

# **Gull Lake Sewer & Water Authority**

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## **MINUTES OF THE JUNE 24, 2015 REGULAR BOARD MEETING**

Authority Board Meeting

1:00 P.M.

**CALL TO ORDER/ ROLL CALL:** Chairman Stoneburner called the meeting to order at 1:00 P.M. Commissioners present were Jimmy Stoneburner, Wes Kahler, Paul Dykstra and Lysanne Harma. None absent. Also present were Executive Director Rich Pierson, Executive Assistant Anne Richmond and Engineer Tom Wheat and Engineer-In-Training Mike Presta from Prein and Newhof.

**REVIEW AND SET THE AGENDA:** Pierson updated the Board on the Sanitary Sewer Overflow that occurred on June 23 due to excessive rain water flowing into the sanitary sewer system. An estimated 40,000 gallons of wastewater and rainwater overflowed into the swamp area adjacent to our lift station on 37<sup>th</sup> street. Pierson notified the Health Department and the Michigan Department of Environmental Quality and filed reports as required.

Kahler made the motion to accept the Agenda as presented. Motion was seconded by Harma.  
**Motion carried; all ayes.**

**MINUTES OF THE MAY 14, 2015 REGULAR MEETING:** A motion was made by Kahler and seconded by Harma to accept the regular meeting minutes of May 14, 2015 as presented. **Motion carried; all ayes.**

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

### **CORRESPONDENCE:**

9153 E. D. Ave-New Owner, Delq Charges                      Letter; REU Discussion  
Past due charges of \$584.45 were owed on this property as the renter had not paid for sewer use. Pierson informed the owner that she is ultimately responsible for the charges, but after reviewing water meter reads, Pierson agreed to reduce the amount owed to \$389.63 if payment was made by June 30. This is an example of how the Authority uses water meter reads to determine the REU's (Residential Equivalent Units) used to calculate sewer bills for commercial accounts. Currently, 1 REU is equivalent to the use of 200 gallons per day. Pierson noted that the Authority is considering reducing the value of 1 REU to lower than 200 gallons per day or using metered billing.

#### Property North of Stage Coach-Sewer Availability? Policy

The Authority received an inquiry regarding sewer availability for new construction north of the old Stage Coach Inn. The only public sewer within 200 feet is our forcemain from our pump station #34. Pierson informed the requestor that the Authority's "secondary forcemains" for pump stations 2-36 are currently unavailable for sewer connection but that he believes gravity sewer will be available in that area within a 2-10 year timeframe. Pierson indicated that he would ask the Board to review this policy at the June 24<sup>th</sup> Board meeting. After discussing this issue, a motion was made by Dykstra and seconded by Harma that it will be the Authority's policy that "secondary forcemains" for pump stations 2-36 (and beyond) are unavailable for public sewer connection. **Motion carried; all ayes.** While discussing property north of the Stage Coach Inn, some questions were raised regarding the treatment of property in a land conservancy. Harma will investigate this.

#### Nooney-9218 Kellie Lane Vactor Incident Follow up/Thank You

Mr. Nooney contacted the Authority to inform us that our jetting operation of the public sewers caused differential pressures that "burped" his toilets and/or displaced water in his p-traps. We televised Mr. Nooney's private pipe to see if there is any blockage and found no problem. Mr. Nooney sent a complimentary email thanking us.

Cooper-15968 Woodlawn Portion of Sewer on Neighboring Property  
WD Graham is remodeling the home at 15968 Woodlawn. Apparently, the prior owner split off lots 2 + 3 (and a portion of lot 4), then sold the home. It appears the private 4" from the existing home exits north and then east across lot 4 to the public sewer lead that is located in front of lot 4. At the time of sale, sewer service to both properties was not accommodated. Pierson noted that if the Authority had previously implemented a mandatory policy to televise private sewer lines *prior to the sale of property*, this would have been discovered before the house was sold. As the main line public sewer is 8 feet deep and under the road and under the water table, it is not practical to have the owner install a new 6" lead for lots 2 + 3. Pierson proposed a possible solution which would entail the granting of an easement from the owner of lot 4 to the Authority in order to provide the proper service.

#### Contractor-Tear Down/Sewer Capping Procedure

Per his request, we provided Mr. Kenn Hartmann of the Kalamazoo County Land Bank Authority information regarding the Authority's requirements for sewer capping as he plans to demolish 2 homes in Cooper Township connected to sewer.

### NEW BUSINESS/PROJECTS:

Ad Vatta-6291 N. 37<sup>th</sup> Street Asking to Connect to Public Sewer  
This property had previously been connected to sewer but was disconnected (lawsuit with prior owner). At his request, the new owner, Ad Vatta, was provided a cost estimate and a summary of what was necessary to connect to public sewer. He has

asked to re-instate service to the barn. Pierson reviewed the prior Connection Fee paid-compared to legal and physical expenses to disconnect in order to determine the appropriate amount of the 'reconnect fee'. A motion was made by Kahler and seconded by Dykstra not to charge Mr. Vatta an additional Connection Fee for the barn connection. **Motion carried; all ayes.**

2015 FOIA Requirements-Resolution                      Approve Resolution  
Dykstra made the motion to approve the Resolution Adopting Authority Freedom of Information Act (FOIA) Procedures and Guidelines. Motion was seconded by Harma.  
**Roll Call Vote: all ayes; Motion carried.**

2015-16 Budget-Staffing Projections                      Approval  
Ms. Bonnie Shiffer has tendered her resignation. A Help Wanted Advertisement was placed with Mlive for the Billing Clerk / Office Assistant position.

Update on Staffing Reviews + Strategic Planning + Sustainability – No Update.

Update on medical insurance coverage – PA Act 52 – Cap + H.S.A. Pierson reviewed medical insurance coverage for the Authority employees.

Compensation Recommendation for Brad Howe. Pierson recommended an incentive bonus in the amount of \$2,500 for Brad Howe who was made a full time employee as of June 1<sup>st</sup>. A motion was made by Dykstra and seconded by Harma to approve the recommended incentive bonus in the amount of \$2,500 for Brad Howe. **Motion carried; all ayes.**

Office Improvement-Automatic Generator Start                      Approval  
Pierson requested approval for the capital purchase of an automatic transfer switch for the office generator. He estimated the cost to be \$6,000. A motion was made by Kahler to approve the purchase of an automatic transfer switch for the Authority office generator at an approximate cost of \$6,000. Motion was seconded by Stoneburner.  
**Motion carried; all ayes.**

Asset Management Implementation                      Update on Schedule & Progress

- Beginning Vactor & Camera Work on April 13<sup>th</sup>:
  - 2014 Vactor: Completed 113,544 out of 191,000 eligible; additional 100,000 ft non-eligible. Brad primary single operator 2 day/week 6,000 ft/week = 13 weeks eligible / 17 weeks not eligible.
  - 2014 Camera: Completed 66,500 out of 191,000 eligible; additional 100,000 ft non-eligible. Aaron (w/ Patrick or Dave if needed) 4 day/week 6,000 ft/wk = 21 weeks eligible / 17 weeks not eligible.
  - 2015 Vactor: Thru May: 17,000 ft total of which 5,000 eligible. Vactor in shop for oil leak for month of May.
  - 2015 Camera: Thru May: 20,000 ft total of which 6,500 eligible. Camera was 'held up' as Vactoring is necessary before cameraing.

- 2014-2015 Lead locations – Dave Quick (4 day/wk) = Lead locations / inspections / Miss Dig. NEW: Issue discovered that Trimble data collector is not “repeatable” or “accurate enough” for our vision. We will be investigating ESRI On-Line opportunities – Pierson may find it necessary to attend the ESRI Annual Conference in mid-July.
- ESRI-Patrick: GIS integration / plan work / mapping / Work Order System integration 3 day/week
- Inflow / Infiltration- flow measurement + Forcemain location + Forcemain evaluation Inflow / Infiltration = Barry + General Technical maintenance with Duane Chambers. NEW: Pierson noted we were considering purchasing new control systems at 10 Pump Stations in lieu of temporary insert flow measuring; We are researching how the data can transmit and “flow” into ESRI.

PICA See Snake Follow-up on Phase I Investigation      Meeting on June 10  
 A meeting was held on June 10 to discuss follow-up on the LS #1 Forcemain pitting in the lower 2 mile section discovered in the Phase I Investigation. Pierson updated the Board on the findings of the PICA investigation, and discussed outstanding issues. Tom Wheat will be putting together a cost analysis for discussion.

Pole Barn #3 (and #4)      Future Building Needs  
 Pierson has asked an architect for renderings. Continue to investigate property acquisition surrounding office property. *Pierson to schedule a committee meeting to review the building site and future building needs.*

## OLD BUSINESS: ACTIVE

PICA See Snake Phase II on LS#1 Forcemain      On Hold  
 On hold based on review of first phase investigation.

PICA See Snake Alternative on Remaining Forcemains      On Hold  
 On hold based on review of first phase investigation; on hold for further investigation of 23 DI Forcemains.

Repairs + Rehabilitation      Starting manhole raising – 156 manholes.  
 2 days/week – 2 men. 41 since April 20.

Projects      Update  
 Cottages of Gull Lake View (Golf Course)  
 New Strip Mall south of Mission Pointe Restaurant  
 Proposed plat east of Stage Coach Inn – Cottage Pointe – 50 homes initial phase + 30 phase II  
 Proposed Gull Lake Condos – Woodhouse development  
 Cooper's Landing – 2 or 3 additional buildings proposed  
 New 4500 sq ft bldg behind existing Mission Pte restaurant



**OLD BUSINESS: INACTIVE (Reviewed briefly by the Authority Board – discussion items bulleted and noted in bold)**

Forcemain Evaluation-Terra Invoice                      Invoice Adjustment  
Sent certified letter; **Received Signature Card Receipt**; Payment of \$26,425.93.

Easement Adjustment-Gull Lake Condos                      Documents Received  
**Received documents from CMS to process for right-of-way acquisition.**

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.

Gilmore Car Museum                      Draft Agreement for Service Boundaries  
On hold pending actions taken by Southwest Barry County SW Authority.

Galesburg to Kalamazoo 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.

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.*

Commercial Review/ Apt Usage/ Metered Billing      Rate Study

**Request info from City re: meter sizing + winter consumption; Call from NT-Apt**

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 28<sup>th</sup>.

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.*

**Received documents from CMS to request purchase of property.**

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). **Lawsuit dismissed-with tolling.**

Botyrius-7415 N. 37<sup>th</sup> 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.*

**Wrote 2<sup>nd</sup> letter requesting easement – as property owner requests public sewer.**

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. **Awaiting easement signatures to finalize project.**

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  
Continued progress; **3 more completed – left is LS #9 + #15**

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 (37<sup>th</sup> 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.

30<sup>th</sup> 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 30<sup>th</sup> 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.

Gull Lake Ministries                      Reconciliation of Units + Conn Fee Process  
*Pierson to determine if any of the 37 single family homes we currently bill GLM for are large residential multi-bed structures that should 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.*

#### 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. *Pierson to get competing quotes for repairs to the drop manholes and the broken wye.*

### FINANCIAL REPORT

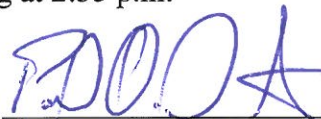
#### Financial Report / Bills Paid + Payable / Prein & Newhof Billing

A motion was made by Dykstra 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, JULY 23, 2015 at 1:00 p.m.  
Chairman Stoneburner adjourned the meeting at 2:35 p.m.

Submitted for approval



Paul Dykstra – Secretary