

# **Gull Lake Sewer & Water Authority**

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1

## **MINUTES OF THE OCTOBER 29, 2015 REGULAR BOARD MEETING**

Authority Board Meeting

11:00 A.M.

**CALL TO ORDER/ ROLL CALL:** Chairman Stoneburner called the meeting to order at 11:00 A.M. Commissioners present were Jimmy Stoneburner, Wes Kahler, Paul Dykstra and Lysanne Harma. None absent. Also present were Executive Director Rich Pierson, Executive Assistant Anne Richmond, and Engineer Tom Wheat.

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

**MINUTES OF THE AUGUST 27, 2015 REGULAR MEETING:** A motion was made by Kahler and seconded by Dykstra to accept the regular meeting minutes of August 27, 2015 as presented. **Motion carried; all ayes.**

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

### **CORRESPONDENCE:**

Rosenberger: New Hope Condos                      Letter to Developer  
A Memorandum was sent to Mr. Rosenberger requesting a meeting to discuss outstanding engineering invoices for sewer pipeline installation in 2008-2010, the cost to clean gravel and dirt in the pipeline from sewer pipeline installation, and the Indirect Connection Fee per unit connected. Pierson reported no response and that the letter had been resent certified, return receipt requested.

D. Rose-Vacant Lot on N 37<sup>th</sup> Street                      Letter on Requirement/Cost to Connect  
Mr. Dan Rose was advised that he has to connect to public sewer if he builds his home within 200 feet of the public road right-of-way on N 37<sup>th</sup> Street where we have available sewer. The connection would require a grinder pump installation. The estimated sewer connection fee is \$5,470 and the estimated cost for installation would be between \$2,500 to \$3,000.

Farmand-7758 N. 37<sup>th</sup> Street                      Lower Cost Option to Pay Bill  
Ms. Farmand contacted us due to difficulties using the online payment system. We advised her where to get help and also informed her that ACH automatic withdrawal from savings or checking may be a more cost effective solution for her.

Botyrius-7415 N. 37<sup>th</sup> St      Letter Accepting Offer Subject to Board Approval  
 The Authority would like to obtain a single 20 foot wide by 30 foot long easement from the northerly most manhole on the property of Mr. and Mrs. Botyrius to service the former Reed home + vacant lot, 11722 and possibly 11732 DE Avenue. Pierson made an offer to the Botyrius's for this easement and they accepted it, subject to final Board Approval. A motion was made by Dykstra and seconded by Stoneburner to pay as recommended for the easement from the Botyrius's. **Motion carried; all ayes.**  
*Pierson to prepare paperwork, obtain signatures, and provide payment to the Botyrius's as agreed.*

Horio-724 EGLD      Removed Trees Over Manhole/Easement Area  
 Mr. and Mrs. Horio were advised that the sewer manhole at the south edge of their property has a tree planted over it and on the north side of their property, there are 2-3 trees planted over the easement area, which is prohibited. The Horio's gave Gull Lake Sewer Authority permission to remove the trees and thanked us for the work we do.

Ehlich-9505 E DE Ave      Gas Leak Where Sewer Lead Was Installed  
 There is a gas leak in the yard at 9505 E DE Avenue and the homeowner reached out to the township for help to resolve the situation as the problem has been going on for several years. Pierson informed the Board that GLSWA in 1999 had installed a sewer lead to this property which later had to be removed, but that likely has nothing to do with the gas leak.

Austenfled-Sherman Lake Y Camp      Water System Inquiry-High Iron Content  
 Sherman Lake Y Camp inquired about Public Water. Their water supply has 2.5 ppm iron and it is causing color staining and taste and odor problems.

Ross Township Newsletter      GLSWA Writeup  
 GLSWA included an article in the Ross Township Newsletter highlighting sewer service at less than \$1 per day and the potential for public water around Gull Lake.

## NEW BUSINESS/PROJECTS:

Presentation:      2015 State of the Sewer Presentation  
 Pierson reviewed with the Board his annual State of the Sewer covering a majority of the items requested below:

< 25 minute recess for lunch >

### Action Items / Requests:

Asphalt Repair      Approve Asphalt Patching for Manholes  
 A motion was made by Dykstra and seconded by Harma to approve asphalt patching of \$2,970 for manholes on SGLD, \$1,766 for an additional 6 manholes, and \$7,500 for Manhole 303. **Motion carried; all ayes.**

Concrete Repair      Approve Concrete Repair at LS #28 for \$5,274  
A motion was made by Kahler and seconded by Stoneburner to approve concrete repair at LS #28 in the amount of \$5,274. **Motion carried; all ayes.**

Staffing      Approve Office Assistant 90-day Review + Consideration  
Based on a 90 day review of the job performance of our new Office Assistant, Cheri Rose, Pierson recommended a wage increase. A motion was made by Kahler and seconded by Dykstra to approve the wage increase as recommended. **Motion carried; all ayes.**

Flow Monitoring      Approve Scadata System for \$115,000  
A motion was made by Stoneburner and seconded by Harma to approve the Scadata System purchase for Pump Station flow monitoring in the amount of \$115,000. Wes Kahler suggested a roll call vote as the funds for this will come out of Replacement Reserve. **Roll Call Vote: all ayes; Motion carried.**

LIDAR-Road GIS Monitoring      Investigation for further GIS Development  
GLSWA has no plans to implement LIDAR at this time.

Social Media Initiation      Approve \$1,000 for Development  
Pierson will put together a proposal for the development of a social media / website / marketing plan for the next meeting.

Water Meter – Rate Setting      Third Meeting with Rate Consultant  
The rate consultant reviewed preliminary findings, variance and impact.

Initiated Comcast Service      Phones + Internet  
GLSWA installed and initiated Comcast service for phones and internet.

Balwat-“Cottages” E. of Stage Coach      Agreement on Cost Sharing  
GLSWA reached an agreement for \$25,504.50 of cost sharing by the Authority for sewer extensions and pipe oversizing for the Cottage Pointe Condominium development. The Authority had previously approved up to \$30,000.

MDEQ-Meeting with DEQ      Wells down from 70 to 30 gpm next fiscal year  
A meeting was held with the DEQ at Richland Township. They propose using a new soil “blocking” technology that binds the Nickel + Chrome to keep it from migrating with the water plume. Then the DEQ will not need to pump the groundwater into the public sewer. The flow decrease will have a negative 8-10% negative impact on rates next year. Proposed new Agreement with the DEQ for 5 years to preserve “ready to serve”. *Pierson will work on a new agreement in the spring.*

Lightning Strike      Update  
Estimated damage claim (including labor) = \$5,500 - \$6,000.

Asset Management Implementation                      Update on Schedule & Progress  
 These items were covered in the presentation and discussion earlier.

- Camera + Vactor updates-map display
- Draft Proposal for upgrading controls of 10 lift stations-partial SAW eligible
  - For Inflow + Infiltration Analysis + Future Pump Control / Info
  - Proposal for 10 New Control Systems + 10 Radios + Peripherals
  - Lease \$50,000 of equipment for 2 years @ \_\_\_\_/mo then purchase
- Pipe Assessment-PACP; Manhole Assessment-MACP
- ESRI-GIS-beginning to work with ArcGIS on-line platform
- PICA See Snake on LS 1 Forcemain-data skewed by “speed of tool”
  - Exchanged information-selected dig sites + dig verifications
  - Update on verifications and pipe analysis
  - Good news – the 0% is verified to be 19%-internal corrosion-dime size
  - Extremely poor soils in parts that were excavated
  - 2016-May need to do additional See Snake verifications
  - 2016-Decision yet to come on whether we move forward w/ additional See Snake
- SAW / Asset Management Plan Schedule

Manhole Raising Project                      Work Continues on this Project  
 160+ Manholes Inaccessible: 83+ in yards, 73+ in road. 90 done.

4 Repair Sites                      To Be Bid  
 2 drop manholes under asphalt, 1 wye under asphalt, 1 air release

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**

Rosenberger-New Hope Condos                      No Response  
 Sent certified mail week of October 19.

Rob Thall-Legal Counsel                      Meeting  
 Pierson met with our legal counsel to review several issues: Consumers Property, Consumers Easement, Zoetis, Greer Drive, Authority Strategic Planning, Richland Sewer-Water

Gull Lake Ministries                      Review of “Non Single Family” Homes  
 Pierson to do review of Gull Lake Ministries “Non Single Family” accounts (re-rate large multi-room homes).

**OLD BUSINESS: INACTIVE (These items were not reviewed by the Authority Board)**

Easement Adjustment-Gull Lake Condos      Documents Received  
Received documents from CMS to process for right-of-way acquisition.

Gilmore Car Museum      Draft Agreement for Service Boundaries  
On hold pending actions taken by Southwest Barry County SW Authority.

Galesburg to Kalamazoo Trunk Sewer      Inquiry  
GLSWA may be obligated for replacement costs for the System 3 Trunk Sewer from Kalamazoo Township through Galesburg. The pipe is to be evaluated this year by Comstock Township under the SAW grant -- and we will be kept informed of its condition analysis, and be reviewing and meeting with Comstock, Augusta, Galesburg and Kalamazoo Township in this regard. Report Forthcoming.

PICA See Snake Main Forcemain Investigation      Next Steps  
GLSWA to excavate and verify that the corrosion identified by PICA is exterior corrosion, then plan for repair and/or replacement. Learned that our data is not as precise as we thought. Since Phase I of PICA came in over budget, GLSWA does not currently have enough money in the SAW budget for Phase II. Upper ½ possibly to be scheduled for 2016; Est \$240,000. Also, there are 23 remaining forcemains 4" or greater ductile iron pipe that may be similarly corroded. The estimated cost for See Snake Evaluation of these pipes is \$410,000. *Pierson to develop alternative plan for testing of these forcemains.*

Charleston Township Sewer      Discussion w/ Fran Bell, Supervisor  
Discussion with Fran Bell - Charleston Township as contract customer - initially for Miss Dig Service. Charleston Township sewer contract with Kalamazoo expires in 2016. *Pierson to put together an analysis evaluating having GLSWA take over the small portion of sewer and two pumping stations currently serviced by the City of Kalamazoo.*

Village of Richland Contract      Expired Agreement  
The Village/Authority Wastewater Agreement has expired and needs to be renewed. *Pierson to proceed to update the Village agreement and present it to the Authority and the Village Council for approval.*

Connection Fee Financing Plan      Proposal  
*Pierson to propose short-term Connection Fee Financing plan for certain Connection Fees.*



Commercial Review/ Apt Usage/ Metered Billing      Rate Study  
Sent Rate Consultant City meter data – awaiting Rate Consultant response. Met with Legal Counsel.

Miscellaneous Customer Fees      No New Information  
Pierson to follow up with Thall with letters + resolutions for Board consideration.

Emergency Fuel Acquisition      Awaiting Reorganization Before Purchase  
Awaiting reorganization and cleaning of the pole barn and outside storage before purchasing-Target Date August 28<sup>th</sup>.

Billboard/Purchase of Consumers Energy Property      Pierson Met With Representative  
Pierson requested an opportunity to discuss two property issues with CMS Energy:

1. Acquire the property in front of our office and grant back to CMS/ITC a permanent easement for electrical power and any other existing uses. This would enable us to monitor and control the truck traffic and parking that occurs on the gravel drive and provide for a safer entrance and exit for our staff.
2. Acquire a 30 foot easement along the north line of the power line property in Richland Village in order to properly service and/or replace the pipeline in the future.

*Pierson to pursue each of these as time permits, with an initial focus on the latter.*  
Received documents from CMS to request purchase of property.

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

Regional Commission – City of Kalamazoo      Update  
Working on 40-yr agreements after lawsuit was dismissed with a tolling agreement (can be refiled at any time).

Botyrius-7415 N. 37<sup>th</sup> Street      DE Ave Easement Request  
GLSWA requested easement access for the vacant lot and address 11654 East DE Avenue. Potentially 4 houses could connect to sewer if this easement is granted. Wrote 2<sup>nd</sup> letter requesting easement – as property owner requests public sewer. New proposal submitted.

Malpass, Sherman Lake Grinder Customer      Sewer Back-up Liability Concern  
Insurance grinder pump liability if grinder pump fails – considering additional alarm telemetry.

Lift Station Guide Rail Replacement Project      Update  
Continued progress; LS #9 completed; only LS #15 remains.

Air Release Valve Rebuilding                      Rebuild 10 Air Release Valves  
 As a result of the SSO incident in July 2013 with the galvanized nipple on an air release valve, GLSWA has rebuilt 8 Air Release Valves. There are 2 yet to be rebuilt.

Grinder Lines (37<sup>th</sup> Street Only)                      Corrosion – Erosion Prevent  
 There is a known corrosion issue with ductile iron next to copper grinder line connections -- and these are being remedied (wrapped or replaced with plastic). We have completed 6, and there are 4 in Charleston yet to do. These will be done in 2015.

30<sup>th</sup> Street Gravity Sewer-Future                      Design Completed; Need Easements  
 Per our 2008 agreement, GLSWA is obligated to construct necessary downstream infrastructure (capacity) to handle the Allen Edwin development and beyond, likely to involve a 30<sup>th</sup> Street force main and/or gravity sewer. *Pierson needs to obtain 7 easements prior to starting this gravity sewer project.* The project timeline is dependent upon the developer's build out of their phase II, which has not yet begun.

1980 – 1990 Easement Releases                      Ongoing Project-coordinate w/ scanning files  
 Established format for filing easements.

Sewer Connection Fee Issues                      No response; \$8,700 Eng Fees not Paid  
 There has been no response from Attorney Ken Sparks letter to Attorney Swenarton as of yet. In addition, the developer still owes GLSWA engineering fees of approximately \$8,700.

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). *Pierson to make recommendations.*  
 Also, need to establish adequate connection fees to provide for the replacement of watermain in the future, as the Township owns the watermain. Pierson acquiring data on the assets.

Gull Lake Ministries                      Reconciliation of Units + Conn Fee Process  
*Pierson to determine if any of the single family homes we currently bill GLM for are large residential multi-bed structures that should be re-rated.* A remaining issue is the tracking of the Capital units. From an Authority perspective, in order for assessment credits to be used, they must be used on the same parcel. *Pierson offered to meet with the GLM this coming fall to work with GLM on consolidating parcels in order for them to have access to the Capital unit credits.*

Cooper-15968 Woodlawn                      Portion of Sewer on Neighboring Property  
 Pierson proposed a possible solution which would entail the granting of an easement from the owner of lot 4 to the Authority in order to provide the proper service. There has been no response from the owner to meet to create a solution.

## 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.**

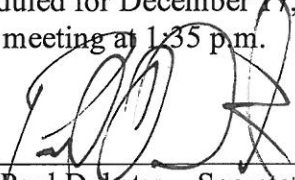
## CLOSING COMMENTS :

ADJOURN. NEXT MEETING TUESDAY, NOVEMBER 17, 2015 at 1:00 p.m.

The Christmas luncheon will be scheduled for December 17, 2015.

Chairman Stoneburner adjourned the meeting at 1:35 p.m.

Submitted for approval

  
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Paul Dykstra – Secretary