

Gull Lake Sewer & Water Authority

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MINUTES OF THE JANUARY 31, 2017 REGULAR BOARD MEETING

Authority Board Meeting

1:00 P.M.

CALL TO ORDER/ ROLL CALL: Chairman Stoneburner called the meeting to order at 1:04 P.M. Commissioners present were Jimmy Stoneburner, Wes Kahler, Lysanne Harma and Paul Dykstra. None absent. Also present were Executive Director Rich Pierson, Executive Assistant Anne Richmond, and Engineer Tom Wheat.

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

MINUTES OF THE DECEMBER 15, 2016 REGULAR MEETING: A motion was made by Kahler and seconded by Harma to accept the regular meeting minutes of December 15, 2016. **Motion carried; all ayes.**

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

CORRESPONDENCE:

Miller 8604 EF Avenue Water Connection Inquiry
Mr. Miller had questions about connecting to the public water system. GLSWA handles water connection inquiries on behalf of Richland Township. Pierson explained the process and provided the cost to Mr. Miller.

Butler DEQ SAW Grant Request for Extension Denied
The November 28, 2016 request to extend the SAW Grant end date for the Gull Lake Sewer & Water Authority asset management plan (AMP) has been denied and the 3-year completion period for the AMP will be May 31st, 2017.

Official Payments: Credit Card Changes Made; Minor Programming Error
Changes made to Official Payments (used for customer credit card payments) to simplify reporting, better identify the account being paid, and eliminate the customer convenience fee (the Authority now absorbs the convenience fee) were implemented on December 30, 2016. A minor programming error has been fixed. *Anne will update the Board on the process and statistics in March.* Great work Anne!

McCulley: 8364 Harvest Address Change, Renter: GLSWA Office Follow up
Pierson reviewed an example of the communication follow up by Office Assistant Cheri Rose in response to a website notification of a new renter. Great work Cheri!

Macywood-Kaelin Lane Grease / Syringe Issue at Lift Station #28
Wastewater disposal flows by gravity to our pumping station #28 on the other side of the lake. GLSWA notified Macywood residents on Kaelin of a number of syringes that had to be manually removed from this pumping station and informed them that this abuse of the public sewer system must stop immediately. Wastewater disposal from Arbor Terrace Apartments also flows to Lift Station #28. The Authority had previously notified Arbor Terrace of this issue. *Pierson to let the Board know if this situation has improved at the next meeting.*

Collier-Gull Lake Quality Org GLSWA Database Name + Address Permission
Gull Lake Sewer & Water Authority provided our customer mailing list (name + address) to Jim Collier, President of the Gull Lake Quality Organization per his request – as per Authority policy.

Stoughton-City of Kalamazoo GLSWA Submittal to City
GLSWA submitted per standard procedure four sets of sanitary sewer plans for the proposed Gull Lake Condominiums Sanitary Sewer Reroute. The next step will be submittal of the permit application to the Michigan Department of Environmental Quality-Surface Water Quality Division.

Trio-Vision (was Cobra Camera) Rebuttal Letter
Trio-Vision responded to our letter concerning the unavailability of a loaner camera when GLSWA experienced problems with the camera we had purchased from them. *Pierson to make sure that a loaner camera is available in the Spring if needed as we complete the SAW Camera work.*

Jerry VanderRoest-Charleston Charleston Proposal Moved to End of March
Pierson notified Charleston that the proposal was not yet ready to present. *He is to complete and submit the draft Charleston Sewer Proposal to Jerry VanderRoest in late February or early March and formally present it in March or early April.*

David Worthington-DEQ SAW 10/31/2016 SAW Budget Amendment Request
David Worthington, Senior Project Manager, approved the proposed SAW Grant Budget Amendment No. 3 dated October 31, 2016 and revised January 10, 2017.

David Worthington-DEQ SAW Request for Mpower Editor + Microsoft SQL
Pierson informed David Worthington that GLSWA can use Mpower software and Microsoft SQL software to pull our databases together instead of purchasing the ESRI software. Pierson requested approval to proceed with the purchase of Mpower Editor and Microsoft SQL software.

David Worthington-DEQ SAW Approval for Editor & SQL Software
David Worthington approved the requested budget line adjustment to purchase Mpower Editor software and Microsoft SQL software to pull our databases together at an estimated cost of less than \$22,000.

D Myers ManagerPlus Software Quote Request for Training
Pierson requested a quote from ManagerPlus for training on their maintenance software (SAW eligible). It will cost \$8,250 for 3 days of onsite training.

A motion was made by Dykstra and seconded by Kahler to authorize Pierson to purchase MPower Editor + Training (= < \$9,500), Microsoft SQL (= < \$10,000) and ManagerPlus training (= < \$8,250) 90% of which will be covered by the SAW Grant.
Motion carried; all ayes.

NEW BUSINESS / PROJECTS UPDATE

Rosenberger – Gull Lake Condos Approve/Modify Drafted Proposal
Pierson reviewed a draft agreement between GLSWA and Cornerstone Construction and Builders, Inc. regarding engineering services, water and sewer infrastructure, and connection fees. Dykstra made the motion to approve the draft agreement with edits to point #2 (1st course asphalt and/or manhole castings in place) and #6 (add #5 as requirement within #6) as discussed and the stipulation that the developer be advised that should this ever reoccur, he will be restricted to Method A for future public sewer and water projects. Motion was seconded by Kahler. **Motion carried; all ayes.**

Odor Vent Stack Extensions Affirm Policy and Release Form
Pierson reviewed a proposed Release Form for Charcoal Vent Stacks on Residential/Commercial Plumbing. The Authority shall install, initially at no charge, the Extensions on all existing vent pipes of the structure to remedy sewer odors from outdoor vent stacks. After installation, the owner assumes the liability to repair, replace and maintain. The Authority may provide replacement charcoal at Authority discretion as it is a specialty charcoal. Harma made the motion to approve the Charcoal Vent Stack Policy and Release Form for Charcoal Vent Stacks on Residential/Commercial Plumbing. Motion was seconded by Dykstra. **Motion carried; all ayes.**

Connection Fee Financing Adopt Resolution for Connection Fee Financing
Pierson reviewed the Resolution Authorizing Installment Connection Fees and Terms including the Sewer Connection Fee Payment Contract form. Dykstra made the motion to adopt the resolution to finance 50% of a Connection Fee of \$5000 or more for 5 years at an interest rate of 5%. Motion was seconded by Kahler. **Roll Call Vote: Stoneburner-Yes, Dykstra-Yes, Kahler-Yes, Harma-Yes; Motion carried, Resolution adopted; all ayes.**

CMS Easement Acquisition Authorize Pierson to Sign Easement Document
Pierson asked the Board for approval to authorize Consumers Energy easements on behalf of Gull Lake Sewer & Water Authority for the Gull Lake Condos Sanitary Sewer Reroute and Gilmore Farms sewer projects.

Resolution: Harma made the motion to resolve that the Executive Director of the Gull Lake Sewer & Water Authority, Richard Pierson, be granted authorization to sign Consumers Power Easements and documents on behalf of Gull Lake Sewer & Water Authority for the Gilmore Farms Sewer Project and the Gull Lake Condos Sanitary Sewer Reroute Project through 2017. Motion was seconded by Dykstra. **Roll Call Vote: Stoneburner-Yes, Dykstra-Yes, Kahler-Yes, Harma-Yes; Motion carried, Resolution Adopted; all ayes.**

Election of Officers Election of Officers/Signature Card Update
A motion was made by Harma and seconded by Dykstra to nominate and elect Jim Stoneburner as Chairman, Wes Kahler as Vice Chairman, and Paul Dykstra as Secretary/Treasurer of the Gull Lake Sewer & Water Authority for 2017 and to authorize Richmond to update the signature cards for banking to include these officers and Executive Director Pierson. **Motion carried; all ayes.**

Staffing Field Repairs Assistant #1-Extend 1-2 Days/Wk through Winter
A motion was made by Harma and seconded by Dykstra to make the position of Field Repairs Assistant #1 part-time instead of temporary (position currently filled by Kenny Simonds) through 3/31/17, 1-2 days per week as needed. **Motion carried; all ayes.**

Policy on Donut Gaskets + Reuse Policy on 4" Upper Lateral Pipe Reuse
Pierson reviewed the proposed policy on reuse of the 4" Upper Lateral Piping. Harma made the motion to approve the 4" Upper Lateral Pipe Reuse policy as amended. Motion was seconded by Dykstra. **Motion carried; all ayes.**

Pole Barn Authorization to Bid
Pierson reported that the Pole Barn project Site Plan had been approved at the January 23rd Ross Township Planning Commission meeting. Pierson requested authorization to place the project out to bid around March 8. A motion was made by Kahler and seconded by Dykstra to authorize Pierson to place the Pole Barn project out to bid with bid opening around March 8, 2017. **Motion carried; all ayes.** Construction proposed to be completed by 12/31/2017, dependent upon bidding protocol.

DEQ-Purge Well Discharge Draft Renewal Contract Forwarded to DEQ
Pierson reviewed a draft DEQ PPP renewal contract that was reviewed by legal counsel and forwarded to MDEQ. He explained the rationale for lowering the annual lease fee proportionate to the drop in allowable discharge gallon/minute.

SAW Schedule

Updates

- Request for Extension: The Board agreed that Pierson need not appeal the DEQ decision to deny a SAW Grant extension to GLSWA for the AMP.
- GIS Work-A. Hartwick: A motion was made by Kahler and seconded by Harma to increase A. Hartwick's hours as needed through 3/31/17 for SAW purposes.
- SAW Asset Mgmt Plan: Asset Management Plan is 95% complete and being forwarded to the Rate Consultant.
- Radios: Inflow/Infiltration Pierson/ Bowman wrote a letter to Gasvoda on the radio issue – possibly not a tower issue. It appears to be a software issue in the lift station controller module.
- SAW AMP asst request GLSWA will do the Asset Management Plan Document in-house if the DEQ grants an extension; if not, GLSWA will use WAI or PN. *Pierson will move forward on this.*
- PICA 2015 – on #1 FM LS #1 south FM: Need to do dig verifications and repairs on South LS#1 FM North ½ of #1 FM: Level of service: Replace within 10 years?
- PICA (5) Forcemains Final results of 5 forcemains week of 7/11; Proposed soils analysis and determination.
- PACP-Cleaning + Camera: Need extension or continued mild weather to complete eligible piping; 38,500 ft eligible remain; plus up to 20% ineligible may be eligible = 34,000 ft.
- Manhole Repairs: 1200 total; 2015-84 under grass; 2016-80+ under asphalt; Goal not achieved
- MACP-Manhole Inspection 30% completed, will be completed by May 2017
- Level of Service Contracts with Comstock/Galesburg; Letters to homeowners, etc.

Harma asked whether we should consider additional staffing or outside services to maximize productivity prior to 5/31/17 grant reimbursement eligibility. *Pierson to prepare a SAW Task List showing items to be completed by May, 2017 and make recommendations on whether or not we should consider additional resources to be applied.*

Regional Commission Update
Continued discussion on water contract, central organization for Townships.

Metered Billing Project Pierson forwarded AMP to Rate Consultant
Rate Consultant to review AMP projected replacement costs over 40 years.
Rate Consultant to make rate recommendation / options incl Metered billing rate.

Budget 2017-2018 Schedule Prelim Budget Review
With and without SAW revenue offset through May, 2017.
With Rate Recommendation from Umbaugh Associates.

Projects-Miscellaneous 2016-2017 Various Projects and On-Going Work

- Gilmore Farms – next phase of 240 homes +/-; requires sewer + water ext
- Gull Lake Condos – On Hold: Woodhouse Next Phase Not Yet Approved
- New 4500 sq ft bldg behind existing Mission Pte Restaurant: On-hold
- N. 32nd St: North of McDonalds - Proposed Nursing Home: On-hold
- E DE Avenue-Richland T: Met with L. Harma/ M. Drouin / D LaDuke

OLD BUSINESS: ACTIVE

Charleston Draft Proposal Proposal Continues to be Worked On
The Charleston Draft Proposal will be worked on hopefully for March Board review.

Cooper Proposal Similar to Charleston Proposal
Cooper Proposal to be similar to Charleston proposal.

OLD BUSINESS: INACTIVE (see attached list). The Board acknowledged receipt of 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 through December 31, 2016, and pay the Prein & Newhof bill. **Motion carried; all ayes.**

CLOSING COMMENTS:

ADJOURN. NEXT MEETINGS:

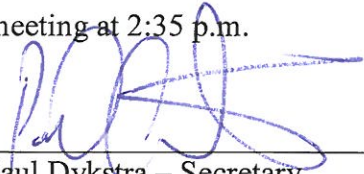
THURSDAY, FEBRUARY 9 at 1:00 p.m. – Asset Management Plan

FRIDAY, MARCH 10 at 9:00 a.m. – Budget/Rate Consultant

WEDNESDAY, MARCH 29 at 1:00 p.m. – Regular Meeting

Chairman Stoneburner adjourned the meeting at 2:35 p.m.

Submitted for approval



Paul Dykstra – Secretary

Attch: Old Business / Inactive list

No.	Item	Status
1	DEQ Purge Well discharge <u>Document forwarded to MDEQ after legal review</u>	: Wells turned back on - still plan to be shut down in 2017; New Agmt to be drafted; Lease pay't-yes : Overall revenues for Authority FYE 2018 will likely be reduced 8% (\$100,000 +/-)
2	Rob Thall - Property Acquisition/Easements <u>Plan and profile developed by PN + reviewed by RP</u>	: 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 <u>Site plan approval for Pole Barn obtained 1/23</u>	: Pierson to meet with Harma + Dykstra to make recommendation to Board on future Pole Barn / Office area expansion needs: to be placed out for bids yet this winter
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	Galesburg - Comstock Interceptor <u>Postponed this work - anticipate new Regional Agmt</u>	: Within main agenda
6	PICA See Snake Investigation <u>Pierson to present Forcemain PICA project 2/8/17 at DEQ seminar</u>	: Within main agenda ; Completed - results are in, need dig verifications + assumptions input into SAW
7	Charleston Township Sewer <u>Contract / documents in process - target March</u>	: 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.
8	1980-1990 Easement Releases <u>SAW eligible - extension denied - to be determined</u>	: 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).
9	Village of Richland Contract <u>Met with D Greve, Village President to discuss delay in getting</u>	: Contract drafted. To be reviewed and forwarded to Village for their January meeting : Contract drafted - email sent to Village President to meet and discuss utility issues
10	Sewer Connection Fee financing option <u>On docket for approval - Jan 31st</u>	: Pierson to propose short-term Connection Fee Financing Plan for Conn Fees > \$_____
11	Sherman Lake Easement 'clean-up / verify' <u>SAW eligible - Anne, Cheri, Rich + Andrew on-going</u>	: Pierson to review easements and check for accuracy - file in GIS system SAW extension requested to do this work
12	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
13	Kalamazoo Regional W / WW Commission <u>Discussion on Regional Commission to Authority</u>	: GLSWA is party to a lawsuit (now withdrawn) regarding rates and charges : New water and wastewater agreements are being worked on the the Commission
14	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 to go
15	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
16	30th Street Gravity Sewer - Future <u>Gilmore Farms - 500 new homes will drive this proj</u>	: 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
17	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
18	Commercial Review / Apartment/ Metered <u>Rate cons with new rate recommendation in March</u>	: 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.
19	Miscellaneous Customer Fees	: Sump pump violations : Pierson to pursue with certified mail and Misc Customer fee procedure
20	Emergency Fuel Acquisition	: Authorized last year but never purchased due to space concerns / reconfiguration : Pierson to follow up in 2015 - now 2016 - now 2017
21	Manhole raising Project	Info: 160+ inaccessible; 83 + in yards, 73+ in road; Work continues: 90 in yards + 11 in road done: Preparing quotes for 2017 seasonal repairs
22	4 Repair sites: to be bid <u>Down to 2 sites - now planned for spring 2017</u>	Info: 1 drop manholes under asphalt, 1 wye under asphalt, 1 Air release Possibly be in-situ (inside pipe) repairs : \$6000 each instead of \$8000 - \$10,000 each
23	Articles of Incorporation - to be reworked <u>Done: Awaiting spring 2017 ordinance / contracts to be proposed</u>	: Requires ratification by each municipal board.
24	Rosenberg : on Connection Fee + Eng Inv. <u>Proposed resolution on docket for 1/31 mtg</u>	: Said he would meet with Director Pierson in the near future (this was early January)