$100 or more for non-compliance with a sump pump connection. *Pierson will meet with Sparks in this regard.*





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.*

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. FOIA lawsuit settlement proposal discussion.

Commercial Review

2 Year Review of Commercial Accounts

Pierson will analyze the water/sewer consumption for the Commercial Accounts during May-June.

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.*

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.

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, Rosenberger still owes GLSWA engineering fees of approximately \$8,700.

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 &amp; Newhof Billing

A motion was made by Bussema 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 JUNE 27, 2013: 1:00 pm

Chairman Bither adjourned the meeting at 1:55 p.m.

Submitted for approval



Alan Bussema – Secretary