

# Gull Lake Sewer & Water Authority

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## MINUTES OF THE AUGUST 21, 2014 REGULAR BOARD MEETING

Authority Board Meeting

10:00 A.M.

This was the first Gull Lake Sewer & Water Authority Board Meeting for new Commissioner, Paul Dykstra, the new Supervisor for Ross Township and the new Gull Lake Sewer & Water Authority Board Representative for Ross Township. Prior to the start of the meeting, each person introduced themselves and their background.

**CALL TO ORDER/ ROLL CALL:** Chairman Stoneburner called the meeting to order at 10:25 A.M. Commissioners present were Jimmy Stoneburner, Alan Bussema, Wes Kahler and Paul Dykstra. None absent. Also present were Executive Director Rich Pierson, Executive Assistant Anne Richmond, and Engineer Tom Wheat.

**REVIEW AND SET THE AGENDA:** Pierson noted two additions to the agenda under New Business: Bank Signature Cards and Miscellaneous Customer Fees. Bussema made the motion to accept the Agenda as revised. Motion was seconded by Kahler. **Motion carried; all ayes.**

**MINUTES OF THE JUNE 26, 2014 REGULAR MEETING:** A motion was made by Kahler and seconded by Bussema to accept the regular meeting minutes of June 26, 2014 as presented. **Motion carried; all ayes.**

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

### **CORRESPONDENCE:**

John Renwick IV-10974 Interlaken      Sump Pump Inquiry  
A letter was sent to Mr. Renwick via certified mail asking him to contact us regarding a suspected clean water sump pump connected to the public sewer. We received the signed return receipt that the letter was received, but have had no further contact.  
*Pierson to propose a Miscellaneous Customer Fee at the next meeting.*

Brian Hutchinson-5876 N. 42<sup>nd</sup> Street      Sump Pump Inquiry  
A letter was sent to Mr. Hutchinson via certified mail asking him to contact us regarding a suspected clean water sump pump connected to the public sewer. The

certified letter was returned to us after 3 attempts to deliver it. *Pierson to propose a Miscellaneous Customer Fee at the next meeting.*

Mark Bayne-15912 Woodlawn

Sump Pump Inquiry

A letter was sent to Mr. Bayne via certified mail asking him to contact us regarding a suspected clean water sump pump connected to the public sewer. The homeowner contacted us and allowed us to do an interior inspection. We discovered that we had observed an ejector pump rather than a clean water sump pump connected to the public sewer.

Cynthia Ortega-Legal Counsel-Condo Dev

Easement

Ms. Ortega contacted us regarding the sewer easement for the Gull Lake Condominium Development in the Village of Richland. The historic easement was not described as well as we would have liked -- and a 10 foot encroachment was allowed for the southerly bank of homes -- and the new development wishes to have some encroachment. The request for variance and potential re-recording of the existing easement will be discussed further at the next meeting.

Bullard-215 South Gull Lake Drive

Garage Connected? Connect House?

Ms. Bullard was contacted to determine if the garage on the property has an apartment and is connected to sewer and also whether the home on the lake wishes to connect to sewer. Ms. Bullard was also advised of the delinquent status of her account.

Kletzien-10264 West Gull Lake Drive

Sewer Differential due to Vactor

The jetting operation of the public sewer caused differential pressures that burped the Kletzien's toilets. We followed up with a letter explaining how this can happen and offered to camera their private pipe at no charge to see if there is any blockage.

Zoetis-Meter Installation Update

New Meters to be Installed

Zoetis is going to install new meters. Pierson suggested that Engineer Tom Wheat witness the set-up and testing when it occurs. We anticipate a reduction in billable flow when this occurs. *Pierson to estimate the potential flow reduction and inform the Board of the budget impact at the next meeting.*

Morsman – 2852 Arctic

Repair-Driveway Settlement around Manhole

There is a public sewer manhole in the concrete drive and the area around the manhole has settled, cracking the drive. GLSWA has authorized a contractor to make this repair.

## **NEW BUSINESS/PROJECTS:**

Asset Management Implementation

Update on Schedule & Progress

Pierson presented an update on the Asset Management plan and scheduling. As we inspect our pipelines, we are finding manholes that need to be raised and repaired.

Pierson estimates that Repair and Replacement expenses will more than the \$26,275

budgeted. We have vactored 80,000 feet and CCTV'd 22,720 feet to date out of 191,000 feet. Our goal is to do the 191,000 feet by Thanksgiving. We received our first reimbursement from the State. Pierson believes the press release he sent to the Kalamazoo Gazette regarding the \$1.2 Million MDEQ Grant was published.

Pierson reviewed a letter to Ms. Jessica Ferris of the DEQ requesting a proposed SAW Budget adjustment within the approved/agreed to SAW budget (no change in total budget) so that we can evaluate wall thickness (PICA evaluation) of our most critical asset, our 4.3 mile long ductile iron forcemain. The first portion of the PICA evaluation (\$108,000) is for the lower 2.3 miles and is scheduled for October. The upper portion of the pipeline (\$90,360) would be scheduled in the Spring. \$60,000 is estimated for the preparation + oversight work by the Authority. We plan to cover the increased PICA costs by performing some SAW grant work "in-house" and by billing \$0.70 per foot for vactoring + videoing. Bussema made a motion to (i) authorize Pierson to send the proposed letter as reviewed to the DEQ; (ii) authorize both phases of the PICA evaluation subject to review after phase 1; and (iii) proceed with the in-house work and \$0.70 per foot budgeting. Motion was seconded by Kahler. **Motion carried; all ayes.**

New Employee-Patrick Ezeani-ESRI/CMMS      Approve Job Structure/Description  
Pierson reviewed the updated Authority Staffing Chart and the job description for the new Data Assistant position for ESRI GIS and CMMS Software work that was recently filled by College Intern Patrick Ezeani. Kahler made the motion to approve the job description and staffing as reviewed. Motion was seconded by Bussema. **Motion carried; all ayes.**

AG's Opinion from 2011      Information  
Utility bill liens on foreclosed properties are not protected.

SSO (Sanitary Sewer Overflow) Report      Information  
Pierson reviewed the SSO report he filed for the July 20, 2014 Grinder Pump Service Connection failure at 5201 N. 37<sup>th</sup> Street.

MERS Annual Meeting      Approve Pierson as Officer Delegate  
Pierson requested Board authorization as the Officer Delegate to attend the MERS Annual Meeting on September 24<sup>th</sup> and 25<sup>th</sup>. Stoneburner made the motion to authorize Pierson to attend the MERS Annual Meeting as the Officer Delegate for Gull Lake Sewer & Water Authority. Motion was seconded by Dykstra. **Motion carried; all ayes.**

Pipe Repair Systems – Leak Stoppage + Repair      Information  
We continue to discover minor/major issues with pipes and manholes. We are fixing the critical ones as they are encountered. The others are placed in queue for future work orders.

### Pole Barn-Site Plan and Plans

## Update

Pierson to work on the application for the building permit. The preliminary cost estimate is \$110,000. GLSWA will request quotes from reliable contractors.

## Signature Card Update

## Authorization Request

Richmond requested authorization to update the bank signature cards due to the retirement of Jeff Bither and the addition of new commissioner, Paul Dykstra.

Authorized signatories for banking and investment transactions will be as follows:

Jimmy Stoneburner, Chairman; Wes Kahler, Vice Chairman; Alan Bussema,

Secretary/Treasurer; Paul Dykstra, Commissioner; and Rich Pierson, Director.

Kahler made the motion to authorize Richmond to update the bank signature cards as proposed. Motion was seconded by Bussema. **Motion carried; all ayes.**

### Miscellaneous Customer Fees

## Discussion

Pierson will review the policy/procedure for Miscellaneous Customer Fees and discuss proposed Miscellaneous Customer Fees due to Sump Pumps at the next meeting.

## OLD BUSINESS: ACTIVE

## Regional Commission – City of Kalamazoo

## Update

Discussions on long term contracts will begin on August 25, 2014 while the litigation is stayed for 120 days.

## 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 and 1 in Ross Township yet to do. These will be done in 2014-2015.

## OLD BUSINESS: INACTIVE

## Personnel Policy + Ethics Policy

## Updates

Proposed updates to be reviewed - Target date November.

## 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 30<sup>th</sup> 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 Reorganization 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.

## 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.*

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.

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.

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

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.*

## FINANCIAL REPORT

Financial Report / Bills Paid + Payable / Prein & Newhof Billing  
A motion was made by Bussema and seconded by Dykstra 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, SEPTEMBER 18, 2014 at 1:00 p.m.  
Chairman Stoneburner adjourned the meeting at 11:27 a.m.

Submitted for approval

  
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Alan Bussema – Secretary