

Gull Lake Sewer & Water Authority

7722 N. 37th Street
Richland, Michigan 49083
Phone: (269) 731-4595
Fax: (269) 731-2596
www.glswa.org

1

MINUTES OF THE JANUARY 19, 2012 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, Jackie Light, Jimmy Stoneburner and Wes Kahler. None absent. Also present were Director Rich Pierson, Engineer Tom Wheat, and Administrative Assistant Anne Richmond.

REVIEW AND SET THE AGENDA: Pierson amended the agenda to include the Road Commission Culvert Project at 37th Street and Greer Drive under Projects. Light made the motion to accept the Agenda as amended. Motion was seconded by Stoneburner. **Motion carried; all ayes.**

MINUTES OF THE DECEMBER 15, 2011 REGULAR BOARD MEETING: A motion was made by Stoneburner and seconded by Kahler to accept the regular meeting minutes as presented. **Motion carried; all ayes.**

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

CORRESPONDENCE-External: Pierson reviewed the following correspondence:

To: Charles Wait-8106 Yorkville Lane Potential Connection-Footage Reduction
Mr. Wait recently received an opinion from Modern Septic that his drainfield has failed. Since his home is 193 ft. from the available public sewer, he would be required to connect to public sewer upon septic 'failure'. Mr. Wait's property has approximately 965 feet of road frontage. GLSWA provided the connection fee calculation for the parent parcel and two alternatives to Mr. Wait. Mr. Wait was advised to let us know which alternative he would like to implement at such time that he determines that his on-site septic system is no longer functioning. *Pierson to bring the request back to the Board for confirmation.*

To: Jeff VanBelle (Asst Drain Comm) Assistance with Beaver Dam
Mr. VanBelle was asked for assistance to relieve a beaver problem we believe had plugged a 24" dia. culvert just north of DE Avenue, flooding approximately 13 acres, and raising water levels 3-5 feet, to where we can no longer access our sewer pipe that was installed on the old railroad grade.

Fr: Jeff VanBelle (Asst Drain Comm) Assistance with Beaver Dam
 Mr. VanBelle found no signs of beaver activity and believes the culvert was plugged with soil and vegetation. Since it is outside the road right of way, the road commission can't help. He suggested a bypass channel as a possible solution. Pierson reported that we had Plummer's Environmental unplug the blockage, but further work will likely be required in the Spring.

To: Matt Winger (M Power Integrator Software) Follow up Questions
 Matt Winger of M Power provided additional training to GLSWA on the Integrator software but did not complete all the training as scheduled. We sent an e-mail to Matt to answer follow up questions and schedule the next training piece. *Pierson to resolve coordination with Dan Frizzo if GLSWA makes updates to our shape files.*

To: Cook-Interlaken Sump Pump Follow up Letter – No Response
 We have yet to hear back from Mr. and Mrs. Cook whether they have yet obtained a quote for disconnecting the sump pump system that is currently connected to the public sewer and having it discharge to the lake (or other suitable alternative).

UTILITY SERVICE REPORT – Update

Pierson reviewed the following Work Orders for informational purposes after a brief discussion on our goals and objectives with implementing a work order system:

Work Order Tracking #17 Drain Tube North of DE Ave
 A 24" dia. culvert just north of DE Avenue was plugged, flooding approximately 13 acres, and raising water levels 3-5 feet, to where we can no longer access our sewer pipe that was installed on the old railroad grade. Plummer's jetted the blockage. More work is likely required in the Spring.

Work Order Tracking #18 Uldricks grinder tap 5304 N 37th
 Copper grinder taps to the ductile iron forcemain have been corroding resulting in leaks. Uldricks grinder tap was excavated, found to be copper, and replaced with plastic. (Replacing with plastic replaces the previous procedure of wrapping with waterproofing). We will complete this work summer of 2012 – with approximately 11 more to do.

Work Order Tracking #24 Pump Station #4 Rebuild
 Due to ongoing problems with the impellers, the pumps were replaced and the guide rail system and valve pit overhauled at a cost of \$15,511. Pierson reviewed pictures with the Board.

Work Order Tracking #29 Stewart grinder
 The Customer complained that when the pump kicks on, there is a vibration/rattle. Jerred and Rich investigated and determined that the problem was a loose window next to the control box that vibrated when the contactor made contact. Pierson notified the homeowner of our findings.

Work Order Tracking #31 Thiessen – 8080 N. 32nd St
 The Customer received a shut off notice from the City of Kalamazoo for water and called us. Pierson followed up to make sure she understood that the City of Kalamazoo owns and operates the water system.

Work Order – Planned

Cleaning of Galesburg Manholes #7826 + 7827

Wastewater sludge has built up in the pipe near Galesburg High School. Plummer's jetted it out. This likely will need to be jetted 4 x per year to keep ahead of the accumulation. *Pierson to review with Wheat the cause of the problem.*

NEW BUSINESS

B. Bowman + J. Dill-Indianapolis Conference

Trade Show; Est. \$1,628

Pierson asked the Board to approve sending Barry and Jerred to a tradeshow + classes in Indianapolis so that they can evaluate jetters, cameras, and pipe-packing equipment. GLSWA will need to purchase this type of equipment to start repairing our system this summer. A motion was made by Stoneburner and seconded by Light to send Barry and Jerred to the trade show/classes at an estimated cost of \$1,628. **Motion carried; all ayes.**

B. Bowman Conference Attendance

ISC Trade Show

While our current AES alarm system works well, there is more information that we want to transmit from our lift stations than we are currently able to do such as pump hours and rain data. At the next Board Meeting, Pierson will ask the Board to approve sending Barry to the International Security Conference in Las Vegas so that he can evaluate the next generation of electronics and radio equipment.

New Employee- Part Time Position

Hired Mike Atkinson

Our new employee, Mike Atkinson, has started. The position will be for Jan-Mar 2012 with possible extension beyond.

Software – GIS – M-Power – Scanning Review

Update on 2012 IT Plans

Pierson reviewed our IT Plan with the Board. We have spent significant funds on our GIS system. We now have Integrator which allows controlled access to all data types: GIS, Utility Billing, Asset Management, Maintenance Management, as well as Property Information, Documents, Easements, Correspondence, Project Files, and more. We want to expand our current asset management and maintenance management capabilities and we are evaluating how best to do that. In addition, we have been evaluating a document management system so that we can scan all of our paper files into electronic copies and be able to access them with our Integrator software. Our goal is to have everything in place by Spring. A motion was made by Light and seconded by Kahler to authorize the purchase of document management and maintenance (work order) software for up to \$11,000. **Motion carried; all ayes.**

Health Care – Senate Bill 7

Options + Impacts for Authority/Employees

The legislature included authorities as “public employers” even though we do not utilize tax dollars to fund our operation (utility rates – enterprise fund) nor do we offer post-retirement benefits (resulting in unfunded and unknown liabilities long after an employee retires). Public employers who are “local units of government” can opt out of SB7 annually, however, authorities are not included under SB7's definition of local

unit of government. GLSWA has until our current BCBS expires in August 2012 to implement a benefits program that will comply with Senate Bill 7. This will likely mean less medical coverage and/or more cost to the employees. *Pierson to make recommendation for compliance during budget setting process in February/March 2012.*

Jeff Chatterton-Communication Specialist Possible Presentation?

Mr. Chatterton speaks to organizations and advises them on communication snafu's and public policy. This may be something the townships would be interested in scheduling.

PROJECT UPDATE:

Grinder Lines – 37th Street Only

Grinders for Inspection/Repair

Some of the grinder connections were made with copper to ductile iron without a dielectric sleeve. If the installation is in moist soils, the copper ions can be transferred through the soils to the ductile iron pipe (corrosion issue). The copper service is 'eaten-up' by the transfer and then starts leaking -- as we recently found at 5201 N. 37th Street, and as we experienced in 2009 at 6237 N. 37th Street. A total of 13 grinder connections will be investigated and fixed at a total cost estimate of \$5,000-\$7,000. 4 of the grinder connections were excavated. The original fix was to wrap with waterproofing, however, based on what was discovered at Uldricks (thinning of copper inside the tap), we will now simply replace the copper 'tailpiece' with plastic. 2 of the 4 were redone the same day, leaving 11 more to be worked on. .

Lift Station 4 – Replacement of Pumps

Due to ongoing problems with the impellers, the pumps have been replaced and the guide rail system and valve pit overhauled at a cost of \$15,511. Pierson provided pictures to the Board.

Lift Station Guide Rail Replacement Project

Lift Station #11, Lift Station #6 and Lift Station #4 guide rails have been rebuilt. We have done 13 out of 25 and still have 12 to go. We are averaging 3-4 per year at an average cost of \$2,200 each.

KCRC Culvert Project-37th & Greer

Working with GLSWA

KCRC is working with GLSWA as they design the culvert project at 37th Street and Greer drive. *GLSWA to locate pipe and provide information to KCRC.*

OLD BUSINESS: ACTIVE

Comstock Township Sewer + Water Update on Rates: Begin Cost-Benefit Analysis
Comstock Township Supervisor Tim Hudson, Engineer Tom Wheat and Pierson met to review water feasibility.

Parchment Water System Sewer Billing Based on Water Usage
 Pierson is investigating using Parchment Water data to bill our sewer customers based on their water use rather than on a flat rate.

Village of Richland-Reg Comm Dues Payable January 9th Meeting
 Pierson attended the January 9th Village of Richland Meeting to discuss the Regional Commission invoice for membership dues that GLSWA is no longer paying on their behalf.

Gentry High Ground Water Matter No Further Contact with Attorneys
 There has been no further contact with attorneys in this regard.

OLD BUSINESS: STATUS UNCHANGED

Office Remodel & Improvements Update
 Front entrance sign/flagpole yet to be acquired; top dirt dressing in the spring; iron removal system.

Groundwater Elimination Program + Tracking Update
 No Update.

CMOM-Collection System Requirements Pending / Self Assessment: On-Going.
 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. Self Assessment is on-going.

Kalamazoo Regional Water + Wastewater Comm. Update
 FOIA lawsuit has been filed as a result of City refusal to share rate model and is awaiting a court date. Meetings with the attorney and rate consultant are ongoing.

Charleston Township Sewer Update on Rates: Begin Cost-Benefit Analysis
 This item is on hold until more detailed billing information is obtained from the City of Kalamazoo and analyzed.

Manhole Inspection/Inflow/Infiltration Project Update
 Continued review of in-house repairs vs. out-source – Summer of 2012.

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.

Sewer Connection Fee Issues No response; \$8,900 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 \$8,900.

30th Street South Gravity Design Easement Pursuit
 Easement pursuit to be accomplished by Pierson.

Water Connection Fee Issues Ongoing Project
 On-going project to review and establish appropriate fees in Township/Village. 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). Comstock Township took bids to contract out water service connections and Scott Taylor was the low bidder. The Township set a water connection price that township residents pay based on the average cost of the two street sides. Customers pay this in advance and then the township pays Scott Taylor the actual cost when the work is done. *Pierson to put a proposal together for Richland Township based on this framework.*
 Also, need to establish adequate connection fees to provide for the replacement of watermain in the future, as the Township owns the watermain.

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

FINANCIAL REVIEW/ PAY BILLS

A motion was made by Kahler and seconded by Light to file the financial reports as presented, approve the standard bills paid, and pay the Prein & Newhof bill. **Motion carried; all ayes.**

Pfizer and PPP graphs were presented showing that actual flow has been above what is budgeted resulting in additional revenue.

CLOSING COMMENTS

ADJOURN. NEXT MEETING THURSDAY FEBRUARY 23rd, 2012 at 1:00 p.m.
 Chairman Bither adjourned the meeting at 1:53 p.m.

Submitted for approval


 Jacqueline Light – Secretary