

Gull Lake Sewer & Water Authority

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MINUTES OF THE NOVEMBER 17, 2011 REGULAR BOARD MEETING

Authority Board Meeting

1:00 P.M.

CALL TO ORDER/ ROLL CALL: Chairman Bither called the meeting to order at 12:58 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, and Administrative Assistant Anne Richmond.

REVIEW AND SET THE AGENDA: Stoneburner made the motion to accept the Agenda V. 2.0 as presented. Motion was seconded by Light. **Motion carried; all ayes.**

MINUTES OF THE OCTOBER 18, 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: Stewart, Marv & Sharon 37th Street Grinder-Measurement Concern
Per State statute, local ordinance and Health Department code, if the house structure is within 200 ft from "Available Public Sewer", then the home must connect if the septic system is deemed to have failed. There is no "variance" from the measurement procedure. It is either available or it is not. "Available Public Sewer" is measured from where the Authority would construct the perpendicular extension of the pipe (the Service Lead) to the edge of the right-of-way. For 6599 N. 37th Street, this is the westerly edge of the right-of-way. The Stewarts were advised that if their septic system fails, they will have to connect to public sewer because GLSWA's measurements show the house structure at 6599 N. 37th Street to be 180 ft from the West edge of the right-of-way. The Stewarts have chosen to connect to public sewer and installation is scheduled for November 22, 2011.

To: West Gull Lake Drive Residents near LS 6 By-Pass Pumping
Pierson informed residents near Lift Station 6 that upcoming guide rail replacement work may require temporary by-pass pumping of wastewater.

To: Eager, Kris and Clare Sump Pump Inquiry
We asked the Eagers to respond to us regarding whether they have a ground-water discharge to the public sewer at their home at 10928 N. Interlaken or their home at

1351 West Gull Lake Drive. Mr. Eager responded that there is one, but it has not been hooked up for years. *Pierson to inspect house to verify.*

To: Doerr, Robert

Sump Pump Inquiry

We asked Mr. Doerr to respond to us regarding whether he has a ground-water discharge to the public sewer at his home at 2746 Burlington.

To: Cook, Patricia Cook Trust Sump Pump Followup Letter
GLSWA informed Mrs. Cook that “permissive metering” is not feasible and that grandfathering in a pre-1980 groundwater sump pump would not be possible. We would like to continue the discussion with her on what it would take to disconnect the sump pump at her home from the public sewer.

To: Blok Builders + Leech, Suzanne Sump Pump Reimbursement
We forwarded Ms. Leech payment of \$367.21 as reimbursement for ½ of the interior plumbing work necessary to disconnect her groundwater sump pump from the public sewer. The cost breakdown from Portage Plumbing at \$734.42 for the interior plumbing work is high, so we will no longer “pre-approve” any cost estimate from Portage Plumbing for sump pump disconnects.

To: Couture, Anne - GLQO Groundwater Discharge-Email Response

Although the Authority's and GLQO goals may not appear to be aligned, there may be commonality that can be expanded upon.

CORRESPONDENCE – Service records

Family Living-6254 N. 37th Street
Snelling-8307 Harvest

Grinder Pump Odor Complaint; New Seal applied
Sewer from house to street “settled” and failed

NEW BUSINESS

Pierson started New Business with a general discussion of how GLSWA needs to prepare for CMOM (Capacity, Management, Operations, and Maintenance) requirements. It will require an Asset Management System and a Work Order System. Pierson reviewed the Depreciation Schedule currently used to forecast future asset replacement/costs and indicated we need to improve and expand upon this. A current cash balance summary showing identified funding requirements was provided to the Board.

Software – GIS – M-Power – Scanning Review Update on 2012 IT Plans
Pierson discussed with the Board the Level of Service GLSWA intends to provide going forward. The historic Level of Service is what “sets us apart” from other utilities and we propose to continue with an above average Level of Service. There will be additional emphasis on repair, replacement and upgrading of equipment. We need to put in place the tools, processes, procedures and staffing to accomplish this.

This will include an Asset Management System, a Work Order System, perhaps a Document Management System, and tools to analyze inflow and infiltration.

Forecast Budget 2012-2013-Staffing

Review projections

Pierson reviewed the preliminary 2012-2013 pro-forma budget and the Financial Forecast with the Board. It is anticipated that rate increases will be needed commensurate with the defined Level of Service, policies and practices, and to keep pace with the City of Kalamazoo's proposed 5% per year rate increases. Work will continue to finalize the 2012-2013 budget by March, 2012. Pierson noted he will be advertising for a temporary position as our current part-time field technician will be taking a 3-month leave of absence beginning Jan 1, 2012. The 2012-2013 budget will propose reclassifying this temporary position to assist us with staffing needs for summer 2012 and beyond.

Health Care – Senate Bill 7

Clarification

Pierson reviewed and the Board discussed Senate Bill 7. The legislature included authorities as “public employers” even though we do not utilize tax dollars to fund our operation (utility rates – enterprise fund). Public employers who are “local units of government” can opt out of SB7 annually, however, authorities are not included under SB7's definition of local government. *Pierson to seek additional clarification prior to making recommendations in this regard.*

Insurance Renewal 2012

Pinnacle Quote; Bids?

Our current insurance carrier, Pinnacle, quoted \$8,404 for insurance coverage for CY 2012. This compares to \$8,134 for CY 2011, a 3.3% increase. A motion was made by Light and seconded by Stoneburner to accept Pinnacle's price as presented and not review alternative insurance proposals this year. **Motion carried; all ayes.**

Pictometry Flights 2012

Request Participation

Pierson recommended participation for \$6,800 to be split between Richland Township and GLSWA. Ross Township did not wish to participate. *Pierson will present a contract for approval when received from the County.*

Conference Attendance Request

Annual Conference Request

Pierson requested Board approval to attend an AWWA-WEF Joint Management Conference at an estimated cost of \$2,463. A motion was made by Light and seconded by Kahler to authorized Pierson to attend the conference for a cost of \$2,463. **Motion carried; all ayes.**

Employee Incentive Bonus

Distribution Based on Mid-Year Review

At the last Board meeting, Pierson reviewed and the Board approved the calculation of the employee incentive bonus based on the audit ending 3/31/2011, resulting in an employee set aside of \$6,490. Pierson recommended this be disbursed equally among the 6 employees on or about December 7. Kahler made the motion to approve the proposed distribution. Motion was seconded by Light. **Motion carried; all ayes.**

PROJECT UPDATE:

Groundwater Elimination Program

Additional Discussion

Pierson presented the Cleanwater Elimination Program Summary showing the sump pump discoveries to date. He outlined “interim” steps to continue elimination of improper ground water connections prior to performing mandatory inspections (which option continues to be explored).

- i. Letters will be written to all property for sale suggesting inspections to ensure that they do not have improper ground water connections.
- ii. We will explore a mandatory Time of Sale or Transfer requirement for our district.
- iii. Education and follow-up with home inspectors, home builders, b-dry and plumbers will continue.
- iv. We will also continue to investigate suspect areas of our system for sump pumps pumping after each rain event during warmer months.
- v. Monitors and flow meters will be installed at 12-15 locations throughout our system, including rain gauges at strategic locations, to enable us to determine the amount of inflow and infiltration entering the system during and after a rain event/snow melt.

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. As noted above, monitors and flow meters will be installed at 12-15 locations throughout our system, including rain gauges at strategic locations, to enable us to determine the amount of inflow and infiltration entering the system during and after a rain event/snow melt. The quotes to fix pipe segments in Cooper exceeded budgetary estimates. In-house repair will be investigated. We will measure the impact of our efforts on inflow and infiltration and its cost-effectiveness to evaluate what should be done with the system-at-large.

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 13 grinder connections to be investigated and fixed at a total cost estimate of \$5,000-\$7,000. At a minimum, GLSWA will investigate and fix if necessary the grinder connection at 5304 N. 37th Street (installed 1994) and 6771 N. 37th Street (installed 1995) this year.

Office Remodel & Improvements

Update

Office chairs (2) have been ordered; front entrance sign/flagpole yet to be acquired; top dirt dressing in the spring.

Lift Station 4 – Replacement of Pumps

The 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 has been approved and parts have been ordered.

Lift Station Guide Rail Replacement Project

Lift Station #11 and Lift Station #6 guide rails have been rebuilt. We have done 12 out of 25 and still have 13 to go. We are averaging 3-4 per year at an average cost of \$2,200 each.

OLD BUSINESS: ACTIVE

SSO Sanitary Sewer Overflow Update Update

At the previous meeting, 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 cost to repair the line was initially estimated at \$8,000 to \$10,000. The actual repair cost was \$3,489.90.

Insurance Claim Final Claim for \$7,685

The insurance claim for damages from the lightning strike on July 29, 2011 was finalized at \$7,685.

Easement for Jim Newman-above EGL Drive

An easement had previously been obtained from Kevin Miller. Mr. Calvin Johnson agreed to sign his easement in exchange for assistance with his connection using Stafford excavating. We have also agreed to pay an additional \$1,000 for a future easement if he connects a future home to the service lead servicing 7801. If he does not construct and connect a 2nd home, he would not receive the additional \$1,000. The connection to Mr. Johnson's home was completed on November 14. Mr. Newman has not connected.

Deposition-Gentry Ken Sparks Attended

A deposition was given by Rich Pierson for the Gentry case on November 10. Ken Sparks attended on behalf of the Authority.

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.

Kalamazoo Regional Water + Wastewater Comm. Update
 FOIA lawsuit has been filed as a result of City refusal to share rate model and is awaiting a court date. Meetings with the attorney and rate consultant are ongoing.
Pierson to attend January Village of Richland meeting in response to Regional Commission invoice that GLSWA is no longer paying on behalf of the Village.

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 Stoneburner 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 DECEMBER 15th, 2011 at 1:30 p.m. following annual Christmas luncheon starting at 12:00 p.m.

Chairman Bither adjourned the meeting at 2:22 p.m.

Submitted for approval



Jacqueline Light – Secretary