

Gull Lake Sewer & Water Authority

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MINUTES OF THE OCTOBER 18, 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, Jimmy Stoneburner and Wes Kahler. None absent. Also present were Director Rich Pierson, Engineer Tom Wheat, Administrative Assistant Anne Richmond and Comstock Township Supervisor Tim Hudson.

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

MINUTES OF THE SEPTEMBER 8, 2011 REGULAR BOARD MEETING: A motion was made by Kahler and seconded by Light to accept the regular meeting minutes as presented. **Motion carried; all ayes.**

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

CORRESPONDENCE-External: Pierson reviewed the following correspondence:

Fr: Hartford Insurance Claim

Lightning Strike Claim

Based on the information we have sent to them, Hartford Insurance determined that the receiver assembly and communications port in the alarm system and the interface cards, cable, and gigabit switch in the computers burned out and that these failures do meet the policy definition of a covered loss. Additional equipment needs further investigation. In order to determine their liability, Hartford asked for contact information for technicians inspecting the remaining equipment and final invoices for repairs/replacement of damaged equipment. They also asked that we retain any damaged parts for possible inspection and reminded us that our policy requires a \$250.00 deductible be applied to every covered loss.

To: Sayles, Tammy

Lightning Strike Claim

Pierson informed our insurance agent, Tammy Sayles, that we were not comfortable with the tone of the letter from Hartford.

To: Konyndyk, Bob, State Plumbing Chief

Plumbing Inspections

Pierson requested copies of the plumbing code, especially historically, to confirm that groundwater, storm water, and run-off water connections to the public sanitary sewer system are prohibited. Pierson also asked how to ensure that authorized inspectors in our district take heed of this prohibition.

Fr: Konyndyk, Bob, State Plumbing Chief Plumbing Inspections
 Mr. Konyndyk responded that the prohibition of storm water into sewers dedicated to sewage began in 1970. He suggested we contact the Local Act 54 registered plumbing inspectors regarding our enforcement concerns.

To: Stiemsma, Dale, B-Dry President Ordinance Language
 Pierson informed Mr. Stiemsma that the sewer use ordinance has always prohibited groundwater, storm water, and run-off water from entering the public sewer system. He also forwarded the State Plumbing letter to Mr. Stiemsma.

To: Waldorf, Mac, S. Interlaken Sump Pump
 Mr. Waldorf was asked if he had a clean water sump pump connected to the public sewer at 10844 S. Interlaken. He responded that he did not.

To: Bishop, Gregory + Suzanne, Yorktown Sump Pump
 The contractor at 7599 Yorktown Street indicated that there may be a sump pump discharging clean ground water out into the back yard. Mr. and Mrs. Bishop were advised that the sump pump must remain as is, pumping outside, not into the sewer.

To: Crandell, David + Lisa, West Gull Lake Drive Program Status
 Pierson updated the Crandells on the Clean Water Elimination Program Status and advised them that the Board had approved a 30-day extension for them to disconnect their sump pumps from the public sewer.

To: Crandell, David + Lisa, West Gull Lake Drive Sump Pump Reimbursement
 The Crandells disconnected the sump pumps at 9736 West Gull Lake Drive and we sent them a check for \$1,000 as reimbursement per our policy.

To: Bodary, James, East Gull Lake Drive Sump Pump Reimbursement
 Mr. Bodary disconnected the sump pump at 618 East Gull Lake Drive and we sent him a check for \$112.50 as reimbursement per our policy.

To: Bowers, Jon, N. Interlaken Sump Pump Reimbursement
 Mr. Bowers disconnected the sump pump at 10956 N. Interlaken and we sent him a check for \$100.00 as reimbursement per our policy.

To: Authority Board Matt Strole-Home Inspection Company
 Pierson informed the Board that per Dick Boris, 90% of homes sold through the real estate process have some sort of home inspection. Matt Strole does home inspections and flags sump pumps that are not up to code. He would be comfortable notifying us of these. This avenue of independent inspections might hold some promise going forward that we do not need to staff-up for and would provide long-term reassurance of program success. *Pierson to continue the education process with this group of home inspectors and others.*

To: Authority Board Cook – 10974 Interlaken
Pierson updated the Board on a conversation with Mrs. Cook about a B-Dry Sump Pump connection at her home that is currently for sale.

To: Cook, Patricia – N. Interlaken

Sump Pump Follow-up Letter

Pierson followed up on the conversation he had with Mrs. Cook regarding her sump pump connection. She believed existing homes with sump pump connections should receive ‘grandfathered’ permission to keep them connected to the public sewer and in lieu of alteration of the sump pump discharge, she would possibly prefer a metering system placed on the discharge pipe and an increased sewer use fee based on gallons discharged. Pierson agreed to have our attorney review this. Mrs. Cook was going to contact a plumber to obtain an estimate for disconnecting the sump pump from the sewer system. *Pierson to follow up with enforcement on this alleged sump pump connection.*

To: Merchant, Bruce – City of Kalamazoo Sump Pump Connections

Bruce Merchant, Public Services Director for the City of Kalamazoo, stated that residential groundwater discharge to the sanitary sewer is prohibited unless an exception is made and at this time, the City of Kalamazoo is not inclined to grant exceptions for metered residential sump pump ground water discharges to the sanitary sewer within the City of Kalamazoo service area.

Fr: Couture, Anne-Gull Lake Quality Organization Clean Water Elimination Program
Pierson shared our Clean Water Elimination Program efforts with the Gull Lake
Quality Organization. Anne Couture, President of the Gull Lake Quality
Organization, is not sure that the interests of the 2 organizations are aligned on this
issue. She did suggest that the Authority provide homeowners with options and
alternatives to managing the 'clean' water. *Pierson to prepare brief response with
options and alternatives.*

Fr: Doster, Mark – SWBCSWA Gilmore Car Museum
Gilmore Car Museum elected to remain on septic systems for their new/existing structures.

To: Stewart, Marv + Sharon, 6599 N. 37th St Grinder Quote
Pierson determined that 6599 N. 37th Street would have to connect to sewer in the event of septic failure based on the distance from the right of way and provided a connection cost estimate. The homeowners decided not to connect at this time as their septic system has not yet failed.

CORRESPONDENCE – Service records

Clarkson, Ed-5201 N. 37th Street

Sewer leak at service connection due to corrosion;
cost \$350

Stillwell, Leigh-6893 N. 37th Street

Check valve failure; excavated & replaced

NEW BUSINESS

Grinder Lines – 37th Street Only

List of Grinders for Inspection/Repair

Some of the grinder connections were made with copper to ductile iron. If this is in moist soil, the copper ions can be transferred through the soils to the ductile iron pipe (corrosion issue). The copper service is ‘eaten-up’ by the transfer and then starts leaking as we recently found at 5201 N. 37th Street, and as we experienced in 2009 at 6237 N. 37th Street. Pierson presented a list of 11 grinder connections out of 30 to be investigated and fixed at a total cost estimate of \$5,000-\$7,000. *Pierson to proceed with this investigative work yet this year.*

SSO Sanitary Sewer Overflow Update

Update

Pierson reported that West Michigan Drilling drilled through our 3” plastic sewer pressure pipe servicing the South side of Sherman Lake just north of 6091 Island Drive. The electric wire for tracing our forcemain had not been properly attached to our sewer line (or had shorted out) and we flagged the gas line rather than the sewer line. The gas company staker did not notify us of the duplicative staking. The problem was isolated within 10 minutes and Pierson estimated that less than 300 gallons leaked. The line was successfully repaired at an estimated cost of \$8,000 to \$10,000. An SSO was properly filed and is also posted on our web site.

Forecast Budget 2012-2013

Review projections

Pierson informed the Board that based on preliminary forecasts, rate increases will be necessary due to increased staffing, healthcare, and sewer repair/maintenance expenses. He estimates that a \$1.33 per month per REU increase will be necessary in 2012 to break even, and if additional staffing is necessary for the repairs and replacement work/manhole + pipe inspection + clean water elimination program, additional rate increases are likely for 2013 + 2014. *Pierson and Richmond will prepare the forecast budgets and projections for next meeting.*

Health Care – Senate Bill 7

Recommend GLSWA ‘Opt Out’

Pierson reviewed Senate Bill 7 with the Board. As local governments are able to ‘opt out’ with the penalty of losing ‘economic vitality incentive’ funds, and GLSWA does not operate with any state funding, Pierson expects to recommend that GLSWA ‘opt out’ of the requirements of this act at the next Board meeting. *Pierson will get additional clarification on this issue and present it in conjunction with the budget forecasts for future fiscal years.*

Employee Incentive Bonus

Update Numbers Based on Audit

Pierson reviewed the calculation of the employee incentive bonus with the Board based on the audit. This resulted in an employee set aside of \$6,490. A motion was made by Stoneburner and seconded by Light to adjust the employee incentive set aside to \$6,490. **Motion carried; all ayes.** *Distribution of the employee incentive will be discussed at the November meeting in conjunction with employee mid-year reviews.*

Copier/Scanner/Filing System Upgrades Reviewing Options
 GLSWA is reviewing options for a new scanner/copier with Optical Character Recognition (OCR) in conjunction with purging our files, finalizing the work order system/asset management system and having all documents searchable and available through the GIS/M-Power links, including access to customer billing records. *Pierson will have updates on this for the November meeting.*

PROJECT UPDATE:

Groundwater Elimination Program Additional Discussion
 Pierson reviewed an article by Alan Hollenbeck titled “Removing Interior Sources of Inflow and Infiltration” with the Board and shared what he learned during a phone conference with Mr. Hollenbeck. Pierson believes that 50% of the inflow/infiltration is from sump pumps and foundation drains (ie. private property – under the roof or in the yard). One approach to minimize the inflow/infiltration would be to tighten up the ordinance, select a sample of homes for complete inspection, and based on what is found, determine the appropriate level of inspection required for the remaining homes on our system going forward. GLSWA also needs to evaluate how rainfall impacts additional water into our system so that we can focus on the service areas that have the biggest reaction to rain. *Pierson to continue to gather information and present a ‘plan of action’ at the next several meetings.*

Manhole Inspection/Inflow/Infiltration Project No More this Year
 GLSWA has postponed the manhole inspection program during 2011 to continue working on the overall issues of repair and rehab, groundwater inflow and rainfall effects. We have purchased and installed better (more accurate) timers for the Cooper Township’s pump station, and should be able to correlate rainfall *intensity* with the increase in flow through the lift station. This will help us evaluate what should be done with the system-at-large related to measuring the impact of the effort on inflow and infiltration and its cost-effectiveness. Engineer Wheat estimated it would cost \$5,000 to smoke test the Cooper System. Pierson has requested quotes to fix the pipe segments in Cooper.

Office Remodel & Improvements No Update
 Budget Update: Pierson noted no change. We are planning to purchase chairs for the front office staff and the front entrance sign/flagpole.

Lift Station 4 – Replacement of Pumps
 At the last meeting, the Board approved replacement of the pumps and rehab of the guide rail system and valve pit at Lift Station 4 at an estimated cost of \$15,000 due to ongoing problems with the impellers. Parts have been ordered.

Lift Station Guide Rail Replacement Project

Lift Station #11 guide rails were rebuilt. Lift Station #6 is next. Pierson reviewed a summary of Lift Station Guide Rails Upgrades. We have done 11 out of 25 and still have 14 to go. We are averaging 3-4 per year at an average cost of \$2,200 each.

OLD BUSINESS: ACTIVE

Commercial Review

Pierson sent return letters to Dowdle (funeral home) + Labus (Mission Pointe Restaurant). No responses were received.

Kalamazoo Regional Water + Wastewater Comm. Update

FOIA lawsuit has been filed as a result of City refusal to share rate model. *Pierson to attend November Village of Richland meeting in response to Regional Commission invoice that GLSWA is no longer paying on behalf of the Village.*

Easement for Jim Newman-above EGL Drive K. Miller obtained; C. Johnson pending
An easement has been obtained from Kevin Miller. Pierson has presented Mr. Calvin Johnson with a proposed easement. It includes an initial good faith offer of \$500 for a 25 x 50 foot easement for our initial service lead installation, plus an additional offer of \$1,000 for a potential additional easement at such time as he connects a future home to the service lead. If he does not construct and connect a 2nd home, he would not receive the additional \$1,000. Work is scheduled for October 25 to connect Jim Newman's house and Calvin Johnson's house to sewer.

OLD BUSINESS: STATUS UNCHANGED

CMOM-Collection System Requirements Pending / Self Assessment: On-Going.
CMOM stands for "Capacity, Management, Operations, and Maintenance" and is a framework for municipalities to utilize widely-accepted wastewater industry practices to better manage sewer collection systems. Self Assessment is on-going.

Comstock Township Sewer + Water Update on Rates: Begin Cost-Benefit Analysis
This item is on hold until more detailed billing information is obtained from the City of Kalamazoo and analyzed.

Charleston Township Sewer Update on Rates: Begin Cost-Benefit Analysis
This item is on hold until more detailed billing information is obtained from the City of Kalamazoo and analyzed.

Billboard/Purchase of Consumers Energy Property Pierson Met With Representative
Pierson met with a Consumers Energy representative regarding billboard removal
and/or relocation.

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

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.

30th Street South Gravity Design Easement Pursuit
Easement pursuit to be accomplished by Pierson.

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). Comstock Township took bids to contract out water service
connections and Scott Taylor was the low bidder. The Township set a water
connection price that township residents pay based on the average cost of the two
street sides. Customers pay this in advance and then the township pays Scott Taylor
the actual cost when the work is done. *Pierson to put a proposal together for
Richland Township based on this framework.*
Also, need to establish adequate connection fees to provide for the replacement of
watermain in the future, as the Township owns the watermain.

FINANCIAL REVIEW/ PAY BILLS

A motion was made by Kahler and seconded by Light 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 NOVEMBER 17th, 2011 at 1:00 p.m.
Chairman Bither adjourned the meeting at 2:17 p.m.

Submitted for approval


Jacqueline Light – Secretary