

# Gull Lake Sewer & Water Authority

7722 N. 37<sup>th</sup> Street  
Richland, Michigan 49083  
Phone: (269) 731-4595  
Fax: (269) 731-2596  
www.glswwa.org

1

## MINUTES OF THE JANUARY 28, 2016 REGULAR BOARD MEETING

Authority Board Meeting

1:00 P.M.

**CALL TO ORDER/ ROLL CALL:** Chairman Stoneburner called the meeting to order at 12:55 P.M. Commissioners present were Jimmy Stoneburner, Wes Kahler, and Paul Dykstra. Commissioner Lysanne Harma was absent. Also present were Executive Director Rich Pierson, Executive Assistant Anne Richmond and GLSWA Employee Patrick Ezeani.

**REVIEW AND SET THE AGENDA:** Stoneburner made the motion to accept the Agenda as presented. Motion was seconded by Dykstra. **Motion carried; all ayes.**

**MINUTES OF THE DECEMBER 17, 2015 REGULAR MEETING:** A motion was made by Dykstra and seconded by Kahler to accept the regular meeting minutes of December 17, 2015 revised to reflect that the "motion to accept Gilmore Car Museum to the GLSWA Service District pending amendment of the 1991 Agreement and authorize Rich Pierson to send a letter of request to SWBCSWA with a copy of the minutes", due to a narrow interpretation of our Articles of Incorporation, did not carry on a vote of 2-ayes, 1-nay, and 1 abstention. **Motion regarding the December 17<sup>th</sup> minutes carried; all ayes.**

Regarding the prior month's action, Pierson had sent the letter of request to SWBCSWA with a copy of the minutes before discovering this error. *Pierson to review whether it is necessary to send notice to Gilmore Car Museum that the motion did not pass.*

*Pierson to proceed to make recommendation regarding amending the Articles of Incorporation.*

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

### **CORRESPONDENCE:**

Fr: Thall-Re: Gilmore Car Articles of Incorp-3 Member Vote Must Be Unanimous  
The Authority Articles of Incorporation state that: "A vote of a majority of the then existing membership of the Commission shall be required for passage of any Commission action." When only 3 members are voting, this provision requires a unanimous vote of all 3 members. At the December 17, 2015 Meeting the "motion to accept Gilmore Car Museum to the GLSWA Service District pending amendment of

the 1991 Agreement and authorize Rich Pierson to send a letter of request to SWBCSWA with a copy of the minutes” was incorrectly stated to have carried on a vote of 2-ayes, 1-nay, and 1-abstention. Attorney Thall recommended that the previous meeting minutes be revised to reflect that the motion did not carry. In addition, Attorney Thall suggested an amendment to the Articles to allow for smoother operation of the Commission. *Pierson to amend the Authority Articles of Incorporation per recommendation of Attorney Thall.*

MMBJ-Gilmore Car Museum      Letter on Gilmore Car Museum  
Jim White of Mika Meyers advised GLSWA that he is unable to represent the GLSWA on Gilmore Car Museum issues because his firm serves as general counsel to the Southwest Barry County Sewer and Water Authority (SWBCSWA).

Gilmore Car Museum Letter    Sent to SWBCSWA (before knowing vote disqualified)  
A letter was sent to SWBCSWA with a request to modify the 1991 District to include Gilmore Car Museum. The letter was sent prior to learning that the vote to do so was disqualified as explained in the first correspondence item above.

Email to Director Pierson      Authorization of Refund of Connection Fees  
Allen Edwin is not moving forward with 4 permitted homes in the Tiburon Condos and requested a refund of the costs that they had previously paid. The refund was approved by Director Pierson.

R& H Septic      Work to Install Sewer Lead-Negotiated Lower Price  
Pierson negotiated a lower price for the sewer lead that R&H Septic installed for GLSWA as he believed the initial price invoiced by R&H Septic was too high.

Morris-11938 Yorkshire      Sherman Lake Connection Inquiry-\$14,143  
Mr. Morris requested information on the cost to connect to sewer at 11938 Yorkshire. All homes on Sherman Lake that connect to the public sewer line utilize a pressurized Grinder Pump System installed at each property. The approximate total cost is \$14,143 including installation estimated at \$4,000.

Witek-Realtor Inquiry      Connection Fees Are to be Paid in Full  
Mr. Witek asked if the cost to connect to sewer could be paid over time. Currently, due to loss of revenue during the 2008-2012 recession, GLSWA requires upfront payment. *Pierson to develop payment plan for Board consideration.*

Morgan-5051 Beverly      Hardship Request: \$128.10 Reduction  
Mr. Morgan requested relief from his sewer bill. Dykstra made the motion to accept the hardship request from Mr. Morgan contingent that he pays the \$130 within two weeks and that no further hardship requests will be granted. Motion was seconded by Kahler. **Motion carried; all ayes.**

Strombeck-11722 East DE Ave      New Owner Needs Sewer

Ms. Strombeck was updated on the planned sanitary sewer connection in the spring to 11722 East DE Avenue. \$2,500 of the estimated \$6,500 cost was received from the Title Company from the closing of the property.

Troff-Rolling Pines Apts      Quarterly Inquiry on Metered Billing for Sewer Use

Pierson updated Ms. Troff on the progress GLSWA has made toward metered billing and the targeted schedule for implementation in 2016.

## NEW BUSINESS/PROJECTS UPDATE

Staffing-Brad Howe

Accept Resignation of B. Howe, Vactor Operator

Vactor Operator/Field Tech Bradley Howe submitted his letter of resignation to Director Pierson on January 28, 2016. Pierson recommended acceptance of Mr. Howe's resignation and also recommended that the Vactor Operator/Field Tech position be amended to a part time, 2-day per week position. A motion was made by Kahler and seconded by Dykstra to accept the resignation of Brad Howe effective 1/29/2016. **Motion carried; all ayes.** A motion was made by Kahler and seconded by Stoneburner to amend the Vactor Operator/Field Tech position to be a part time, 2 day per week position effective February 1, 2016. **Motion carried; all ayes.**

Future Gull Lake Water System

GLSWA to be in responsible charge

Pierson discussed with the Authority Board who the Board envisions will own, operate, maintain and administer a future water system around Gull Lake or in Ross Township when such a service request occurs. The Board consensus was that GLSWA should be in responsible charge of any future water system as the 4 Township's "Agent" for water as well as sewer. Pierson will carry this message to the Kalamazoo Regional Water + Wastewater Commission who are negotiating water and sewer service agreements on behalf of the KRW/WW Commission members.

SAW Grant / Prein & Newhof

Concerns w/ Prein & Newhof/SAW Grant Work

Pierson is concerned with continuing representation by Prein & Newhof with respect to the SAW grant and has asked Engineer Wheat to fully address concerns about work products and performing work tasks as soon as possible.

Sale of 2x4 Pickup

March Bid Opening at Board Meeting

The truck has not been placed by the curb for sale yet. As previously approved, sealed bids will be taken on the sale of the 2013 2 x 4 pickup subject to a minimum of \$15,000 and opened at the March Board Meeting.

Jim White, MMBJ Meeting

Connection Fees + Zoetis

A meeting was held with special legal counsel Jim White of Mika, Meyers, Beckett + Jones to review ordinances and process. There are several sections of the ordinance that could/should be updated. A meeting with Zoetis is scheduled for March 15<sup>th</sup>.

E DE Avenue Project                      Easements Obtained / Spring Construction  
All easements have been obtained and GLSWA is applying for permits for Spring construction.

Asset Management-L. Station Monitors                      March 1<sup>st</sup> Targeted Completion  
Installation of monitors for 11 Lift Stations is expected to be complete by March 1, 2016.

Asset Management-DEQ Budget                      Budget Adjustment to be Submitted  
Pierson attended a DEQ seminar on the SAW Grant. *Pierson to submit a letter with a SAW budget amendment and timing to the DEQ.*

Asset Management-Scheduling Update                      March Meeting  
Scheduling update + staffing projections to be presented at the March 24 Authority Meeting.

Asset Management Implementation                      Update on Schedule & Progress  
2016 final season's work on Vactor / Camera / Inflow-Infiltration

- ESRI-GIS-continued work with ArcGIS on-line platform-RP to conference
- PICA See Snake on LS 1 Forcemain-data skewed by "speed of tool"
  - 2016-Will use LS1 Revised report to estimate condition of remainder of pipe
  - 2016-Receiving proposal for doing 10-20 lift station See Snake projects-March. We may need to verbally authorize this work during February
  - Review of LS forcemains and consequence evaluations

Projects-Miscellaneous                      Various Projects and On-Going Work  
Cottages of Gull Lake View (Golf Course)-Completed  
Plat east of Stage Coach Inn – Balwat Cottages  
Gull Lake Condos – On Hold  
Cooper's Landing – 2 or 3 new buildings  
New 4500 sq ft bldg behind existing Mission Pte Restaurant

## **OLD BUSINESS: ACTIVE**

Presentation:                      2015 State of the Sewer Presentation  
2015 State of the Sewer Discussion to be continued at the March meeting.

**OLD BUSINESS: INACTIVE (see attached list).** The Board reviewed the Old Business / Inactive list.

## FINANCIAL REPORT

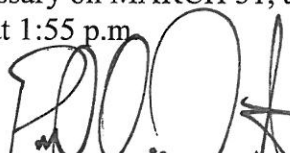
Financial Report / Bills Paid + Payable / Prein & Newhof Billing

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 24, at 1:00 p.m. An additional meeting may also be necessary on MARCH 31, at 1:00 p.m. Chairman Stoneburner adjourned the meeting at 1:55 p.m.

Submitted for approval

  
Paul Dykstra – Secretary

Attch: Old Business / Inactive list



**OLD BUSINESS ITEMS** (Miscellaneous projects / items carried over) / No change in status unless **Red**

<u>No.</u>	<u>Item</u>	<u>Status</u>
1	DEQ Purge Well discharge	: Wells to be shut down Spring 2016; New Agreement to be drafted; Lease payment invoiced. : Overall revenues for Authority FYE 2017 will be reduced 8% (\$100,000 +/-)
2	Rob Thall - Property Acquisition/Easements	: 2-Properties: Consumers / Gull Lake Condos + Consumers at Auth offices : Intent to acquire easement and to purchase property in front of Authority
3	Gull Lake Authority Property Development	: Pierson to meet with Harma + Dykstra to make recommendation to Board on future Pole Barn / Office area expansion needs
4	Gull Lake Ministries	: RP to do review of their "non-single family" accounts (re-rate large multi-room homes) : Parcels need to be combined under common parcel number or they owe Conn Fees
5	Gilmore Car Museum - Sanitary Sewer <i>Need to clarify voting issue - send revised letter?</i>	: GCM is "technically" within the SW BC Sewer / Water Authority jurisdiction, although GLSWA can provide gravity sewer at equal to or less than the cost for SWBCSWA to serve them
6	Galesburg Interceptor	: Within main agenda
7	PICA See Snake Investigation <i>On Main Agenda this month.</i>	: Within main agenda
8	Charleston Township Sewer	: Pierson is preparing documents and costs analytics to present to GLSWA + Charleston for Charleston to have GLSWA operate, maintain and administer the sewer system in Charleston.
9	1980-1990 Easement Releases	: On-going filing / FileBound project, accumulating all easements under 1 file, then having the County "acknowledge" and "release" them to us (as they are in the name of the County currently).
10	Village of Richland Contract	: Contract drafted. To be reviewed and forwarded to Village for their January meeting : <i>Pierson / Thall propose to draft Richland Sewer Agrmt renewal to be a Utility Agrmt incl. water</i>
11	Sewer Connection Fee financing option	: Pierson to propose short-term Connection Fee Financing Plan for Conn Fees > \$ _____
12	Sherman Lake Easement 'clean-up / verify'	: Pierson to review easements and check for accuracy – file in GIS system
13	Botyrius - Gleason easements DE Ave <i>All easements obtained and recorded.</i>	: Proposed easements + project to provide sewer to 4 properties along E. DE Avenue where Gull Creek flows under.
14	Lift Station guide-rail replacement	: Guiderails allow pumps to be lifted in / out: : Started in 2005, 24 stations to be done: All but LS#15 (minor station) are now completed.
15	Malpass, Sherman Lake Grinder Customer	: Had backflow while grinder shut off for winter : Liability / procedural decisions to be made as to what needs to be done for Sh Lk snow-birds
16	Kalamazoo Regional W / WW Commission <i>Seeking direction from Auth Bd on water options</i>	: GLSWA is party to a lawsuit (now withdrawn) regarding rates and charges : New water and wastewater agreements are being worked on the the Commission
17	Air Release Valve Rebuilding.	: An SSO incident in July 2013 was caused by a failed galvanized nipple on an air release valve : We have rebuilt 8 of these - 2 additional in Charleston Township to be rebuilt
18	37th Street Grinder lines tapped into D Iron	: Corrosion issue with copper corrosion. : We have rebuilt 6 of these - 4 additional in Charleston Township to be rebuilt
19	30th Street Gravity Sewer - Future	: If Allen Edwin completes Phases III + IV of Gilmore Farms, new pipeline to be constructed : This will require 7 easements prior to starting the project
20	Water Connection Fees (Village / Township)	: Short-side / Long-side tap averaging should be in place for water main taps : As well as new increased Connection Fees for water hook-ups as \$\$ will be needed
21	Mr. / Mrs. Cooper - 15968 Woodlawn	: Portion of private sewer on someone else's property (after the property was split) : Pierson proposed an easement for the seller to sign to remedy the private pipe - no response
22	Commercial Review / Apartment/ Metered <i>Pierson to discuss data sharing with City</i>	: Pierson is proposing to move from 200 gal/day per unit to 150 gal/day per unit, simultaneously while having metered customers have a ready-to-serve charge + a commodity charge.
23	Miscellaneous Customer Fees	: Sump pump violations : Pierson to pursue with certified mail and Misc Customer fee procedure
24	Emergency Fuel Acquisition	: Authorized last year but never purchased due to space concerns / reconfiguration : Pierson to follow up in 2015
25	Manhole raising Project	Info: 160+ inaccessible; 83 + in yards, 73+ in road; Work continues: 90 in yards + 11 in road done
26	4 Repair sites: to be bid <i>We are reviewing in-situ (inside pipe) methods</i>	Info: 2 drop manholes under asphalt, 1 wye under asphalt, 1 Air release <i>Possibly be \$6000 each instead of \$8000 - \$10,000 each</i>