

# Gull Lake Sewer & Water Authority

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## MINUTES OF THE JANUARY 21, 2014 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, Executive Assistant Anne Richmond, Office Assistant Bonnie Shiffer, Attorney Ken Sparks, and Nancy Troff, owner of the Rolling Pines Apartments.

**REVIEW AND SET THE AGENDA:** Kahler made the motion to accept the Agenda as presented with the addition of election of officers. Motion was seconded by Bussema.

**Motion carried; all ayes.**

**MINUTES OF THE DECEMBER 19, 2013 REGULAR MEETING:** A motion was made by Stoneburner and seconded by Kahler to accept the regular meeting minutes of December 19, 2013 as presented. **Motion carried; all ayes.**

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

### **CORRESPONDENCE:**

Worgess Insurance      Apology – Misinformation Resulted in a Misquote  
 Originally, we received an insurance quote from the Worgess Insurance Agency (Cincinnati Insurance Company) for \$16,647. This was later updated to \$12,855 with the qualification that a couple items were still being checked on. When we did not receive a final quote by the Board Meeting date, we did not contact Worgess nor did we properly represent the latest quote, rather we used the prior quote. Pierson informed the Board of this mistake and apologized to the Board and to the insurance agent, Drew Worgess.

8778 Gull Road – Connection Inquiry      Lower Level Pump or Gravity?  
 GLSWA contacted the realtor for 8778 Gull Road to discuss the home's proposed request to connect to the available public sewer. The contractor indicated that a pump is needed for the lower level walkout. GLSWA maintains that the septic tank will need to be located and the elevation of the 4" pipe determined to evaluate if a gravity connection is feasible. Pierson told the Board that this is an example of GLSWA intervening in a private property matter to prevent an uninformed homeowner from

making a potentially bad decision (having a pump up system when gravity may be possible).

## NEW BUSINESS:

### Maly Refund of \$74

### Approve Refund for Unused Guest House

Pierson informed the Board that he had inspected a guest house owned by Mr. Maly that is unusable and agreed to take it off of the billing system since the guest house had been vacant for many years. Pierson requested a refund of up to \$74 for Mr. Maly. Pierson indicated that we could waive a final bill on the property that Mr. Maly had torn down rather than issue a refund check. Stoneburner made a motion, seconded by Bussema, to approve a refund in some manner for Mr. Maly of up to \$74. **Motion carried, all ayes.**

### 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. 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 noted the assumption assigned to the apartment complexes dated from 1980, and many low flow shower heads and toilets have since been mandated. He stated that we need to make sure that the rates are equitable for all users over time. He is going to attend a rate study workshop on January 29 and 30<sup>th</sup> and 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.*

### Ordinance Update

### Approved by the Village of Richland; Misc User Fee Policy

The Ordinance changes were adopted by the Village of Richland at the January 13, 2014 Village of Richland Meeting. A second publication is necessary at a cost of approximately \$700. Richland Village Council had asked how the Miscellaneous User Fee would be implemented as part of their discussion. Pierson handed out a proposed policy as to how GLSWA will implement the Fee and asked the Board to approve the policy. Bussema made the motion, seconded by Stoneburner, to approve the Miscellaneous Customer Fee Policy as submitted. **Motion carried; all ayes.**

### Cooper – Parchment Wastewater Agreement

### Authority Obligations

Pierson reviewed the proposed Cooper/Parchment Wastewater Conveyance Agreement that allows Parchment to transport sewage through the Cooper System to the City of Kalamazoo. Attorney Sparks stated that acknowledgment of this agreement by GLSWA's Board was not necessary. This agreement requires that a

proportionate share of operating, maintenance, repair and replacement costs be payable by Parchment to Cooper.

#### Permits Issued + Miss Dig Updates

#### Comparative Listing

Pierson reviewed a chart showing Miss Dig totals since 2004 and Sewer Permits issued since 2007; both increased in 2013 as compared to 2009-2012 levels

Kalamazoo Area Building Authority Acknowledgement of our Inspection Policies  
Pierson met with KABA (Kalamazoo Area Building Authority) to make them aware of GLSWA's requirements for teardowns, new building sewer inspections, and groundwater sump pumps so that KABA can incorporate our requirements into their process. *Pierson will contact the building inspectors (AGS, MTS, and PCI) for the other townships to ensure that GLSWA's requirements are included in their processes as well.*

#### Doug Fooy

#### Worker's Compensation Claim

GLSWA Employee Doug Fooy slipped and injured his shoulder on January 8, 2014. A Worker's Compensation Claim was filed.

#### Election of Officers

#### Annual

A motion was made by Bussema and seconded by Kahler to nominate and cast a unanimous ballot for Jeff Bither as Chairman of the Gull Lake Sewer & Water Authority, Jimmy Stoneburner as Vice Chairman of the Gull Lake Sewer & Water Authority, and Alan Bussema as Secretary/Treasurer of the Gull Lake Sewer & Water Authority. **Motion carried; all ayes.**

### PROJECT UPDATE:

#### 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/odor condition. Prein & Newhof is soliciting preliminary design and contractor pricing for review. *Pierson awaiting response from Village engineers on design before soliciting pricing.*

### OLD BUSINESS: ACTIVE

#### Zoetis – Sewer Meter Inaccuracy

#### March Meeting

December meeting postponed with Zoetis: Zoetis had provided an updated graph with data through October. The last three months are trending similarly, but there is still a differential between the sewer meters and the water in + rain runoff of around 1.5 million gallons per month. A decision was made to have Zoetis gather more data and review this with Authority staff at a later meeting.

Emergency Fuel Acquisition                      Letter Received; Further Investigation Required  
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 and indicated that he needs to negotiate a priority service agreement with Crystal Flash or an equivalent vendor. Pierson received a letter from Crystal Flash regarding their emergency generator fueling. *Pierson to complete this purchase in the Spring.*

Asset Management - SAW Update – CMOM                      Awaiting DEQ Approval  
The State has offered a grant program to do an assessment of utility assets. The purpose for an asset management plan is to identify our assets, their strengths, weaknesses, risk, their replacement timing, replacement costs, etc. The application has been submitted for GLSWA. We will be budgeting to set up and begin the Asset Management program for April 1<sup>st</sup> of the new fiscal year -- regardless of the grant status.  
Pierson stated that we should know if the application was administratively correct within the month.

Kalamazoo Regional Water + Wastewater Comm.    Update  
A new FOIA request has been filed asking for personnel data/accounting + administrative cost allocation studies. We plan to discuss this at the next meeting with our legal counsel.

Billing Software Upgrades                      Update  
Investigating use of meter data to generate sewer use bills for customers with water. Pierson stated that it may be necessary for GLSWA to read water meters to have control of the readings, minimize errors, and to ensure timing of the meter reads

Televising 4" Building Sewers                      Summary + Cost Update  
Preparing summary of findings to date for televising 4" building sewers and an update on the estimated cost.

## **OLD BUSINESS: INACTIVE**

Personnel Policy + Ethics Policy                      Updates  
Proposed updates to be reviewed in Feb-Mar 2014.

Gull Lake Ministries                      Review of Residential Units + New Construction Plans  
GLSWA met with Gull Lake Ministries (GLM) to review residential units and their new construction plans to see if they have "connection credits" due them for the single-family homes that have been removed. Tammy (GLM) and Bonnie (GLSWA) will prepare a map and address list and we will advise GLM if we have been billing inappropriately. Pierson indicated to the Authority Board that 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 try 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 with no repercussions to GLM or the Township.*

EF Ave Sewer-Old Plug Company      Received Permission from City of Kalamazoo  
This was constructed during the week of 9/3 and inspected by Prein & Newhof and GLSWA staff. Project is not yet finalized.

Air Release Valve Rebuilding      Rebuild 10 Air Release Valves  
As a result of the SSO incident with the galvanized nipple, GLSWA is rebuilding 10 Air Release Valves. There are 4 yet to be rebuilt.

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. These are to be done Spring 2014.

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. Awaiting price quote from Contractor. These are to be done Spring 2014.

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 plantings will be done in the Spring and flags for the pillars will be purchased.

McCarty-Frauln Circle-Vacant Lot      Request for Sewer Lead to Vacant Lot  
Mr. McCarty has asked GLSWA to provide a 6" sanitary sewer lead to a vacant lot. The Authority will obtain quotes for the potential sewer lead installation and we have asked for proof that the lot is buildable. If the cost is prohibitive, Mr. McCarty may be asked to pay a portion of the cost.

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.

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.

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 Kahler 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, FEBRUARY 27, 2014 at 1:00 p.m. The following Meeting will be March 27, 2014 at 1:00 p.m. Chairman Bither adjourned the meeting at 2:00 p.m.

Submitted for approval

  
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Alan Bussema – Secretary