

# Gull Lake Sewer & Water Authority

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## MINUTES OF THE JANUARY 20, 2011 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, Jim Stoneburner and Wes Kahler. None absent. Also present were Director Rich Pierson and Administrative Assistant Anne Richmond.

**REVIEW AND SET THE AGENDA:** Pierson proposed adding three items to the agenda under New Business: Election of Officers, Review of a Draft Letter to the Road Commission, and Lift Station #42 Discussion. Stoneburner made the motion to accept the revised agenda. Motion was seconded by Kahler. **Motion carried; all ayes.**

**MINUTES OF THE DECEMBER 16, 2010 REGULAR BOARD MEETING:** A motion was made by Light 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:**

Ms. Stacy McKay Policy Regarding Billing Address Disputes  
Ms. Stacy McKay and Mr. John McKay were advised that when given differing instructions for the payment of the quarterly bill for sewer service, it is GLSWA's policy to invoice the service address until written documentation establishes an alternative address/liable party or establishes an official landlord-tenant relationship. In addition, under the ordinance and state statute, regardless of the documentation, the property being serviced is liable for the payment of the utility bill in the event default occurs (exception being an official landlord-tenant relationship).

Ms. Barbara Vogelsang-Rich Lane Thanks for Sump Pump Response  
Ms. Vogelsang was thanked for her response to our letter. Ms. Vogelsang stated that she does not have a sump pump connected to the public sewer.

Mr. Reinhardt-37<sup>th</sup> Street Thanks for Sump Pump Response  
Mr. Reinhardt was thanked for his response to our letter. Mr. Reinhardt stated that he has a sump pump that pumps gray water from his wash into the public sewer that could potentially "pick up" drainage from the basement walls and floors, but he has been "high and dry" and never had a water problem in over 20 years.

Mr. Russell-Doubleday

Thanks for Sump Pump Response

Mr. Russell was thanked for his response to our letter. Mr. Russell stated that he does not have a sump pump connected to the public sewer.

Mrs. Crandall-W. Gull Lake Dr

Sump Pump Disconnect Procedure & Follow-up

Mrs. Crandall was thanked for her response to our letter. She has several crawl space ground-water sumps tied directly into the public sewer. B-Dry installed the sump pumps and she has contacted them to disconnect the sump discharges and properly discharge them outside away from the foundation of the home. Mrs. Crandall was asked to let GLSWA know how much the repair bill is and to allow us to do a final inspection for our files. Mrs. Crandall was advised that the Board is discussing whether the Authority will offer monetary participation in the re-plumbing costs. Pierson informed the Board that Mrs. Crandall had called in to let us know that the repair costs are not minimal. B-Dry has quoted the repair cost to be \$4,800 and she will drop off the letter for our information and use. Pierson recommended that Mrs. Crandall get another quote and suggested Brent Gould Plumbing.

McBain Lawn Care

Snow Removal Practices at LS #6

Mr. McBain was advised that GLSWA needs truck access to the equipment to pull pumps, etc. at LS #6 and was asked to have his snow plowing crew avoid blocking our lift station at Gilmores. This has been an issue in the past. He has taken care of this.

Ross Township Planning Commission--Sullivan-Gull Harbour Pointe sewer lead ext. Jeff Bither and Bruce Dean were advised that GLSWA had been contacted about the sewer leads for Gull Harbour Pointe by Mr. Sullivan and an engineer designing the sewer leads. Mr. Sullivan never completed 6" sewer service to lots 2, 3, 4, 5, and 6 as per the initial 2003 plan submittal to Ross Township and as agreed with the Authority. In 2008, when lot #5 "sold", per the request of Mr. Sullivan, GLSWA proposed an alternative plan that was to be constructed by Sullivan to service 4, 5 & 6, and 2 & 3 when needed; but again, it was never constructed. Now we are reviewing this matter again and neither sewer lead extension has been constructed. Stoneburner made a motion that Mr. Sullivan be required to complete 6" public sewer service to all remaining lots (lots 2, 3, 4, 5, 6) as per the 2008 plan prior to any sewer permits being issued for the connection of any future homes. Motion was seconded by Light.

**Motion carried; all ayes.** *Pierson to inform Bruce Dean and Michael Sullivan of the Authority Board's action as soon as possible, as the Ross Township Planning Commission Meeting is scheduled for Monday, January 24<sup>th</sup>.*

Eve Sanders-Siemens Corp Rep

Bioxide Forcemain Treatment-Re-evaluating

GLSWA has been a long-time customer of Siemens Bioxide (since 1998) and has spent \$10,000 - \$15,000 in chemical costs annually to minimize and/or eliminate any future problems with hydrogen sulfide corrosion and/or odors in downstream piping systems. Ms. Sanders was advised that with the increasing cost of Bioxide, it is necessary to evaluate the reasons for treatment and the methodologies/cost. Pierson noted that our pipeline is protected by the 2002 epoxy coating, except for a small area

where sewer leads enter the main line. The reasons to continue treatment are (i) to prevent odors and gases from emanating from house vents and/or from manhole covers; or (ii) to prove that we are not liable for any corrosion downstream. As Augusta enters downstream and does not treat, our past record of treatment and monitoring should suffice. Aside from the above, the final reason to continue treatment is to protect the ductile iron forcemain, if it is being compromised by hydrogen sulfide. We will be testing the main for damage and reporting back whether to continue treatment and if so, the best application point for treatment.

#### Perkins-Eurovix Treatment of Forcemain Science of Enzyme Treatment

Mr. Robert Perkins was asked to explain the science of why the addition of micropan complex enzymes prevents hydrogen sulfide from forming. Pierson noted he received a response from Mr. Perkins, and the enzyme treatment technology is designed to attack the biology of the pipeline, thereby preventing hydrogen sulfide gas.

#### Eve Sanders-Siemens Corp Rep Forcemain - Re-evaluating Whether to Treat

Ms. Sanders was advised that GLSWA is not certain if we will continue treating with bioxide. GLSWA is evaluating whether to continue with chemical treatment or to fight odor complaints one-by-one after determining whether the forcemain has been damaged after 28 years in service.

## NEW BUSINESS

City of Kalamazoo Rates 3% Increase – Approximately +\$15,000 annually  
Effective February 1, 2011, the City of Kalamazoo raised the rate that it charges GLSWA for sewage treatment by almost 3 %, from \$0.473/ cu meter to \$0.487/ cu meter, although outside retail customer rates declined slightly. Pierson noted that the multiplier between the inside city rate and the outside city rate appears to be 2.34, which is very high.

Purchase of Consumers Energy Property Request-Authorization to Pursue  
Pierson contacted Sandra Wigent of Consumers Energy about potentially purchasing Consumers Energy property lying adjacent to M-89 with Consumer's (and METC) keeping an easement over the entire property for electric and gas transmission. The Board authorized Pierson to pursue this to determine if Consumers Energy is interested dependent upon purchase price.

#### Insurance Update Update

Pierson updated the Board on a phone conversation with our insurance agent, Tammy Sayles, regarding 3<sup>rd</sup> party sewer back-up coverage in cases where GLSWA was negligent and had a third party claim since our policy appears to exclude this type of coverage. In Ms. Sayles discussions with Trident, the carrier, Trident stated they would likely defend our liability in instances involving negligence which may provide opportunity and coverage for a settlement of reasonable damages.

Forcemain Treatment-\$15,000 Annually Under Review

GLSWA is evaluating whether to continue with chemical treatment or to fight odor complaints one-by-one. Pierson and Bowman are reviewing options and will make a recommendation prior to budget setting in March.

Election of Officers

Annual Election

A motion was made by Kahler and seconded by Light to elect Jeffrey Bither as Chairman, Jimmy Stoneburner as Vice Chairman, and Jacqueline Light as Secretary/Treasurer of the Gull Lake Sewer & Water Authority Board. **Motion carried; all ayes.**

Review of Draft Letter to Road Commission

Use of M-89 lot for Slag Storage

Pierson reviewed a letter he had drafted to the Road Commission proposing an agreement where the Authority would not be charged for our occasional Road Commission permits in exchange for the Road Commission's use of the side lot for slag storage. The Board supported Pierson sending the letter.

Lift Station #42 Discussion Pump Replacement

Pierson updated the Board on the situation at station #42. We are finding that with fibrous rags or towels being flushed down the toilet, the standard pumps that for years only plugged on occasion with rags of this nature, are now plugging with a new brand of nylon-based fibrous rags and disposable cleaning products that do not pass through the vanes of the pump, plugging it over and over again. Pierson is considering purchase of 2 new style pumps with a 'pass-through' open-vane impeller, deemed to be "non-clog" and warranted for 5 years for approximately \$5,000 each or \$10,000 total. Since this is a "non-routine maintenance expense", it would be paid for out of the Cooper Township account reserved for maintenance and repairs outside of normal operation and maintenance per the Waste Water Service Agreement and Franchise. A motion was made by Kahler and seconded by Stoneburner to upgrade the pumps at Station 42 subject to appropriate notification/acknowledgement by Cooper Township. **Motion carried; all ayes.** *Pierson will meet with Bowman and make a determination as to best available and affordable technology to combat this plugging issue, then move forward with the remedy.*

## PROJECT UPDATE:

Office Remodel & Improvements

Budget Update: There has been no change from the last meeting.

The final payment to FCC in the amount of \$2,000 is still on hold pending resolution of the lighting issue.

Pierson is getting quotes for the purchase of an iron removal system.



Manhole Inspection/Inflow/Infiltration      Preparing Summary of Work Tasks  
 225 manholes / 1224 (1130 GL + 94); not including 96 cleanouts + 34 air release.  
 Pierson has summarized his findings and estimated the repair work to be done based on the manhole inspections to date. He is using this to prepare a summary of work tasks and estimates of cost with Tom Wheat to bid out the repair work in the spring. Manhole checks will resume in the spring, 4/15/2011 +/-

Sump Pump Elimination Tracking      Next Steps Recommendation  
 There are several customers who have not responded to our sump pump inquiry letter. GLSWA needs to determine the next steps to meet our goal of sump pump elimination. Some of the issues are as follows: 1) How do we get people to respond to our sump pump inquiry? 2) What should the repercussions be for not responding to our sump pump inquiry? 3) Should the Authority offer monetary participation in the re-plumbing costs if we find the sump pump is connected to the sewer and the owner responded promptly and cooperated? 4) Once a sump pump is disconnected, how do we make sure it does not get reconnected? 5) What if the owner refuses to respond or acknowledge if we suspect a sump pump (or are certain there is a sump pump)?  
*Pierson to discuss these issues with Ken Sparks and present alternatives at a future meeting.*

D Avenue West Project      Spring 2011-Village reimb. if no grant  
 If there is no grant or if the grant is rejected for this project, Richland Village will reimburse GLSWA \$6,000 in the spring of 2011.

30<sup>th</sup> Street South Gravity Design      Easement Pursuit this Winter

## **OLD BUSINESS: ACTIVE**

IT Improvements / Upgrades      Request: Approval of Next Steps

Pierson reviewed the current status of our IT technology “chase”. GLSWA has purchased “Integrator” Software from mPower Innovations which allows GLSWA to “link” all of our data bases and future asset management systems together. Pierson demonstrated this software for the Board. The Integrator software cost \$4,500 and is a substitute for the previously authorized GIS software (\$4,500) we originally thought we needed as a next step. A motion was made by Kahler and seconded by Light to approve the purchase of Integrator software to be paid as follows: \$4,500 purchase price; \$1,200 for Coldfusion Software, \$3,650 for setup and ½ annual maintenance billed April 1<sup>st</sup> and \$1,250 for ½ maintenance billed September 1<sup>st</sup>. **Motion carried; all ayes.**

Pierson presented a summary of the transaction fees to Upgrade our Utility Billing Software to allow for credit card by phone at the front desk, allow for auto-debit from customers accounts, allow for credit card payments over the internet through the Utility Billing software, allow for credit card walk-ins, and allow for email bills to be

sent to customers who prefer this type of billing. The approximate annual cost to GLSWA at an estimated 20% participation rate is \$5,128. *Pierson to check if GLSWA as a public entity is allowed to legally absorb these transaction fees.*

Authority Retirement Plan-MERS Option      Overview & Policy Goal Discussion  
Pierson and staff are investigating potential alternatives to improve the retirement package for employees. Pierson reviewed estimated retirement benefits under various scenarios. This item will be discussed at the next Board meeting.

Duffy Easement Request      Mrs. Duffy's daughter "No Thanks"-Diagonal Route?  
Mrs. Duffy owns a home at 214 East Gull Lake Drive and the small "hillside" vacant lot across the street. Recently, the parcel of vacant land across the street and on top of the hill sold and the new owner would like to build a home and connect to the public sewer in East Gull Lake Drive. Mrs. Duffy was asked for an easement to enable the new owner to connect to the public sewer. GLSWA made a good faith offer for the easement of \$650 since Mrs. Duffy was charged \$650 for the public sewer across the front of this lot. Mrs. Duffy's daughter indicated she will not grant an easement. Kevin Miller's property may be an alternative. *Pierson to review a map of the proposed connection at the next Board meeting.*

Kalamazoo Regional Water + Wastewater Comm.      Update  
The Commission is moving forward on the issues.

Comstock Township Sewer + Water      Ongoing Project-review w/ Tim Hudson  
Pierson to attend local rate seminar on rate setting with use of meters.

## **OLD BUSINESS: STATUS UNCHANGED**

Manholes on Pattiwood + Macywood      Completed-Invoices Sent  
Tustin's lowered the manholes on Pattiwood at a cost of \$1,800. In addition, Tustin's repaired two manholes in the Village bike path along M-43: South of McDonald's (at a cost of \$675) and North of McDonald's (at a cost of \$735). The Village has paid for ½ of the total cost. Pierson sent a letter and invoice to Dave Woodhouse requesting reimbursement of the Pattiwood manhole repair cost. There has been no response.

Tammy England      No Change in Status  
Ms. England did phone in an update, again repeating she fully intends to pay her debt to GLSWA as soon as she is able.

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). Also, need to establish adequate connection fees to provide for the replacement of watermain in the future.

Charleston Township Sewer Ongoing Project-reviewing existing list of customers

Easement Releases Ongoing Project-coordinate w/ scanning files to GIS.

Personnel Policy Update Tentative Changes for 2011  
Pierson to review retirement plan / vacation policy / hours of operation and determine if changes are needed.

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.

## **FINANCIAL REVIEW/ PAY BILLS**

A motion was made by Stoneburner and seconded by Kahler to file the financial reports as presented, approve the standard bills paid, and pay the Prein & Newhof bill.

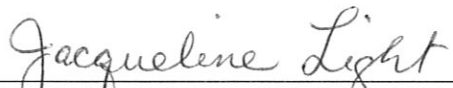
**Motion carried; all ayes.**

## **CLOSING COMMENTS**

ADJOURN. NEXT MEETING THURSDAY FEBRUARY 24, 2011 at 1:00 p.m.

Chairman Bither adjourned the meeting at 2:50 p.m.

Submitted for approval

  
Jacqueline Light – Secretary