

# Gull Lake Sewer & Water Authority

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## MINUTES OF THE AUGUST 22, 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, 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 with the addition of the Splendorio letter to Correspondence and Concrete Repair to Project Update. Motion was seconded by Kahler. **Motion carried; all ayes.**

**MINUTES OF THE JULY 25, 2013 REGULAR MEETING:** A motion was made by Kahler and seconded by Stoneburner to accept the regular meeting minutes of July 25, 2013 as presented. **Motion carried; all ayes.**

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

### **CORRESPONDENCE:**

Pierson reviewed additional Commercial Review correspondence:

Gull Lake High School:	Additional units capital due unless winter usage drops
Comcast:	Increase to 2 units based on empirical data
Changes Salon:	Slight user increase + potential capital unit due
Radiant Church:	Increase user from 3 to 9+ potential capital (water leak?)

Pierson noted that Radiant Church had informed us that they had found and fixed an exterior leak. *We will monitor the water meter readings, and if confirmed, withdraw the rate increase.*

Pierson reviewed correspondence from the 7/22/2013 Sanitary Sewer Overflow.

Boucher: 11932 Yorkshire                      Potential Grinder Pump Connection  
Mr. Boucher was provided a good faith estimate to install a grinder pump at 11932 Yorkshire. The total estimated cost is \$14,750 including the \$9,676 connection fee.

Splendorio: 4935 Ridgewood

Reimbursement Check

Mr. Splendorio was reimbursed \$1,000 for disconnecting his sump pump from the sanitary sewer per GLSWA's policy. Also, as it was discovered his guest house was never connected to the sewer, GLSWA agreed to reimburse him \$210 for sewer use fees paid and waive the \$85 camera fee for televising.

## NEW BUSINESS:

SSO 7/22/2013-Updated & Finalized

Update

Pierson filed the final SSO report with the DEQ for the 7/22/2013 SSO and noted that there was no impact to any wells. Pierson also reviewed a Sanitary Sewer Overflow Summary with the Board showing the history of all Sanitary Sewer Overflows grouped by Grinder Pump and Non-Grinder Pump incidents. Pierson commented that there are more occurrences with pressure sewers than with gravity sewers.

Commercial Review-Summary Sheet

Spreadsheet of Adjustments

Pierson provided an updated spreadsheet summarizing the results of the 2013 Commercial Review showing that GLSWA will lose 13 units +/- . This may be adjusted pending the results of Radiant Church as discussed in the Correspondence section.

Bay Arbor

Payoff Received

The final payment of the Sewer Construction Contract for Bay Arbor has been received and all liens have been released.

## PROJECT UPDATE:

EF Ave Sewer-Old Plug Company Received Permission from City of Kalamazoo  
Construction is due to begin the week of 8/26/2013.

Augusta-Forcemain Redirect

Researching

Pierson is researching possibly redirecting the Augusta Forcemain near Galesburg High School into our gravity main to alleviate a low-flow buildup condition. *Pierson to report back on project cost.*

Air Release Valve Rebuilding

Order Parts to Rebuild 10 Air Release Valves

As a result of the SSO incident with the galvanized nipple, GLSWA will order parts to rebuild 10 Air Release Valves.

Concrete Repair

Fix Driveways with Manholes

Two driveways with manholes in Cooper Township have settled causing cracked concrete + hazard to the owners. Pierson estimates the concrete repair will cost \$3,000.

**OLD BUSINESS: ACTIVE****Emergency Planning****Potential Purchase**

GLSWA needs to have fuel readily available in an emergency for the portable generators and for our vehicles. *Pierson will continue to investigate different options and inform the Board of his recommendation.*

**Purchase New Manual Tap Machine****Purchased Used Tap Machine**

GLSWA purchased a used tap machine for \$3,000 and is offering our used tap machine for sale at \$1,000.

**Maintenance Software-Allmax Antero****Work Continues; Not yet ready to demo**

Pierson and Richmond continue to work on loading and generating work orders and will probably pursue more training with Allmax software.

**OLD BUSINESS: INACTIVE****Televising 4" Building Sewers****Discussion**

Pierson is investigating if our charge for televising 4" sewer lines should be modified. He plans to use the Antero Work Order system to summarize our findings to date and make a recommendation. This is still in process. *Pierson to follow-up.*

**D. Avenue West Project****Invoice to Richland Village**

Richland Village Council acknowledged the costs that GLSWA had requested for reimbursement (the cost of the Information Packets exceeding the planned 43 packets (\$1,359) and 50% of the Engineering costs (\$482.25)). These are expected to be paid as part of the Road Project and we should receive the funds next Spring.

**Entrance Sign-Landscaping Proposal****Authorization for Landscaping-Sign**

The landscaping proposal came in over the \$1,500 authorized by the Board. In order to meet the \$1,500 allowed, we will use in-house labor. *Pierson to continue investigating alternatives for a flag.*

**Draft Ordinance Language-Ken Sparks****Sump Pump Non-Compliance**

We are proposing to implement ordinance changes to address the following: 1) Better definition of Permits, 2) Better definition of Storm Water, 3) Commodity Fee + Miscellaneous User Fee for Non-Compliant Sump Pump Owners, 4) Improved Requirements for Grease/Sand or other deleterious discharges into the system, 5) Provisions to require Water Meter on Sump Pump Discharge where owners add Chemical to Sump Pump Discharge. Pierson is not recommending ordinance changes at this time to implement the Clean Water Elimination + Inspection Program. The proposed ordinance changes will be reviewed in more detail at a proposed September Workshop of the Authority Board.

## Zoetis Meeting Summary

## Reviewing Data

The current Sewer Assessment Agreement with Zoetis (formerly Pfizer) contains allowed maximum capacity for sewer discharge, unless additional connection fees are paid. A meeting was held on 6/17/2013 to discuss their current and future flows. *GLSWA and Zoetis are reviewing the issues that were discussed and will reconvene.*

## CMOM-Collection System Requirements Pending / Self Assessment:

CMOM stands for "Capacity, Management, Operations, and Maintenance" and is a framework for municipalities to utilize widely-accepted wastewater industry practices to better manage sewer collection systems. It is anticipated Michigan will adopt a requirement for public sewer systems to adopt and adhere to these practices. Self Assessment is on-going. *Pierson noted that some of these initiatives may be covered under the Michigan SAW grant that GLSWA will be applying for. The filing deadline is December, 2013.*

- Manhole Inspection/Inflow/Infiltration Project      Update  
Postpone manhole inspections + repair of piping until 2013- staffing issues/\$\$
- Gravity Sewer Pipe Videotaping      Update  
Determine level of repair, replacement.
- Forcemain Electronic Testing for Integrity      Update  
Prevent accidental discharge of wastewater.
- Clean Water Elimination: Issues, Policy and Procedures      Discussion  
Met with Attorney Sparks.
- Grease Ordinance + Enforcement      Update  
Grease elimination program enforcement. Met with Attorney Sparks.
- Weather Stations Installed      Update  
All weather stations installed (4 purchased); LS date-time stamp devices installed. Data has been sent to Prein & Newhof.
- CMMS-Computerized Maintenance Management System      Update  
Performance, inventory, pictures, etc.
- Connection Inspections + 4" Pipe Inspections      Home Sale Requirement  
There are approximately 800 homes around Gull Lake that were connected to sewer prior to inspections by GLSWA (1993 to present). The state plumbing division inspectors performed, based on our knowledge, only cursory inspections. We have found multiple significant deficiencies in these un-inspected connections recently (and historically). Pierson is contemplating a recommendation that the municipalities within the Authority district require each home sold in our district to have a complete camera inspection of the private building sewer, beginning within the home to the tap at the street. Such

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.*

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.*

Kalamazoo Regional Water + Wastewater Comm. Update  
 The settlement was finalized on the FOIA case and the models were obtained. The review of the models and files is on-going.

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 been completed. We were budgeting for 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 and 1 in Ross Township yet to do.*

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.



Billing Software Upgrades	Update
Investigating use of meter data to generate sewer use bills for customers with water.	

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). <i>Pierson to make recommendations.</i>	

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 & Newhof Billing  
A motion was made by Stoneburner 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 THURSDAY SEPTEMBER 26, 2013: 1:00 pm

Chairman Bither adjourned the meeting at 1:30 p.m.

Submitted for approval

  
Alan Bussema – Secretary