

# Gull Lake Sewer & Water Authority

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## MINUTES OF THE OCTOBER 25, 2012 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, Administrative Assistant Anne Richmond, and Office Assistant Bonnie Shiffer.

**REVIEW AND SET THE AGENDA:** Stoneburner made the motion to accept the Agenda as revised to add Funeral Leave, GKAR Update, and Liability Insurance Update to New Business. Motion was seconded by Light. **Motion carried; all ayes.**

**MINUTES OF THE SEPTEMBER 27th, 2012 REGULAR MEETING:** A motion was made by Kahler and seconded by Stoneburner to accept the regular meeting minutes of September 27, 2012 as presented. **Motion carried; all ayes.**

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

**CORRESPONDENCE:** Pierson reviewed the following correspondence:

To: Campbell, Miss Dig System                      Email Communication for Miss Dig  
Pierson suggested to Mr. Campbell of the Miss Dig System that the Email Address of the caller be required to better document what we tell the caller(s) instead of relying on phone calls.

To: Kal Co Road Commission                      Wild Drive Abandonment  
Pierson requested that Paul Spitzley of the Road Commission keep us in the loop on the homeowner request to abandon Wild Drive as we have 3 manholes and pipe in the existing right of way.

To: Cummings-8066 Hemel-Water Use                      Water Use Assistance  
Mr. Cummings asked us for help to obtain his water records and calculate excess usage due to Allen Edwin Homes connecting to his spigot. Pierson obtained the water records and estimated \$464 for the additional use.

To: Mr. Phil Anglin-Richland Pub                      Annual Grease Monitoring  
We inspected the manhole in front of the Richland Pub and were able to flush the grease away with our own equipment. We have put the manhole inspection on an annual inspection and in-house flushing cycle. Mr. Anglin was requested to take measures to reduce any grease going into the sewer to avoid enforcement or cost

recovery action against him if our costs continue to accrue above 'normal' for this inspection + cleaning. We included a flyer on how to reduce grease problems to educate his employees.

To: Mr. Jeff Balkema 4880 EGLD-2006 Sewer Construction  
A follow up letter was written to Balkema requesting field notes as to why Balkema 'missed' the primary 4" building sewer pipe from 4880 East Gull Lake Drive when they performed the sewer connection. Pierson later met with the Balkema foreman and has concluded their memories are correct, that we (them and us) received direction in early 2006 from the property owner's agent (and property owner) that the house was to be fully remodeled and that was why the shallow 4" would be adequate and the primary 4" building sewer pipe was not connected.

To: Mr. Jim Grundy-Prairieville Twp Trustee Rate Increase Meeting Follow-up  
At the Township's August 8 meeting where we presented our rate increase proposal, Mr. Grundy inquired why we didn't raise the connection fees for new homes. Pierson responded in a letter that our operations, maintenance and replacement costs are required to be covered by the User Revenues (quarterly charges), while the Connection Fees that are charged for new connections must have a valid capital purpose and cannot be used for operations expenses.

To: 719 S. Gull Lake Drive 4" Building Sewer Policy  
A potential contractor for 719 S. Gull Lake Drive was advised of our new policy regarding reuse of the existing 4" building sewer. If a contractor wants to reuse the existing 4" building sewer, our new policy is to require a camera inspection to: (i) locate it, (ii) map it for future reference, and most importantly, (iii) to be sure the 4" is of acceptable quality and condition (no bad joints, sags, or infiltration). There is an \$85 fee for the camera work in addition to the \$75 permit fee for the sewer inspection. *Pierson to evaluate if the \$85 camera fee is covering our costs.*

To: Ms. Bedford, 6291 N. 37<sup>th</sup> St. Response to Sept. 10 refund letter  
Pierson responded to Ms. Bedford's September 10 letter by requesting an on-site meeting to review the current status of the plumbing within her barn and evaluate the risk of incidental use to determine if a discontinuance of service requires County Health Department approval and how best to respond to her request for a refund. Pierson talked to Ms. Bedford and is going to ask the Health Department if Ms. Bedford is allowed to disconnect from the sewer and use an alternative waste treatment system for her barn. Stoneburner made the motion, seconded by Light, to place Ms. Bedford's outstanding balance of \$431.10 on hold contingent upon her receiving permission from the Health Dept to disconnect her barn from the sewer and install on-site facilities. **Motion carried; all ayes.** Pierson noted that we would not want to remove our grinder pump facilities from the site as someday, the basin and connection will be needed for the home.

To: Ms. Cook-10974 Interlaken                      Clean Water Elimination Follow-up  
 A draft follow-up letter written to Ms. Cook regarding the Clean Water Elimination Program was reviewed with the Board. Since Ms. Cook adds a chemical for algae control to her groundwater discharge, it needs to stay connected to the sewer rather than be diverted outside or back to the ground or lake. The ordinance needs to change to allow this. In the letter, Pierson reviewed the proposed ordinance language with Ms. Cook. The Authority will require annual verification of chemical purchase to treat algae and the installation of water meter (s) to determine the gallons discharged to the sewer. We expect the ordinance changes to be implemented over the winter and will begin enforcement of the Clean Water Elimination Program in the Spring. Pierson estimated that Ms. Cook will have to pay \$500 - \$800 for two water meters and a minimum of \$163 per month for the sump pump discharge to the sewer under the new ordinance.

## UTILITY SERVICE REPORT

Snelling – 1994 Sewer Connection Failure    Homeowner Request for Assistance  
 The Snellings have basement service and the contractor (Jackson) manually “jacked” their sewer connection into place in 1994. The Snellings have had sewer problems especially since the high water floods in 2008, which might have caused their sewer pipe to settle. The Dan Wood Company repaired their sewer line at a cost of \$5,505. Pierson recommended that the Authority pay a portion of the bill as the bad 1994 installation happened “under our watch”. Light made the motion, seconded by Kahler, that the Authority pay \$1,500 of the cost to repair the Snellings sewer line subject to a “hold harmless” agreement. **Motion carried; all ayes.** *Pierson to execute “hold harmless” agreement with the Snellings.*

Antero Work Order Program                      Installed  
 The latest version of the Antero Work Order Program has been installed on 5 computers and we are experimenting with Work Order processing.

## NEW BUSINESS:

Einspahr-4880 East Gull Lake Drive                      Restoration  
 Pierson evaluated Mr. Einspahr’s property two months after our sewer installation and determined that restoration was needed prior to October 25, 2012. He obtained a quote from TC’s Property Management to do the work for \$1,428.39 which was less than the \$2,500 estimate that Mr. Einspahr had provided. He informed the Board that our new employee, Aaron Grogg, was affiliated with TC’s Property Management. Stoneburner made the motion, seconded by Light, to complete the restoration at Mr. Einspahr’s property for a price not to exceed \$1,500. **Motion carried; all ayes.** *Pierson will inform Mr. Einspahr that the Authority’s obligation is now complete.*

Groundwater – Clean Water Elimination      Issues, Policy, and Procedure Discussion  
 Our ordinance needs to change to allow metering for chemical addition to control algae (reference discussion under Correspondence: Cook – 10974 Interlaken).  
*Pierson to continue to develop policy recommendations going forward.*

Connection Inspections + 4" Pipe Inspections      Sale of Home Requirement  
 There are approximately 800 homes around Gull Lake that were connected to sewer prior to inspections by GLSWA (1993 to present). The state plumbing division inspectors performed, based on our knowledge, only cursory inspections. We have found multiple significant deficiencies in these un-inspected connections recently (and historically). Pierson is contemplating a recommendation that the municipalities within the Authority district require each home sold in our district to have a complete camera inspection of the private building sewer, beginning within the home to the tap at the street. Such a policy would protect buyers from having problems and from contingent liability for the Authority that may occur, and identify sump pumps, gravity stormwater connections and 4" pipes that have infiltration evident. *Pierson to continue to develop policy recommendations going forward.*

Pierson – Funeral Leave      Request for 7 hours  
 Pierson attended the funeral of his elderly neighbor on 10/22/12 and requested Board approval to take funeral leave rather than vacation. Kahler made the motion, seconded by Stoneburner, to authorize 7 hours of funeral leave for Pierson. **Motion carried; all ayes.**

GKAR (Greater Kalamazoo Association of Realtors)      Update  
 Pierson informed the Board that he had met with Robin Pompey from GKAR. They discussed Sheriff sales and the impact on sewer assessments/contracts. They also discussed the need to eliminate sump pumps that are illegally hooked to the sewer. Pierson informed the Board that he will pursue adding sump pumps to the seller disclosure sheet and continue discussions with GKAR regarding our possible inspection policy that is being considered for each sale (discussed above).

Liability Insurance      Trident Insurance Quote  
 Pierson presented the 2013 CY Quote for Liability Insurance from Pinnacle (Trident) Insurance. The 2013 CY quote was \$9,023 versus a 2012 CY price of \$8,404. Pierson recommended that GLSWA not go out for quote and stay with Pinnacle for another year. He believes the coverage is adequate and the price acceptable considering that we had a claim due to a lightning strike one year ago. Light made the motion to accept the Pinnacle quote of \$9,023 for 2013 CY Liability Insurance and not seek other quotes until October 2013. Motion was seconded by Stoneburner. **Motion carried; all ayes.** *Pierson to inform other insurance agents that we will not be seeking bids for liability insurance for the 2013 CY.*



**PROJECT UPDATE:**37<sup>th</sup> Street Repaving

Update

This has been completed. The forcemain was protected at the creek, 6 manholes were raised and the ditch has been added at our entrance.

## Lift Station Guide Rail Replacement Project

Lift Station #5 was done on 9/20; #16 yet to be done this year. Others will be done as budget, time + staffing allow.

## Office Construction Items

Sign; Landscaping

Pierson is working on the installation permit for the new Office Sign. It will be completed as time allows. The landscaping around the sign will be quoted and completed after sign installation.

**OLD BUSINESS: ACTIVE**

## Staffing

Update

The 2-day/wk Field Maintenance and 2 day/wk Office Assistant are on board. The 1 – day/wk Miss Dig employee starts November 5th. The October mid-year reviews have been moved to November.

## Malpass, Sherman Lake Grinder Customer Sewer Back-up Liability Concern

Mr. Malpass is concerned about GLSWA's limited liability under the statutes for sewer back-ups for Grinder Pump customers where the tank, pump, and line to the street are publicly owned, for the extended time he is gone in the winter. *Pierson to continue to seek alternatives to better serve our grinder pump customers in this regard.*

## Software – GIS – M-Power – Scanning Review

Update on 2012 IT Plans

Doc Record was not ordered. We are still working on understanding and predicting future needs. Exploring "FileBound" systems.

**OLD BUSINESS: STATUS UNCHANGED**

## D. Avenue West Project

Information Meeting This Fall

There was an opportunity for Richland Village to obtain MDOT funds for the D. Avenue West Sewer Project. The design is completed and shovel ready, but the Village has not gone through the informational meeting/assessment process. Pierson suggested for Village Council consideration that it might be appropriate for GLSWA to mail out information based on a "target special assessment" of \$7,000 and hold an informational meeting for the D. Avenue residents providing the Council feedback from the affected property owners so that the Village could commit to a project should funds become available again. Pierson and Lewis (P/N) presented the road and sewer

issues at the June 2012 Richland Village Council Meeting. The informational meeting will probably not be until October – November. *Pierson to work with Richland Village to schedule meeting.*

Manhole Inspection/Inflow/Infiltration Project      Update  
Postpone manhole inspections + repair of piping until 9/1/2012 or beyond due to staffing issues and our inability to complete the work discovered during inspections.

Groundwater – Clean Water Elimination      Update  
GLSWA will study Cooper Township rainfall and pump data + 3 areas on Gull Lake. We hope to use this study to justify spending money in other areas. All weather stations have been installed. Lift Station recording elapsed time meters have also been installed. We now need to tabulate the data.

Grinder Lines (37<sup>th</sup> Street Only)  
There is a corrosion issue with ductile iron next to copper grinder line connections and these are being remedied (wrapped or replaced with plastic). There are 4 in Charleston yet to do.

Charleston Township Sewer      Update on Rates: Begin Cost-Benefit Analysis  
Pierson to continue with cost-benefit analysis. Their sewer contract expires 2016.

Comstock Township Sewer + Water      Update on Rates: Begin Cost-Benefit Analysis  
This item is on hold.

Grease Ordinance + Enforcement      Update  
Pierson to review ordinances and initiate program for grease enforcement.

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.

Kalamazoo Regional Water + Wastewater Comm.      Update  
The FOIA lawsuit is awaiting a court date. The discovery process is ongoing to obtain rate model.

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

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.

30<sup>th</sup> Street South Gravity Design                      Easement Pursuit  
 Easement pursuit to be accomplished by Pierson.

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).  
 Also, need to establish adequate connection fees to provide for the replacement of watermain in the future, as the Township owns the watermain.

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

## 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.** PPP revenues were discussed. *Pierson to investigate the funding status and current chemistry of the purge well flows.*


## CLOSING COMMENTS

Board Member Jackie Light indicated this may be her last meeting. Richland Township Supervisor Alan Bussema will be taking over as the Richland Township representative on the Gull Lake Sewer & Water Authority Board of Directors after the November election.

The Board discussed the remaining meeting dates for the year and decided to hold the next two meetings on November 29, 2012 and December 20, 2012. The Christmas Luncheon will be held on December 20, 2012.

ADJOURN. NEXT MEETING THURSDAY NOVEMBER 29, 2012 at 1:00 p.m.  
 Chairman Bither adjourned the meeting at 2:00 p.m.

Submitted for approval

  
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 Jacqueline Light – Secretary