

# Gull Lake Sewer & Water Authority

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## MINUTES OF THE NOVEMBER 20, 2014 REGULAR BOARD MEETING

Authority Board Meeting

Rescheduled from 10:00 A.M. to 11:00 A.M.

**CALL TO ORDER/ ROLL CALL:** Chairman Stoneburner called the meeting to order at 11:22 A.M. Commissioners present were Jimmy Stoneburner, Wes Kahler, and Paul Dykstra. Commissioner Alan Bussema was absent. Also present were Executive Director Rich Pierson, Executive Assistant Anne Richmond, Engineer Tom Wheat, and Richland Township Clerk Jackie Light.

**REVIEW AND SET THE AGENDA:** Pierson noted 2 additions to the agenda under New Business: SSO (Sanitary Sewer Flow) during Forcemain Testing and Billing Statement vs. Postcard discussion for BS&A upgrade. Kahler made the motion to accept the Agenda as revised. Motion was seconded by Dykstra. **Motion carried; all ayes.**

**MINUTES OF THE OCTOBER 30, 2014 REGULAR MEETING:** A motion was made by Kahler and seconded by Dykstra to accept the regular meeting minutes of October 30, 2014 as presented. **Motion carried; all ayes.**

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

### **CORRESPONDENCE:**

Caras-8992 E D Ave-Commercial                      Commercial Billing Inquiry  
Ms. Caras phoned to inquire why her sewer bill for the Professional Building is \$222 per quarter. Pierson explained that commercial sewer use is a flat-rate charge based on actual average water use updated every 2 years +/- . *Pierson to request an update on water use at 8992 E D Ave for an interim review to provide Ms. Caras.*

Brown-635 S. Gull Lake Drive                      Sump Pump Investigation  
*Sump Pump Investigation Report by A. Grogg to be logged in as a work order for follow-up.*

37<sup>th</sup> Street Homeowners                      Notice of Forcemain Repair Sent  
Homeowners on 37<sup>th</sup> Street were notified of the repair to 200 feet of our primary pipeline just north of 2100 N. 37<sup>th</sup> Street starting November 6, 2014.

DEQ-Jessica Ferris

See Snake Status + Thank You

Pierson updated Jessica Ferris of the DEQ on the PICA See Snake status and thanked her for the SAW Grant opportunity.

## NEW BUSINESS/PROJECTS:

Work Order System

Initiating Work Orders this Week

The new work order system, ManagerPlus, has been loaded and the first work orders were initiated this week.

Asset Management Implementation

Update on Schedule & Progress

As of the end of the season, we have vactored 113,544 feet and CCTV'd 66,500 feet out of the budgeted 191,000 feet. Manhole inspections, LS #1 Condition Assessment, Setup for Inflow and Infiltration, GIS and Work Order work will continue.

The scheduling update for next year will be presented at the December or January Board Meeting.

Repairs + Rehabilitation

Update

Thus far: 3 faulty drop manholes + 5 leaking manholes + 4 structurally deficient manholes + LS 14-4" forcemain corroded. Repair estimate to date: PRS (Pipe Repair Systems) \$24,000 manholes / \$2,600 Forcemain; Self Repairs \$7,000. LS #1 Forcemain-last 240 ft.: attempted to clean and found pieces of pipe-Hoffman emergency repairs.

Pierson reviewed pictures of the various projects with the Board.

PICA-See Snake Main Forcemain Investigation

Update

1<sup>st</sup> segment is \$90,360, net of engineering and prep work by Authority-scheduled for November 17<sup>th</sup>. Cost estimates higher than anticipated: Terra hauling costs: \$27,000, Hoffman Brothers: \$18,000, Prein & Newhof: \$12,000, Staff: \$3,000.

Lajiness-11920 Yorkshire

Yard Damage at Tap

Pierson apologized to Mr. Lajiness for the excessive digging in his yard for a grinder connection across the street.

Pierson reviewed pictures of the grinder installations at 11917 Yorkshire and 12188 S. Sherman Lake Drive with the Board.

Pierson reviewed a quote from Wayne McBain of \$2,020.80 for restoration work at 11917 Yorkshire, 11920 Yorkshire, and 12188 S. Sherman Lake Drive due to grinder pump installations. A motion was made by Dykstra and seconded by Kahler to authorize \$2,020.80 for restoration work at the designated properties for an amount not to exceed \$2,020.80. **Motion carried; all ayes.**

Info Technology-Upgrade Main Server

Authorize I.T. Right Proposal

GLSWA has been experiencing increasing instances of degradation in the speed and efficiency of using various applications that are server based and asked I.T. Right to evaluate what we are using and recommend any necessary hardware changes. I.T.



Village of Richland Contract                      Expired Agreement  
 The Village/Authority Wastewater Agreement has expired and needs to be renewed.  
 Target is January/February after the elections.

Staff / Personnel Policy / Ethics Policy                      Updates Forthcoming  
 The personnel policy will be updated. Recommended staff adjustments will be forthcoming.

Commercial Review/ Apt Usage/ Metered Billing      Rate Study  
 Pierson met with T. Traciak to initiate the rate study phase of the SAW grant – moving forward towards metered billing.

Gull Lake Condos-Easement Variance Request      Proposed Easement Variance  
 GLSWA received a draft from the developer's attorney regarding amendments to the public utility easements for the Gull Lake Condos.

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 and 1 in Ross Township yet to do. These will be done in 2014-2015.

Cooper's Landing                      New Apartment Construction  
 New apartment phase with sewer is under construction with oversight and supervision from Prein & Newhof on our behalf, paid for by the developer.

Gull Lake Ministries                      Review of Residential Units + New Construction Plans  
 Tammy (GLM) and Bonnie (GLSWA) will prepare a map and address list and we will advise GLM if we have been billing inappropriately. If GLM could combine parcels, then they could remove single-family homes and construct new homes, duplexes or other (ie. Rec Center) and use the credits for reconnecting. *Pierson will lend assistance to them -- to attempt to make 4 or 5 large parcels from GLM's existing property holdings, update the map with how many sewer connection credits are on each of the parcels, allowing GLM to use the credits for new connections. Pierson will meet with our engineer and Township officials to make sure that combining existing parcels is the right thing to do for GLM and the Township, as he believes that tracking by parcel number is the best methodology, and the old parcel maps have many obsolete 40 and 60 foot width parcels.*

Emergency Fuel Acquisition                      Awaiting Reorganization Before Purchase  
 GLSWA needs to have fuel readily available in an emergency for the portable generators and for our vehicles. We had been relying on local gas stations for truck



gas and diesel fuel for portable generators, but a significant power outage could find us short on fuel. At a previous meeting, Pierson presented a quote for \$2,270 for 2 new 550 tanks, pumps, gages, and E vents. We received a letter from Crystal Flash regarding their emergency generator fueling. *Awaiting reorganization and cleaning of the pole barn and outside storage before purchasing.*

EF Ave Sewer-Old Plug Company      Project Still Not Finalized  
This was constructed during the week of 9/3 and inspected by Prein & Newhof and GLSWA staff. Project is not yet finalized.

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. *Pierson to discuss this issue with Mr. Malpass and present alternatives at a subsequent meeting to better serve our grinder pump customers if feasible.*

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.

Lift Station Guide Rail Replacement Project      Update  
Lift Station #5 was done on 9/20/12; #16 was completed on 12/18/12; #13 was completed on 5/15/13; #8 was completed in June and #18 has recently been completed. We were budgeting for 3 per year.

Charleston Township Sewer      Update on Rates: Begin Cost-Benefit Analysis  
80 homes +/-, +2 pumping stations; Pierson to continue with cost-benefit analysis. Their sewer contract expires 2016.

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

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.

## Sherman Lake Easement-Clean-up and Check

## Review

*Pierson to review easements and check for accuracy – file in GIS system.* Pierson has started this.

## Zoetis-Meter Installation Update

## New Meters to be Installed

Zoetis is going to install new meters. Pierson suggested that Engineer Tom Wheat witness the set-up and testing when it occurs. We anticipate a reduction in billable flow when this occurs.

## Morsman – 2852 Arctic

## Repair-Driveway Settlement around Manhole

There is a public sewer manhole in the concrete drive and the area around the manhole has settled, cracking the drive. GLSWA has authorized a contractor to make this repair.

## FINANCIAL REPORT

## Financial Report / Bills Paid + Payable / Prein &amp; 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 18, 2014 at 1:30 p.m. following CHRISTMAS LUNCHEON STARTING AT 12:00 NOON  
Chairman Stoneburner adjourned the meeting at 12:20 p.m.

Submitted for approval

  
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Alan Bussema – Secretary