

## Gull Lake Sewer & Water Authority

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### MINUTES OF THE JANUARY 22, 2015 REGULAR BOARD MEETING

Authority Board Meeting

1:00 P.M.

**CALL TO ORDER/ ROLL CALL:** Chairman Stoneburner called the meeting to order at 1:05 P.M. Commissioners present were Jimmy Stoneburner, Wes Kahler, Paul Dykstra and Jackie Light. None absent. Also present were Executive Director Rich Pierson and Executive Assistant Anne Richmond. Commissioner Jackie Light was recently appointed as the Richland Township representative on the GLSWA Board replacing Alan Bussema who resigned as Richland Township Supervisor due to illness. Welcome Jackie.

**REVIEW AND SET THE AGENDA:** Pierson noted one addition to the agenda under New Business: Election of Officers. Kahler made the motion to accept the Agenda as revised. Motion was seconded by Light. **Motion carried; all ayes.**

**MINUTES OF THE DECEMBER 19, 2014 REGULAR MEETING:** A motion was made by Kahler and seconded by Dykstra to accept the regular meeting minutes of December 19, 2014 as presented. **Motion carried; all ayes.**

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

#### **CORRESPONDENCE:**

Gull Lake Ministries-Tammi Need to Consolidate Parcels for Teardown/Rebuilds: GLSWA approached Gull Lake Ministries about revisiting the billing project. GLSWA wants to ensure that we are billing Gull Lake Ministries correctly as there have been multiple teardowns and rebuilds. There are Indirect Connection Charges pending for the 3 structures on the old Rural Bible Mission property and on the Rec Center/Office complex, subject to the reworking of the maps and parcel numbers-including approval/acceptance of the parcel adjustment/combination at the Township. *Paul Dykstra offered to make contact with Daniel Wallace at Gull Lake Ministries.*

Buchino-1350 Burlington Drive                      Guest Home Reinstated on Billing  
Mr. Buchino's guest home was taken off of the billing in 2007 as he maintained that it would not be used for domestic purposes, but rather, used as an office. Sewer use charges were reinstated for the guest home starting in July of 2012 based on evidence that the home had been rented since that date.

England-12147 N. Sherman Lake Dr.      Lien No Longer Collectible  
GLSWA assisted a distressed property / homeowner with a failed septic tank and although she promised to reimburse us, we placed a lien on the property to collect the \$1500 we were owed for the septic tank repairs. Based on review by our legal counsel, as a result of recent foreclosure by the bank, the Authority will not be able to enforce the lien.

Decker Agency      3-Year Rate Guarantee  
The Decker Agency was able to secure a three year rate guarantee on GLSWA's insurance policy.

Hartleb Agency      Thank You for Service  
Pierson thanked Geoff Lansky for the great service last year with our EMC insurance policy.

Worgess Agency      Thank You for Insurance Quote  
Pierson thanked Drew Worgess for meeting with us and submitting an insurance quote.

Shilts-5111 Boylan      Customer Complaint Regarding Flat Rate  
Mr. Shilts complained that his sewer use bill (that we bill flat rate) is too high and disproportionate to his water usage. Pierson responded to his concerns and advised him that GLSWA is moving towards metered billing. A copy of a bill from a water/sewer resident in Parchment showed the sewer bill to be nearly twice the water amount, which is typical of most municipalities.

Rolling Pines Apts-Nancy Troff      Apartment Flat Rate Billing  
Ms. Troff is concerned that her sewer usage bill is based on a flat rate instead of actual water usage. Pierson updated Ms. Troff on GLSWA's progress towards implementing metered billing.

Durham-1348 Burlington Drive      Upper Lateral on Neighbor's Property  
During the inspection of a sewer capping for a teardown at 1360 Burlington Drive, it was discovered that the upper lateral for 1348 Burlington Drive was located in the same trench on the neighbor's property. Pierson acted as an intermediary to assist in the resolution of this issue.

## **NEW BUSINESS/PROJECTS:**

Pole Barn #3      Ross Township Planning Commission  
Pierson to attend the January 27<sup>th</sup> Ross Township Planning Commission to discuss future options.

Asset Management Implementation                      Update on Schedule & Progress  
 Cleaning & televising will resume in the Spring with the goal of being complete by September 1, 2015. Continuing with manhole inspections and lead locations as weather permits. Creating Work Orders for non-urgent manhole work around Gull Lake-156 manholes to be raised. Inflow and Infiltration meter work in conjunction with weather station to be set prior to end of March.

Repairs + Rehabilitation                                      Update  
 Thus far: 3 faulty drop manholes + 5 leaking manholes + 4 structurally deficient manholes + LS 14-4" forcemain corroded. Repair estimate to date: PRS (Pipe Repair Systems) \$24,000 manholes / \$2,600 Forcemain; Self Repairs \$7,000. LS #1 Forcemain: \$35,568.92. No additional work scheduled at this time.

PICA-See Snake Main Forcemain Investigation                      Update  
 Final report to be presented on Thursday, February 5<sup>th</sup> at 10 a.m. to 12 noon -- discussing the results of the 1<sup>st</sup> segment investigation (this will be posted as a Special Meeting). The decision is whether to dig up during winter or wait until May – and regardless, exterior corrosion will need to be verified and then planned for repair and/or replacement. Pierson reminded the Board that we have 36 forcemains and all but 10 are 4" or greater ductile iron pipe and may be similarly corroded, and we don't have the budget *within the SAW grant* to investigate all of them with See Snake.

Election of Officers    Secretary/Treasurer  
 Kahler made the motion to appoint Paul Dykstra as Secretary/Treasurer for the Board. Motion was seconded by Light. **Motion carried; all ayes.** Jimmy Stoneburner remains as Chairman and Wes Kahler as Vice Chairman of the GLSWA Board. The Board decided not to update bank signature cards at this time.

## OLD BUSINESS: ACTIVE

Personnel Policy    Amendments Proposed  
 Proposed amendments to the Personnel Policy to be confirmed by legal counsel.

Staffing Schedule    Update  
 Proposed staffing + job structure for next year to be packaged with the budget and personnel review.

Pierson informed the Board that part time employee Brad Howe has hurt his back and he is currently unable to work in his regular capacity. Pierson stated that our hope is for Brad to come back to work successfully, and requested, on a month-to-month basis, paid leave of absence up to 3 days per week for Brad. This may be offset by remote working from home. Any paid leave of absence will be charged against sick days accrued when Brad returns to work. A motion was made by Kahler and seconded by Light to approve paid leave of absence for Brad Howe subject to the conditions as proposed by Pierson. **Motion carried; all ayes.**

Gull Lake Ministries                      Review of Residential Units + New Construction Plans  
Working to consolidate parcels and re-evaluate their residential equivalent count.

Village of Richland Contract                      Expired Agreement  
The Village/Authority Wastewater Agreement has expired and needs to be renewed. Pierson asked the Board to consider constituent membership vs. contract membership and possible changes to the Articles of Incorporation of the Authority to allow alternates and to allow the Authority to set rates. The consensus of the Board is to leave the structure and wording of the Articles as is. *Pierson to proceed to update the Village agreement and present it to the Authority and the Village Council for approval.*

## **OLD BUSINESS: INACTIVE**

Commercial Review/ Apt Usage/ Metered Billing    Rate Study  
Pierson met with T. Traciak to initiate the rate study phase of the SAW grant – moving towards metered billing.

Gull Lake Ministries                      Review of Residential Units + New Construction Plans  
Working to consolidate parcels and re-evaluate their residential equivalent count.  
Email sent-awaiting response from GLM.

Emergency Fuel Acquisition                      Awaiting Reorganization Before Purchase  
Awaiting reorganization and cleaning of the pole barn and outside storage before purchasing.

Billboard/Purchase of Consumers Energy Property    Pierson Met With Representative  
Pierson met with a Consumers Energy representative regarding billboard. Next step – write letter-recent use issues.

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

Regional Commission – City of Kalamazoo                      Update  
Lawsuit filed by out-city municipalities (Regional Commission Members). Round 5 of discussions on 2/10.

Botyrius-7415 N. 37<sup>th</sup> Street                      DE Ave Easement Request  
GLSWA requested easement access for the vacant lot and address 11654 East DE Avenue. Potentially 4 houses could connect to sewer if this easement is granted. The future use of the “for sale” property is now in question. *Pierson to follow-up with the Botyrius's and make a reasonable offer for the necessary easement to pursue potential 3 connections with a sewer lead extension from the manhole on Botyrius's property.*



## Pole Barn-Site Plan and Plans

## Update

The preliminary cost estimate is \$110,000. Pierson applied for a building permit and contrary to how we were advised in April, is now told that we need to apply for Ross Township site plan approval. The proposed building has an eave height and peak height greater than allowed by Ross Township. GLSWA is evaluating possible options and in addition may ask for permission to build an additional pole barn and possibly pursue purchase of the Consumers property adjacent to GLSWA. On-hold pending decision to pursue zoning change or special exception use to build taller pole building.

## Charleston Township Sewer

## Discussion w/ Fran Bell, Supervisor

Discussion with Fran Bell - Charleston Township as contract customer for Miss Dig Service. 80 homes +/-, +2 pumping stations +2 forcemains (1 under river); Pierson to continue with cost-benefit analysis. Charleston Township sewer contract with Kalamazoo expires in 2016.

## Miscellaneous Customer Fees

## Meeting Held w/ Legal Counsel

Pierson to follow up with Thall with letters + resolutions for Board consideration.

## 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.

## Malpass, Sherman Lake Grinder Customer

## Sewer Back-up Liability Concern

Insurance grinder pump liability if grinder pump fails – considering additional alarm telemetry.

## Lift Station Guide Rail Replacement Project

## Update

Lift Station #5, #16, #13, #8, and #18 have been completed. We were budgeting for 3 per year.

## 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 yet to do. These will be done in 2015.

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.

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.

Ortega-Gull Lake Condos Easement Variance      Meeting w/ T. Wheat/R. Thall  
*Pierson to meet with Tom Wheat and Rob Thall on the Gull Lake Condos historic and proposed easement variance.*

## FINANCIAL REPORT

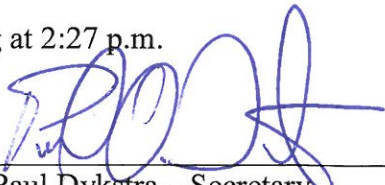
Financial Report / Bills Paid + Payable / Prein & Newhof Billing  
A motion was made by Kahler and seconded by Dykstra to file the financial reports as presented, approve the standard bills paid, and pay the Prein & Newhof bill. **Motion carried; all ayes.**

## CLOSING COMMENTS :

ADJOURN. NEXT MEETING THURSDAY, MARCH 5, 2015 at 1:00 p.m. The following meeting will be on Thursday, March 26, 2015 at 1:00 p.m.

Chairman Stoneburner adjourned the meeting at 2:27 p.m.

Submitted for approval

  
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Paul Dykstra – Secretary