

Gull Lake Sewer & Water Authority

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MINUTES OF THE MAY 21, 2014 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, Jimmy Stoneburner and Wes Kahler. None absent. Also present were Executive Director Rich Pierson and Executive Assistant Anne Richmond.

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

MINUTES OF THE MAY 6, 2014 REGULAR MEETING: A motion was made by Kahler and seconded by Bussema to accept the regular meeting minutes of May 6, 2014 as presented. **Motion carried; all ayes.**

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

CORRESPONDENCE:

There was no correspondence to review.

NEW BUSINESS/PROJECTS:

Asset Management Implementation Update on Schedule & Progress
Pierson presented an update on the Asset Management plan and scheduling. Aaron and Dave are on track with GPS'ing the manholes. The Camera & Kubota delivery for May 22nd has been slightly delayed. Pierson to hire Vactor Driver and order Vactor to be here on-site the week of May 26. Vactor/Camera work is scheduled to begin the week of June 1. Pierson is interviewing an MSU student for possible Work Order/ESRI work.

Prein & Newhof Contract for Asset Management Review
If GLSWA spends over \$50,000 for Asset Management work with a vendor, we are required by the SAW Grant to enter into a contract with that vendor. Pierson reviewed the proposed Prein & Newhof contract with the Board and informed them that

Attorney Thall had also reviewed the contract making only minor corrections. The contract is annual and states that GLSWA's payment to Prein & Newhof during the fiscal year shall not exceed \$50,000 net of reimbursement from the State of Michigan. Stoneburner made the motion to authorize Director Pierson to sign the Agreement with Prein & Newhof. Motion was seconded by Kahler. **Motion carried; all ayes.**

Asset Management-Cobra Camera & Delivery Delivery & Training May 22
GLSWA has ordered the Cobra Camera so that we can inspect our sewer lines for the Asset Management plan. Delivery and training scheduled for May 22 has been slightly delayed. Delivery is now expected the week of May 26. *Pierson to demonstrate video from the Cobra Camera at the June Board Meeting.*

Proposed Billing + Accounting Software Request to Authorize Purchase
GLSWA needs to update our billing system as the current billing system is outdated. Pierson reviewed Utility Billing only and Utility Billing/Accounting proposals from Springbrook Software and BS & A Software and recommended purchase of the BS & A Billing/Accounting software package. A motion was made by Kahler and seconded by Stoneburner to purchase the Utility Billing/Accounting package from BS & A at a cost not to exceed \$32,235. **Motion carried; all ayes.**

Purchase Request-New Laptops Request to Authorize Purchase
Pierson requested purchase of 3 laptops (grant eligible) to be used for the asset management/work order system in vehicles and presented a quote from I.T. Right. A motion was made by Bussema and seconded by Stoneburner to purchase one laptop at a cost not to exceed \$863. **Motion carried; all ayes.**

Richland Area Business Association (RABA) Membership?
The Board discussed an invitation for GLSWA to become a member of the Richland Area Business Association and chose to take no action at this time.

Staff Review Annual Staff Review Packet
Pierson went through the annual Employee Review Packet with the Board.

Director Pierson asked to meet with the Board privately regarding his existing contract. Pierson updated the Authority Board of his 1-2 year time-table for retirement, and, in light of the 3-year duration of the Asset Management (SAW) grant (to April 2017), presented a revised draft contract eliminating pay increases while providing incentives for each 12-month period he remained as Director (in good standing). After discussion the Board took no action on the contract. The Board scheduled a special meeting on May 29th at 1 pm to continue their discussion on this issue.

OLD BUSINESS: ACTIVE

None reported on.

OLD BUSINESS: INACTIVE

Pascoe – 6074 Island Drive Completed
New Grinder Pump installed. This project has been completed. Finalize cost summary.

Pole Barn – Site Plan and Plans Next Steps
Obtain quotes and apply for permit.

Regional Commission – City of Kalamazoo Lawsuit Filed
Pierson reported that a lawsuit was filed the week of April 21 and GLSWA is one of 11 plaintiffs.

Air Release Valve Rebuilding Rebuild 10 Air Release Valves
As a result of the SSO incident with the galvanized nipple, GLSWA is rebuilding 10 Air Release Valves. There are 2 yet to be rebuilt.

Personnel Policy + Ethics Policy Updates
Proposed updates to be reviewed in Feb-March 2014 – now to be forthcoming. Target date June 26th.

Morsman – 2852 Arctic Letter Offering up to \$1,800 – Driveway Settlement
There is a public sewer manhole in the concrete drive and the area around the manhole has settled, cracking the drive. GLSWA offered to reimburse up to the first \$1,800 to repair this. Ms. Morsman contacted us to let us know that she will get quotes and get back to us. We have had no contact from the owners at 3006 Arctic.

Televising 4” Building Sewers Summary + Cost Update
Pierson is comfortable with the \$85 televising fee at this time. We will continue monitoring and prepare a summary of findings to date for televising 4” building sewers and an update on the estimated cost in the future.

Telephone Consolidation / Savings Investigating Options
GLSWA is investigating options for a new phone system that would consolidate phones, internet and cell phones.

Apartment Flow Data-Preliminary Compilation of Data and Water Use
Ms. Nancy Troff had contacted GLSWA regarding the sewer billing for the Rolling Pines Apartment Complex, as she believes the sewer bills are high there compared to

her other properties and high based on the amount of water used. At a previous meeting, Pierson presented a preliminary analysis comparing our flat rate billing assumption with actual metered water consumption for all of the multi-family complexes in our districts that are on water meters. On average, compared to metered water consumption, the flat rate charges are approximately 25% more for these properties. Pierson attended a rate study workshop on January 29 and 30th to evaluate possible rate structures as we pursue the possibility of changing to metered billing. In addition, he is studying other alternative billing methods. There is no guarantee that any of these methods would result in a lower rate. *Pierson will come back with more information over the next several months.*

Gull Lake Ministries Review of Residential Units + New Construction Plans
 Tammy (GLM) and Bonnie (GLSWA) will prepare a map and address list and we will advise GLM if we have been billing inappropriately. If GLM could combine parcels, then they could remove single-family homes and construct new homes, duplexes or other (ie. Rec Center) and use the credits for reconnecting. *Pierson will lend assistance to them -- to attempt to make 4 or 5 large parcels from GLM's existing property holdings, update the map with how many sewer connection credits are on each of the parcels, allowing GLM to use the credits for new connections. Pierson will meet with our engineer and Township officials to make sure that combining existing parcels is the right thing to do for GLM and the Township, as he believes that tracking by parcel number is the best methodology, and the old parcel maps have many obsolete 40 and 60 foot width parcels.*

Emergency Fuel Acquisition Awaiting Spring Before Purchase
 GLSWA needs to have fuel readily available in an emergency for the portable generators and for our vehicles. We had been relying on local gas stations for truck gas and diesel fuel for portable generators, but a significant power outage could find us short on fuel. At a previous meeting, Pierson presented a quote for \$2,270 for 2 new 550 tanks, pumps, gages, and E vents. We received a letter from Crystal Flash regarding their emergency generator fueling. *Awaiting reorganization and cleaning of the pole barn and outside storage before purchasing.*

EF Ave Sewer-Old Plug Company Project Still Not Finalized
 This was constructed during the week of 9/3 and inspected by Prein & Newhof and GLSWA staff. Project is not yet finalized.

2014 Sump Pump Enforcement Begin Sump Pump Enforcement
 Pierson plans to begin Sump Pump Enforcement once again. GLSWA is evaluating whether to televise homeowners' 4" building sewer and if notification to the homeowner is required.

Grinder Lines (37th Street Only) Corrosion – Erosion Prevent
 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 and 1 in Ross Township yet to do. These are to be done Spring 2014.

Entrance Sign-Landscaping Proposal Authorization for Landscaping-Sign
The initial plantings are in and flags for the pillars will be purchased.

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.*

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.

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; #8 was completed in June and #18 has recently been completed. We were budgeting for 3 per year.

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 on a year-by-year basis.

Billboard/Purchase of Consumers Energy Property Pierson Met With Representative
Pierson met with a Consumers Energy representative regarding billboard removal and/or relocation.

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.

Sherman Lake Easement-Clean-up and Check Review
Pierson to review easements and check for accuracy – file in GIS system. Pierson has started this.

Zoetis – Sewer Meter Inaccuracy Sewer Meters Improperly Installed
 A meeting was held at Zoetis on 4/2/2014 to further discuss how to address the differential between the sewer meters and the water in + rain runoff. Pierson outlined some of the follow up items in an email to Zoetis. Next steps may include additional testing or monitoring, or relocating the sewer meters to new manholes that will be positioned such that the installations comply with the meter manufacturer's requirements.

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 WEDNESDAY, MAY 29, 2014 at 1:00 p.m. to discuss Director's Contract. Chairman Bither adjourned the meeting at 3:00 p.m.

Submitted for approval



 Alan Bussema – Secretary