

Gull Lake Sewer & Water Authority

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MINUTES OF THE NOVEMBER 14, 2018 REGULAR BOARD MEETING

Authority Board Meeting

1:00 P.M.

CALL TO ORDER/ ROLL CALL: Chairman Stoneburner called the meeting to order at 1:02 P.M. Commissioners present were Jimmy Stoneburner, Wes Kahler, Lysanne Harma and Gary Moore. None absent. Also present were Executive Director John Crumb, Executive Assistant Anne Richmond, Charleston Township Supervisor Jerry VanderRoest, and Engineer Paul Schram.

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

MINUTES OF THE OCTOBER 24, 2018 REGULAR MEETING: A motion was made by Kahler and seconded by Harma to accept the regular meeting minutes of October 24, 2018 as presented. **Motion carried; all ayes.**

HEAR THOSE PRESENT (Non-Agenda Items): Dale and Amy Thiessen, owners of Changes Salon at 8080 N. 32nd Street, were present to discuss the invoice recently sent to them for additional capital for sewer and water as a result of additional water use for their property at 8080 N. 32nd Street. *Crumb will help the Thiessen's analyze their water consumption and report back to the Board with a recommendation.*

CORRESPONDENCE:

Bell Tower-8940 N. 32nd Street Motion: Approve Letter (per Attorney Review)
Crumb reviewed a letter to be sent to Mr. & Mrs. John Kosin pending Attorney review allowing them to place a sign within the sanitary sewer easement in a position that straddles the sewer pipe under the condition that GLSWA will be held harmless for the purpose of working on the sewer pipe. A motion was made by Kahler and seconded by Harma to approve the letter regarding the sign pending Attorney review. **Motion carried; all ayes.** *Crumb to forward letter to Attorney Thall for review.*

WAI Motion: Formally acknowledge WAI as GLSWA's Engineering Firm
After using WAI as the Authority's engineer on a temporary basis for a year, Crumb asked the Board to formally acknowledge WAI as GLSWA's engineer. A motion

was made by Harma to acknowledge WAI as GLSWA's engineering firm. Motion was seconded by Kahler. **Motion carried; all ayes.**

Gull Lake Ministries Annual Update on Facility Occupancy
For the year 2018, the total occupancy capacity for Gull Lake Ministries has been 526 including staff housing on-site.

5097 Mt. Olivet Repair Invoices for Lateral Damage
Modern Sewer found a hard blockage in the public lateral while troubleshooting a customer sewer backup at 5097 Mt. Olivet. Modern contacted GLSWA which coordinated hydrovacating. While hydrovacating, it was discovered that utilities had broken the lateral while boring allowing roots to penetrate the lateral. The cost of the repair was \$7,661.30 (Modern-\$4,806; Clean Earth-\$2,580.30; GLSWA-\$275). It is unlikely GLSWA will be able to recover any of the repair cost from the contractor that bored through the lateral due to the time that has elapsed since the occurrence.

NEW BUSINESS / PROJECTS UPDATE

Seber Tans Motion: Approve 3-Year Service Agreement
Crumb reviewed the 3 year Audit Service Agreement submitted by Seber Tans for the years ended March 31, 2019, 2020, and 2021 and recommended approval based on the good work done by Seber Tans and a reasonable price increase of 3%. Harma made a motion to approve the 3-Year Audit Service Agreement as submitted by Seber Tans. Motion was seconded by Stoneburner. **Motion carried; all ayes.** Commissioner Kahler noted and the Board discussed the risk of complacency by retaining the current auditor. *Crumb to sign Service Agreement and return to Seber Tans.*

Christmas Luncheon Motion: Authorize \$900 for Annual Christmas Luncheon
A motion was made by Harma and seconded by Kahler to authorize a budget of \$900 for the annual Christmas Luncheon. **Motion carried; all ayes.**

Christmas Scheduling Request Motion: Approve 12/24 & 31 Additional Holiday
Harma made a motion to approve 12/24 and 12/31 as additional holidays for GLSWA staff. Motion was seconded by Kahler. **Motion carried; all ayes.** The GLSWA office will be closed Monday & Tuesday December 24th & 25th along with Monday & Tuesday December 31st and January 1st.

2018 Permits for Conn/Cam Motion: Approve \$250 Bonus per Personnel Policy
A motion was made by Kahler and seconded by Harma to authorize a \$250 bonus for each employee per the Personnel Policy for processing greater than 60 sewer permits during the 2018 calendar year. **Motion carried; all ayes.** 62 sewer permits have been processed as of 11/12/18.

DEQ – Purge Well Discharge Richland Township Open House
 Richland Township will have an open house for an update on PFAS remediation at 7 p.m. on 11/26/2018 at Grace Spring Church.

Water Resolution Recommendation Water Resolution Status
 Crumb reported that the Resolution of Determination GLSWA Water District Proposal & Negotiations has now been approved by the Ross Township Board. This is important as the City of Kalamazoo has presented a proposal to extend water into Ross Township.

10890 Interlaken Update on Owner Compliance with Capping Policy
 Vic's Septic is scheduled to cap the sewer on Wednesday, November 14, 2018.

- Projects-Miscellaneous 2017-2018 Various Projects and On-Going Work
- Gull Lake Area Water Feasibility Study – WAI Status Update: WAI has received information from Tower Suppliers; Capital Cost will be complete next month; developing Operations/Maintenance/Replacement Costs; evaluating different supply alternatives; information request submitted to MSU
 - Eastern Heights – Advisory Survey?
 - Gull Road up 30th – Advisory Survey?
 - Gilmore Car Museum Site Evaluation-Report completed from Excel Engineering
 - Cottonwood off 30th St – Property Owner working with 2 Developers
 - Pole Barn – Gas Service Update and Cost Review. Crumb discussed the status of the gas service installation (the floor is heated) and spending to date. The final walk through will be scheduled.
 - Riverview-Keyes Drive ++: Once the Road Commission determines the scope of the project, Cooper Township will determine if their level of cost sharing is affordable to put sewer in.
 - Gilmore Farms-Phase 2 Construction Plans are currently under review.

Work Orders over \$750 Manager Plus Work Order System
 Work Orders Past / Adjusted + Reactive (247-251)
 Crumb reviewed the following work orders:
 WO #247: Mt Olivet Lateral Blockage
 WO #248: PS #43 Target Generator Issues
 WO #249: PS #44 Climax Dr Block Heater Replacement

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

Indian/Pickerel Sewer O&M Awaiting South County Decision-expected Nov-Dec
 Cooper Township Asset Mgmt Crumb to write up AMP Report
 Charleston Twp AMP **MH Insp. w/GPS Coordinates & Generator Repairs**
 Charleston Twp Billing **Working with BS&A for the appropriate export.**
 Galesburg Pipe Under M-96 Awaiting Response from Mayor Diller.
 Engel (Spruce Lane Apts) Connection Fee Invoice of \$5,525
 Village of Augusta Pierson/Crumb to draft new agreement with Augusta
 Little Long Lake Sewer Ext **Pierson working on Easement**
 Ordinance-Metered Billing Discussing Challenges & Logistics
 Ordinance Revisions Ordinance revisions for all municipalities (on-going review)
 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.

FINANCIAL REPORT

Financial Report / Bills Paid + Payable / Engineering Billing

A motion was made by Kahler and seconded by Harma to file the financial reports as presented and approve the standard bills paid through October 31, 2018. **Motion carried; all ayes.**

CLOSING COMMENTS

Stoneburner distributed performance review forms for the Board to complete and return to him for Executive Director Crumb's annual performance review.

Harma noted that a Gilmore Farms resident, Mr. Robert Feitl, was very appreciative of the way GLSWA addressed his sewer backup issue.

If the new Ross Township representative is not appointed to the GLSWA Board of Directors by Ross Township Board action by 12/13/2018, a special meeting may be needed to address selection of Insurance Carrier and the recommendation regarding 8080 N. 32nd Street Capital Charges (Thiessen) since Commissioner Harma will be unable to attend the December 13, 2018 Board Meeting except by phone.

Commissioner Moore was thanked for his great service on the Gull Lake Sewer & Water Authority Board.

ADJOURN.

Chairman Stoneburner adjourned the meeting at 2:50 p.m.

NEXT MEETING:

THURSDAY, DECEMBER 13, 2018, at 1:30 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**

11/14/2018

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 PFOS/7/31/2018; : Overall revenues for Authority FYE 2018 will likely be reduced 8% (\$100,000 +/-)
2	Rob T Hall - 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 Harms + 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 Reminded GLM of the need to consolidate	: RP to do review of their "non-single family" accounts (re-lease 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 8/26/2018 : Postponed this work - anticipate new Regional Agmt in 2018 will resolve this: Misc Review needed
6	Charleston Township Sewer Transitional prep meeting 8/7/2018	: 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. Letter of recognition from City of Kalamazoo 10/10/2018
7	1980-1990 Easement Releases Continue to work on these one-by-one: 2 year window	: 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).
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. Greve suggesting meeting w/ them on Village Richland sewer/water issues
9	Sherman Lake Easement 'clean-up / verify' SAW eligible - Anne, Cheri, Rich + 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 by the Commission
11	Air Release Valve Rebuilding Updated:	: An SEO 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 134th foremain	: 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 Perms, 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 as \$\$ 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: Pierson to pursue with certified mail and Misc Customer fee procedure
17	Emergency Fuel Acquisition Acheson taken this over. Will need reauthorization	: Authorized last year but never purchased due to space concerns / reconfiguration : Crumb to follow up in 2018
18	Manhole raising Project	Info: 160+ inaccessible; 88 + in yards, 73+ in road; Work continues: 90 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.