

Gull Lake Sewer & Water Authority

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MINUTES OF THE NOVEMBER 17, 2015 REGULAR BOARD MEETING

Authority Board Meeting

1:00 P.M.

CALL TO ORDER/ ROLL CALL: Chairman Stoneburner called the meeting to order at 1:00 P.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: Stoneburner made the motion to accept the Agenda as presented. Motion was seconded by Dykstra. **Motion carried; all ayes.**

MINUTES OF THE OCTOBER 29, 2015 REGULAR MEETING: A motion was made by Dykstra and seconded by Kahler to accept the regular meeting minutes of October 29, 2015 as presented. **Motion carried; all ayes.** Pierson noted that at the October 29, 2015 Board Meeting \$5,274 was approved for concrete work that had been previously approved.

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

CORRESPONDENCE:

Eric Ruggles-5932 Sara Last Year Frozen Grinder Line on Sherman Lake
We inquired as to Mr. Ruggles winter usage plans. Last year his grinder line froze. We informed Mr. Ruggles that we plan to excavate the road in the next couple of weeks, expose his connection, then insulate it back to the shut off at the edge of the road-hoping this prevents a reoccurrence.

Ann Lindsay- E DE Ave Inquiry Homeowner Inquiry as to Sewer Possibility
Ms. Lindsay asked about the possibility of sewer on E. DE Avenue west of Gull Road. We provided her a preliminary cost per household of \$10,500 - \$12,500 per home. If we can get the estimated cost down to approximately \$9,999 per parcel, then we might mail an advisory petition.

Sue Foune-Kalamazoo Public Works Confusion on Paying Water Bill
A property owner paid her sewer bill and mistakenly thought the water bill had been paid and was upset when the City shut her water off, costing \$123 to get it turned back on. In addition, she felt that her father was treated unprofessionally by the City. Pierson asked Sue Foune of Kalamazoo Public Works if the City could offset some of the \$123 that was charged.

Radiant Church – E DE Ave

Radiant Church Locating Assistance

We located their 800 foot sewer for their contractor as they added a parking lot. We also supplied parts and assisted in the repair of the clean-outs that were damaged. We billed Radiant Church for this work.

Weatherstone Village-Richland Twp

Amounts Due Under Contract

We assisted with the sewer extension for Weatherstone Village years ago and still collect for amounts due under contract as units are added. It is anticipated that 3 more units will soon be added.

Gleason-11654 E DE Ave

Attempted Contact to Acquire Easement

Mr. Gleason had previously contacted us regarding sewer connection to his home and vacant lot at 11654 E De Ave. We have been attempting to contact Mr. Gleason to do our part of the installation from the property south of his property and obtain an easement from him.

Enzinger-11722 E DE Ave

Septic Failed; Plan for Sewer in 6 Months

The home at 11722 E DE Ave is for sale and the existing drywell does not meet the current standards of the County Health Code, requiring a new tile field or equivalent as a minimum. At this time, public sewer is not available but is nearby. Pierson informed the executor handling the sale of the home that the Authority is planning to provide sewer service to the southwest corner of the property in the next 6 months, and could possibly provide said service sooner and possibly install service to the middle of the property for ease of connection pending obtainment of easements.

Berger-Engineer for Ft Custer

Charleston Twp Sewer Inquiry-S. of River

We received an inquiry from Mr. Berger regarding sanitary sewer and water service for a district South of the Kalamazoo River. We currently represent Charleston Township North of the River. The City of Kalamazoo operates and maintains Charleston Township's sewer assets in this area and the water system is maintained under contract with the Village of Augusta. Pierson provided PDF's of the sewer & water and referred Mr. Berger to Tom Wheat for questions about design criteria.

NEW BUSINESS/PROJECTS:

Presentation:

2015 State of the Sewer Presentation

Pierson continued his review of the annual State of the Sewer with the Board discussing Level of Service and Sustainability.

Conferences / Education Update

Upcoming Conferences / Budget

Pierson asked for approval to attend the ESRI Utility Conference and Joint Utility Management Conference and have Aaron and Brad attend the Pumper show in February 2016. This will result in exceeding the amount allocated in the budget for Education / Conferences. A motion was made by Harma and seconded by Dykstra to

increase the budget for additional conferences by up to \$2,000. **Roll Call Vote: all ayes; Motion carried.** (It was noted that other items (meals/travel) are also accounted for under the Education / Conferences account.)

Auditing Proposal

Approve 3-year Seber-Tans Proposal

A motion was made by Kahler and seconded by Harma to authorize Pierson to sign the contract with Seber Tans for auditing services for the next 3 years. **Motion carried; all ayes.**

Social Media Initiation

Approve Up to \$1,000 for Development of Plan

Pierson is investigating a social media interaction strategy for the Authority and will bring back any proposals to the Board at a future meeting.

Asset Mgmt-LS #1 See Snake

Update on Dig Verifications of Pipe Wall Loss

Dig verifications revealed that the pipe wall-loss was not as severe as suggested. No further action will be taken this year. This will be further evaluated as part of the asset management plan.

Asset Mgmt-DEQ Budget

Approve Submittal of SAW Budget Request

Pierson is developing a SAW Budget Amendment Request for the DEQ and will review this with the Board at a future meeting.

Asset Mgmt-Scheduling Update

Scheduling Update + Staffing Projection

This will be reviewed at a future meeting.

Staffing

Update on Proposed Staffing

As part of the "State of the Sewer" Sustainability discussion, Pierson reviewed a potential organizational chart to handle potential additional workload if GLSWA expands its service district to include other geographic areas or water. The Board was supportive of the Authority expanding gradually to maintain sustainability and to continue to provide the level-of-service to customers and appreciative of the quality of services provided.

Christmas Luncheon

Catering Proposal

Pierson reviewed quotes for the annual GLSWA Christmas Luncheon. A motion was made by Harma and seconded by Kahler to choose Kitchen House to cater the annual GLSWA Christmas luncheon. **Motion carried; 3 ayes, Dykstra abstained.**

Water Meter – Rate Setting

Third Meeting Follow Up

Pierson had forwarded additional information to the rate consultant as follow-up to the 3rd meeting as we move towards using water meter readings from Kalamazoo for 500+ of our sewer customers who have Township/Village water.

Zoetis Memorandum on Rates

Use of 150 gpd/unit + Use of Meters for Rates

Pierson reviewed a memorandum to Zoetis discussing a proposed ordinance change in 2016 to use 150 gal/day for "unit" calculation and how this will impact both the

Capital / Capacity calculation and the monthly User Fee calculation for commercial accounts. Also discussed was GLSWA's proposal to change the way we bill our commercial sewer customers who have public water meters to charge a Readiness-to-Serve Charge based on meter size / equivalents, plus a Commodity Charge on the volumes discharged to the sanitary sewer.

Comstock Interceptor Piping Comstock Initiated New Draft Agreement
Comstock is drafting a new agreement for Operations / Maintenance + Replacement.

Cottages Condos-Richland Update on Water Extension
A meeting was held on November 12, 2015 to discuss the water extension.

Asset Management Implementation Update on Schedule & Progress
Continued final season's work on Vactor / Camera / Inflow-Infiltration

- Camera + Vactor updates-map display
- Update budget to DEQ for approval of upgrading controls of 10 Lift Stations-SAW Eligible
 - For Inflow + Infiltration Analysis + Future Pump Control / Info
 - Proposal for 10 New Control Systems + 10 Radios + Peripherals
 - Amount requested to be SAW eligible = \$ _____
- 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

Manhole Raising Project Work Continues on this Project
160+ Manholes Inaccessible: 83+ in yards, 73+ in road. Work continues: 90 in yards + 11 in road 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 Meeting Planned for December 2015
 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. A meeting is now planned for December to discuss these issues.

Lightning Strike Update
 The claim was finalized at \$6,381 including \$1,037 for in-house labor.

OLD BUSINESS: INACTIVE (see attached list). The Board reviewed the Old Business / Inactive list.


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 THURSDAY, DECEMBER 17, 2015 at 1:30 p.m.
 following CHRISTMAS LUNCHEON STARTING AT 12:00 NOON
 Chairman Stoneburner adjourned the meeting at 2:40 p.m.

Submitted for approval


 Paul Dykstra – Secretary

Attch: Old Business / Inactive list

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

No.	Item	Status
1	DEQ Purge Well discharge	: Wells to be shut down Spring 2016; New Agreement to be drafted : Overall revenues for Authority FYE 2017 will be reduced 8% (\$100,000 +/-)
2	Rob Thall - Property Acquisition/Easements	: 2-Properties: Consumers / Gull Lake Condos + Consumers at Auth offices : Intent to acquire easement and to purchase property in front of Authority
3	Gull Lake Authority Property Development	: Pierson to meet with Harma + Dykstra to make recommendation to Board on future Pole Barn / Office area expansion needs
4	Gull Lake Ministries	: RP to do review of their "non-single family" accounts (re-rate large multi-room homes) : Parcels need to be combined under common parcel number or they owe Conn Fees
5	Gilmore Car Museum - Sanitary Sewer	: GCM is "technically" within the SW BC Sewer / Water Authority jurisdiction, although GLSWA can provide gravity sewer at equal to or less than the cost for SWBCSWA to serve them
6	Galesburg Interceptor	: Within main agenda
7	PICA See Snake Investigation	: Within main agenda
8	Charleston Township Sewer	: Within main agenda
9	1980-1990 Easement Releases	: 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).
10	Village of Richland Contract	: Contract drafted. To be reviewed and forwarded to Village for their January meeting
11	Sewer Connection Fee financing option	: Pierson to propose short-term Connection Fee Financing Plan for Conn Fees > \$_____
12	Sherman Lake Easement 'clean-up / verify'	: Pierson to review easements and check for accuracy - file in GIS system
13	Botryius - Gleason easements DE Ave	: Within main agenda
14	Lift Station guide-rail replacement	: Guiderails allow pumps to be lifted in / out: : Started in 2005, 24 stations to be done: All but LS#15 (minor station) are now completed.
15	Malpass, Sherman Lake Grinder Customer	: Had backflow while grinder shut off for winter : Liability / procedural decisions to be made as to what needs to be done for Sh Lk snow-birds
16	Kalamazoo Regional W / WW Commission	: GLSWA is party to a lawsuit (now withdrawn) regarding rates and charges : New water and wastewater agreements are being worked on the the Commission
17	Air Release Valve Rebuilding.	: 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 in Charleston Township to be rebuilt
18	37th Street Grinder lines tapped into D Iron	: Corrosion issue with copper corrosion. : We have rebuilt 6 of these - 4 additional in Charleston Township to be rebuilt
19	30th Street Gravity Sewer - Future	: 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
20	Water Connection Fees (Village / Township)	: 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
21	Mr. / Mrs. Cooper - 15968 Woodlawn	: Portion of private sewer on someone else's property (after the property was split) : Pierson proposed an easement for the seller to sign to remedy the private pipe - no response
22	Commercial Review / Apartment/ Metered	: Within main agenda
23	Miscellaneous Customer Fees	: Sump pump violations : Pierson to pursue with certified mail and Misc Customer fee procedure
24	Emergency Fuel Acquisition	: Authorized last year but never purchased due to space concerns / reconfiguration : Pierson to follow up in 2015