

# Gull Lake Sewer & Water Authority

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## MINUTES OF THE OCTOBER 24, 2018 REGULAR BOARD MEETING

Authority Board Meeting

1:00 P.M.

**CALL TO ORDER/ ROLL CALL:** Chairman Stoneburner called the meeting to order at 1:03 P.M. Commissioners present were Jimmy Stoneburner, Wes Kahler, Lysanne Harma and Gary Moore. None absent. Also present were Executive Director John Crumb, Deputy Director Rich Pierson, Executive Assistant Anne Richmond, Charleston Township Supervisor Jerry VanderRoest, and Engineers Alan Smaka and Paul Schram.

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

**MINUTES OF THE SEPTEMBER 26, 2018 REGULAR MEETING:** A motion was made by Kahler and seconded by Moore to accept the regular meeting minutes of September 26, 2018 as presented. **Motion carried; all ayes.**

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

### **CORRESPONDENCE:**

Engel – Spruce Lane Motion: Approve Letter, Waive User Bills, \$5,525 Conn Fee  
Crumb reviewed a letter sent to Mr. Richard Engel addressing two deficiencies found in 2017 regarding sewer charges for Spruce Lane Apartments: 1) The number of units being charged for sanitary sewer usage was deficient by 3.4 units and 2) The number of units charged for the Sewer Connection Fee is also believed to be deficient by 3.4 units. In 2017, the Authority Board acknowledged that while we had the right to collect the user bill deficiency for at least 5 years, we would simply increase the user fee to the correct amount going forward. Absent proof that the Connection Fee for Building #2 was paid, our legal counsel notified us that under the ordinance, we have a duty to collect the \$5,525 Sewer Connection Fee. A motion was made by Kahler to approve the letter sent to Mr. Engel, waive the user bill deficit for the past five years, and invoice Mr. Engel \$5,525 for the Sewer Connection Fee. Motion was seconded by Moore. **Motion carried; all ayes.**

6074 Island Drive                      Pascoe's Denial of Sewer Bill Obligation  
 The final sewer bill for the property sale at 6074 Island Drive was not collected by the Title Company at closing. When GLSWA attempted to collect the final amount due from the property seller, they refused to pay. Since they had attempted to pay (we advised them that the Title Company would be collecting the amount due and did not accept a check), they did not feel obligated to pay what they owed. GLSWA makes every effort to collect the final sewer bill from either the Title Company or the Property Seller, but if we are unable to collect the final sewer bill, the amount due is passed on in the next sewer bill to the new property owner who must resolve it with their Title Company/Realtor. In this case, the new property owner, Cathy Knauf, agreed to pay the amount owed by the Pascoe's (less the late fee, which was waived). Commissioner Harma noted Title Company collection of final amounts due has been an increasing problem.

Richland Mobile Home Park Letter of Certification for Connection to Water & Sewer  
 Crumb provided a letter to Richland Mobile Home Park certifying that the Richland Mobile Home Park is connected to Gull Lake Sewer & Water Authority's public sewer system and the Richland Township public water system.

11958 Yorkshire                      Confirmation of Sump Pump Disconnection  
 As part of the Authority's Clean Water Elimination Program, Crumb informed the Board that we are tracking identified sump pumps on our GIS Map and verifying that they are not connected to the public sewer every 5 years or on property sale.

5071 Collingwood                      Instructions for Future Suspension of Sewer Billing  
 GLSWA advised a customer that having water shut off at the house is not sufficient to suspend sewer billing. GLSWA will only suspend sewer billing if we are able to verify with the City of Kalamazoo or Parchment City Water that they have shut off water service to a property.

Ridgewood Neighborhood      Project Update Letter for Residents  
 Crumb sent a letter informing 15691 M43 – 4891 Ridgewood customers that the sewer replacement project tentatively scheduled for October, 2018 has been placed on hold and is now expected to take place in Spring 2019.

Staff Update                      Status Update on Injury  
 Crumb updated the Board on the status of an employee's injury.

## **NEW BUSINESS / PROJECTS UPDATE**

Gull Lake Ministries Motion: 13.45 Credits + 1997 Operational Area as One Parcel  
 Due to the 1997 Zoning Settlement agreement between GLM and Ross Township, GLM is considered one operational area and zoning authority does not apply. GLSWA's proposal to track GLM sewer benefit "credits" in total rather than per parcel is consistent with this. According to GLSWA calculations, GLM has a current

“credit” of 13.45 units. Harma made a motion to acknowledge that GLM currently has 13.45 “credits” and GLSWA will consider the 1997 Operational area as one Parcel for GLM. Motion was seconded by Kahler. **Motion carried; 3 ayes; 1 abstain (Moore).** *Crumb/Pierson to meet with GLM.*

Michigan Dept of Treasury Motion: Authorize Crumb to Submit Proposed Response  
GLSWA received a Request for Improvement of Deficiencies (Corrective Action Plan) from the Michigan Dept of Treasury. The issue cited by the Michigan Dept of Treasury was that expenditures have exceeded revenues for the last three years and they requested submittal of a detailed corrective action plan to resolve this. Crumb reviewed a proposed response with the Board. GLSWA and its auditors believe analyzing operating revenues and expenses without the impact of depreciation is the appropriate measure for the Authority and that the Authority’s operations are fiscally sound. Unless directed otherwise by the State of Michigan, we do not plan to include depreciation as a cash expense, and therefore, we do not have a Corrective plan of Action as we are in a sound fiscal position. A motion was made by Kahler and seconded by Harma to authorize Crumb to submit the proposed response to the Michigan Dept of Treasury. **Motion carried; all ayes.** *Crumb to submit the response online to the Michigan Department of Treasury.*

Demolition Motion: Add Sewer and Water Line Terminations to Permit Process  
Crumb proposes adding sewer and water line terminations to the demolition permitting process to insure that sewer and water are disconnected prior to tearing down a structure and that the sewer is properly capped according to GLSWA policy. Harma made a motion to authorize Crumb to work with the respective Township Agencies to include sewer and water line terminations as part of the demolition permitting process. Motion was seconded by Kahler. **Motion carried; all ayes.**

2019 Regular Business Mtg Motion: Approve 2019 Meeting Schedule  
A motion was made by Kahler and seconded by Harma to accept the 2019 regular meeting schedule for 2019 as proposed. **Motion carried; all ayes.**

DEQ – Purge Well Discharge Expansion of Testing Area  
Crumb provided an update to the Board on the current status of PFOS Testing. The expansion of the testing area is to include test wells hydro analysis.

Water Resolution Recommendation Water Resolution Status  
Crumb reported that the Resolution of Determination GLSWA Water District Proposal & Negotiations was approved at each of the Richland, Prairieville, and Barry Township Boards. It was not included on the Ross Township Meeting Agenda for October. Pierson encouraged Ross Township to approve the Resolution as soon as possible.

10890 Interlaken Update on Owner Compliance  
Crumb informed the Board that Mr. Vandersalm had authorized Vic’s Septic to do the sewer capping work. The schedule was not yet finalized.

CMS Easement(s)/Acquisition      Awaiting Update from Attorney Thall  
 Attorney Thall reported to Crumb that GLSWA is allowed to collect revenue on the property that we license from Consumers Energy.  
 GLSWA has the proposed CMS easement language to go forward with the Gull Lake Condos easement.  
 GLSWA/Attorney Thall to determine feasibility of purchasing CMS property next to our building.

- Projects-Miscellaneous      2017-2018 Various Projects and On-Going Work
- Gull Lake Area Water Feasibility Study – WAI Status Update: Design Technical, Mapping, and Cost Estimates are complete. Developing Operations/Maintenance/Replacement Costs.
  - Eastern Heights – Advisory Survey? *RP + JC to put together for Richland Township approval/acknowledgement.*
  - Gull Road up 30<sup>th</sup> – Advisory Survey? *RP + JC to put together for Richland Township approval/acknowledgement.*
  - Gilmore Car Museum Site Evaluation-On-site final report completed. GLSWA provided data
  - Little Long Lake – Crumb/Pierson had positive meeting with property owner on 10/23. *RP+ JC to draft offer letter to acquire easement over road r.o.w.*
  - Cottonwood off 30<sup>th</sup> St – Property Owner working with 2 Developers. *RP + JC to put together for Richland Township approval/acknowledgement.*
  - Pole Barn – Gas Service Installation Quotes. Crumb discussed the status of the gas service installation and reviewed quotes. A motion was made by Kahler and seconded by Harma to authorize GLSWA paying \$2,000 towards the gas service installation contingent on completion of the gas service installation by Brussee Brady within 7 days. **Motion carried; all ayes.**
  - CIP Quotes for Existing Garage. Since this is planned in 2020 including a roof over the back door for ice/snow buildup prevention, pea stone may be used where the gas line is cut in rather than cementing.
  - Riverview-Keyes Drive ++: The project is only being considered for Riverview. The funding process is in process.
  - Gilmore Farms-Phase 2 Construction Plans are currently under review. Engineer Schram has shape files for Gull Lake's GIS system/Andrew.

Regional Commission Update      Pierson Update on Recent Negotiations  
 Pierson provided an update on recent negotiations and reiterated the importance of Ross Township passing the Resolution of Determination GLSWA Water District Proposal & Negotiations as soon as possible.

Work Orders over \$750      Manager Plus Work Order System; Reactive (236-246)  
 Crumb reviewed the following work orders:  
 WO #242: McDonald Street Easement - \$3,290.00  
 WO #243: PS #4 both Pumps Failed - \$8,654.00



**OLD BUSINESS: ACTIVE (no change in status unless red)**

Indian/Pickerel Sewer O&M	Awaiting South County Decision
Cooper Township Asset Mgmt	Crumb to write up AMP Report
Charleston Twp AMP	Hydraulic Cleaning & Televising completion 10/26/18
Charleston Twp Billing	Received Kalamazoo Letter. Awaiting BS&A Export
Galesburg Pipe Under M-96	Awaiting Response from Mayor Diller
Village of Augusta	Pierson/Crumb to Draft New Agreement with Augusta
Engel (Spruce Lane Apts)	Covered in New Business
Little Long Lake Sewer Ext	Covered in New Business
McDonald Street Easement	Hoffman Brothers Completed Project for \$2,242.50
Ordinance-Metered Billing	Discussing Challenges & Logistics
Ordinance Revisions	Ordinance revisions for all municipalities
Richland Water Conn Fees	Review and Make Recommendation
9638 WGLD-Ritz	Project not ready to move forward this fall

**OLD BUSINESS: INACTIVE (see Attachment A).** The Board acknowledged receipt of the Old Business / Inactive list. Crumb indicated that this will be combined with the “To Do List” so that the Board will have one document by January of 2019.

**FINANCIAL REPORT**

Financial Report / Bills Paid + Payable / Engineering Billing

A motion was made by Harma and seconded by Moore to file the financial reports as presented and approve the standard bills paid through September 30, 2018. **Motion carried; all ayes.**

**CLOSING COMMENTS**

Crumb requested that Commissioner Moore provide feedback for Crumb’s annual performance evaluation to Chairman Stoneburner if Moore’s commission ends prior to the end of the year.

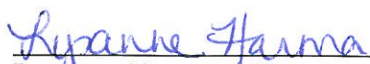
**ADJOURN.**

Chairman Stoneburner adjourned the meeting at 3:03 p.m.

**NEXT MEETING:**

WEDNESDAY, NOVEMBER 14, 2018, at 1:00 P.M.

Submitted for approval

  
 Lysanne Harma – Secretary

## Attachment A: Old Business Items-

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

10/24/2018

No.	Item	Status
1	DEQ Purge Well discharge Out for signatures. Currently with City of Kalamazoo	: Wells turned off from 6/21/18 thru 7/14/18; New Agmt in place to address PFOS7/31/2018; : Overall revenues for Authority FYE 2018 will likely be reduced 8% (\$100,000 +/-)
2	Rob Thall - Property Acquisition/Easements RP + TW met to review - RP to prepare	: 2-Properties: Consumers / Gull Lake Condos + Consumers at Auth offices-No benefit for CMS per RT : DEQ construction permit obtained; CMS paperwork to be initiated - Intent to acquire easement
3	Gull Lake Authority Property Development Plan for June out-for-bid	: Pierson to meet with Hamra + Dykstra to make recommendation to Board : on future Pole Barn / Office area expansion needs: rent space again winter 2017-18 if needed
4	Gull Lake Ministries Reminds CLM of the need to consolidate	: RP to do review of their "non-single family" 800 units (re-rate large multi-room homes) : Legal Opinion needed re: Parcel consolidation-Provided
5	Galesburg - Comstock Interceptor Pierson to write letter	: Within main agenda-On Agenda for 9/26/2018 : Responded the work - anticipate new Regional Agmt in 2018 will resolve this: No Repair needed
6	Charleston Township Sewer Transitional premeeting 8/7/2018	: Pierson is preparing documents and costs analysis to present to GLSWA + Charleston for : Charleston to have GLSWA operate, maintain and administer the sewer system in Charleston. Letter of : recognition from City of Kalamazoo 10/30/2018
7	1980-1990 Easement Releases Continue to work on these one-by-one: 2 year window	: Ongoing 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).
8	Village of Richland Contract Proposed final Contract signed by Parties 8/12/2018	: Contract drafted. To be reviewed and forwarded to Village for their January meeting : Emailed D. Drove suggesting meeting w/ them on Village Richland sewer/water issues
9	Sherman Lake Easement "clean-up / verify" SAW eligible - Anne, Char, Neil + Andrew on-going	: Pierson to review easements and check for accuracy - file in GIS system : SAW extension requested to do this work - Extension denied. Work continues on these
10	Kalamazoo Regional W / WW Commission Pierson discussed with legal counsel the Richland/Free water issue	: GLSWA is party to a lawsuit (now withdrawn) regarding rates and charges : New water and wastewater agreements are being worked on through the Commission
11	Air Release Valve Rebuilding. Updated:	: 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
12	37th Street Grinder lines tapped into D Iron These will be rebuilt when we work on 15th force main	: Corrosion issue with copper corrosion. : We have rebuilt 6 of these - 4 additional in Charleston Township to be rebuilt
13	30th Street Gravity Sewer - Future RP briefed Richland Twp on this potential project	: 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
14	Water Connection Fees (Village / Township) RP beginning to work on these - thanks Anne.	: 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 \$5 will be needed
15	Commercial Review / Apartment / Metered Project scheduled for implementation throughout 2017	: 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.
16	Miscellaneous Customer Fees	: Sump pump violations: Piles on to pursue with certified mail and Misc Customer fee procedure
17	Emergency Fuel Acquisition Action taken this over: Will need re-audit/Thomas Tom	: Authorized last year but never purchased due to space concerns / reconfiguration : Omb to follow up in 2018
18	Manhole raising Project	Info: 160+ inaccessible; 83 + in yards, 73+ in road; Work continues: 80 in yards + 11 in road done. Preparing estimates for 2017 seasonal repairs
19	Articles of Incorporation - to be reworked To be ratified in March + published	: Requires ratification by each municipal board.