

Gull Lake Sewer & Water Authority

7722 N. 37th Street
Richland, Michigan 49083
Phone: (269) 731-4595
Fax: (269) 731-2596
www.glswwa.org

1

MINUTES OF THE NOVEMBER 21, 2013 REGULAR BOARD MEETING

Authority Board Meeting

1:00 P.M.

CALL TO ORDER/ ROLL CALL: Chairman Bither called the meeting to order at 1:00 P.M. Commissioners present were Jeff Bither, Alan Bussema, Jimmy Stoneburner and Wes Kahler. 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 with the addition of Overhead Door Replacement-Pole Barn to New Business. Motion was seconded by Kahler. **Motion carried; all ayes.**

MINUTES OF THE SEPTEMBER 26, 2013 REGULAR MEETING: A motion was made by Bussema and seconded by Kahler to accept the regular meeting minutes of September 26, 2013 as presented. **Motion carried; all ayes.**

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

CORRESPONDENCE:

Zoetis – Sewer Meter Inaccuracy Additional Correspondence
Zoetis provided additional information regarding sewer meter correlation. A meeting has been scheduled with Zoetis for December 17, 2013 to discuss this further.

Pinto – Interlaken Vacant Lot Requested Access for Guide Rail Work
Temporary one-day access to the property at 10928 N. Interlaken was requested from Mr. Perry Pinto for our contractor's equipment trailer so that we could replace piping within our Lift Station #12 which is adjacent to 10928 N. Interlaken. Pierson executed a temporary license with Mr. Pinto for the use of the property. This has been completed.

McCarty-Frauln Circle-Vacant Lot Request for Sewer Lead to Vacant Lot
Mr. McCarty has asked GLSWA to provide a 6" sanitary sewer lead to a vacant lot. The Authority will obtain quotes for the potential sewer lead installation and we have asked for proof that the lot is buildable. If the cost is prohibitive, Mr. McCarty may be asked to pay a portion of the cost.

T. Wheat-Storm & Wastewater Grant (SAW) Email on SAW Grant Process
 If approved, Prein & Newhof will fill out the MDEQ Application Form and submit it to the MDEQ on December 2, 2013 on behalf of GLSWA. Pierson noted that he and Ken Sparks had reviewed the Grant Agreement and it is recommended we approve the resolution (and Grant Agreement-should we be offered the grant). The Board will address the SAW Grant under New Business, Asset Management-SAW Update.

N. Troff-Rolling Pines Apts. Metered Billing for Apartment Complex
 Ms. Troff contacted GLSWA regarding the sewer billing for the Rolling Pines Apartment Complex, as she believes the sewer bills are high there compared to her other properties and high based on the amount of water used. Currently, according to the ordinance, GLSWA uses a .6 factor and multiplies that times the number of apartments, then multiplies that number by the single family flat rate of \$74 per quarter. We may switch to metered billing in the future, but there is no guarantee that would result in a lower rate.

E. Oganowski-Richland Country Apts. Metered Billing for Apartment Complex
 Mr. Oganowski of the Richland Country Apartments contacted GLSWA regarding the sewer billing rates and metering. *Pierson to perform an evaluation of our apartment complexes water use records as compared to the equivalent flat rate assumptions/volumes we currently use and forward the information after the first of the year.*

NEW BUSINESS:

Overhead Door Replacement Pole Barn
 Pierson presented three quotes for replacing 3 10' x 9' Overhead Doors in our 25 yr old Pole Barn and 2 Overhead Door operators in our newer pole barn. Bussema made the motion to authorize Pierson to replace the Overhead Doors/Operators using either Fawley Door or Wagner Door. Motion was seconded by Stoneburner. **Motion carried; all ayes.**

Emergency Fuel Acquisition Approve Purchase + Pursue Agreement
 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. Pierson presented a quote for \$2,270 for 2 new 550 tanks, pumps, gages, and E vents and indicated that he needs to negotiate a priority service agreement with Crystal Flash or an equivalent vendor. Kahler made the motion, seconded by Bussema, to purchase and store 2 emergency fuel tanks on site at GLSWA subject to a priority service agreement. **Motion carried; all ayes.**

Asset Management-PACP Cert; SAW Update Approval

PACP Certification Training Request Approval \$2,500

Pierson asked the Board to approve PACP, MACP training for Aaron Grogg at an estimated cost of \$2,500. This is required for manhole and pipe evaluation and may be partially reimbursable if GLSWA receives a SAW Grant. Stoneburner made the motion, seconded by Kahler, to approve PACP, MACP training for Aaron Grogg at a cost of \$2,500. **Motion carried; all ayes.**

SAW Grant Budget, Obligations, Approve Resolution

The State has offered a grant program to do an assessment of utility assets. The purpose for an asset management plan is to identify our assets, their strengths, weaknesses, risk, their replacement timing, replacement costs, etc. Engineer Wheat reviewed the scope of work and estimated costs for the SAW Grant application. The terms and conditions of the SAW Grant Agreement were reviewed with and discussed by the Board. GLSWA will be asking for \$1,285,523 from the State and will need to spend \$206,285 over the first two years if awarded the grant. Accepting the grant will obligate GLSWA to adjust our rates to "cover" 10% of any funding gap that the Asset Management plan identifies. A motion was made by Kahler, seconded by Bussema, to approve the Resolution Authorizing the SAW Grant Agreement. **Roll Call Vote: all ayes; Motion carried.** *Engineer Wheat to provide PDF copies of the completed grant application packet to the Board Members.*

Ordinance Update Schedule on Track

GLSWA is implementing ordinance changes to address the following: 1) Better definition of Permits, 2) Better definition of Storm Water, 3) Commodity Fee + Miscellaneous User Fee for Non-Compliant Sump Pump Owners, 4) Improved Requirements for Grease/Sand or other deleterious discharges into the system, 5) Provisions to require Water Meter on Sump Pump Discharge where owners add Chemical to Sump Pump Discharge. Pierson is not recommending ordinance changes at this time to inspect each upper lateral (building sewer) for each home as part of the Clean Water Elimination + Inspection Program. The revised Ordinance is being taken as scheduled to the municipalities for approval with implementation expected by mid January, 2014.

CMOM-Collection System Requirements Pending / Self Assessment:

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. It is anticipated Michigan will adopt a requirement for public sewer systems to adopt and adhere to these practices. Some of these initiatives may be covered under the Michigan SAW grant that GLSWA will be applying for. The filing deadline is December, 2013.

- Manhole Inspection/Inflow/Infiltration Project Update
Postpone manhole inspections + repair of piping until 2014- staffing issues/\$\$

- Gravity Sewer Pipe Videotaping Update
Determine level of repair, replacement.
- Forcemain Electronic Testing for Integrity Update
Prevent accidental discharge of wastewater.
- Clean Water Elimination: Issues, Policy and Procedures Discussion
Met with Attorney Sparks.
- Grease Ordinance + Enforcement Update
Grease elimination program enforcement. Met with Attorney Sparks.
- Weather Stations Installed Update
All weather stations installed (4 purchased); LS date-time stamp devices installed. Data has been sent to Prein & Newhof.
- CMMS-Computerized Maintenance Management System Update
Performance, inventory, pictures, etc.
- Connection Inspections + 4" Pipe Inspections Home Sale Requirement
There are approximately 800 homes around Gull Lake that were connected circa 1982 -- prior to inspections by GLSWA (1993 to present). The state plumbing division inspectors performed, based on our knowledge, only cursory inspections. We have found multiple significant deficiencies in these un-inspected connections both recently and historically. Pierson is contemplating a recommendation that the municipalities within the Authority district require each home sold in our district to have a complete camera inspection of the private building sewer, beginning within the home to the tap at the street. Such a policy would protect buyers from having problems and from contingent liability for the Authority that may occur, plus it would identify sump pumps, gravity stormwater connections and 4" pipes that have infiltration evident. *Pierson to continue to develop policy recommendations going forward.*

current technology is soils evaluation and excavation every 1000-2000 feet, which has been included in the SAW grant application.

PROJECT UPDATE:

Augusta-Forcemain Redirect Researching

Pierson is researching possibly redirecting the Augusta Forcemain near Galesburg High School into our gravity main to alleviate a low-flow buildup condition. Prein & Newhof is soliciting preliminary design and contractor pricing for review.

Gull Lake Ministries Review of Residential Units + New Construction Plans

GLSWA met with Gull Lake Ministries (GLM) to review residential units and their new construction plans to see if they have "connection credits" due them for the single-family homes that have been removed. Tammy (GLM) and Bonnie (GLSWA) will prepare a map and address list and we will advise GLM if we have been billing inappropriately. Pierson indicated to the Authority Board that 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 try 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 with no repercussions to GLM or the Township.*

EF Ave Sewer-Old Plug Company Received Permission from City of Kalamazoo
This was constructed during the week of 9/3 and inspected by Prein & Newhof and GLSWA staff. Project is not yet finalized.

Air Release Valve Rebuilding Rebuild 10 Air Release Valves

As a result of the SSO incident with the galvanized nipple, GLSWA is rebuilding 10 Air Release Valves. There are 4 yet to be rebuilt.

Grinder Lines (37th Street Only)

There is a corrosion issue with ductile iron next to copper grinder line connections and these are being remedied (wrapped or replaced with plastic). There are 4 in Charleston and 1 in Ross Township yet to do. These are to be done Spring 2014.

Concrete Repair

Fix Driveways with Manholes

Two driveways with manholes in Cooper Township have settled causing cracked concrete + hazard to the owners. Pierson estimates the concrete repair will cost \$3,000. Awaiting price quote from Contractor. These are to be done Spring 2014.

D. Avenue West Project

Invoice to Richland Village

Richland Village Council acknowledged the costs that GLSWA had requested for reimbursement (the cost of the Information Packets exceeding the planned 43 packets

(\$1,359) and 50% of the Engineering costs (\$482.25)). These are expected to be paid as part of the Road Project and we should receive the funds next Spring.

Entrance Sign-Landscaping Proposal Authorization for Landscaping-Sign
The plantings will be done in the Spring and flags for the pillars will be purchased.

OLD BUSINESS: ACTIVE

Computerized Maintenance Mgt System Work Continues
Pierson and Richmond continue to work on loading and generating work orders and will probably pursue more training with Allmax software. This has also been placed under the SAW Grant for funding.

Billing Software Upgrades Update
Investigating use of meter data to generate sewer use bills for customers with water.

Televising 4" Building Sewers Summary + Cost Update
Preparing summary of findings to date for televising 4" building sewers and an update on the estimated cost.

OLD BUSINESS: INACTIVE

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.*

Kalamazoo Regional Water + Wastewater Comm. Update
The settlement was finalized on the FOIA case and the models were obtained. The review of the models and files is on-going.

30th 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 30th 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.

Comstock Township Sewer + Water Update on Rates: Begin Cost-Benefit Analysis
Discussed briefly with incoming Supervisor, Ann Nieuwenhuis; Sewer contract
expired.

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

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.

FINANCIAL REPORT

Financial Report / Bills Paid + Payable / Prein & Newhof Billing
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 19, 2013 at 1:30 p.m. following
CHRISTMAS LUNCHEON STARTING AT 12:00 NOON

Chairman Bither adjourned the meeting at 2:05 p.m.

Submitted for approval



Alan Bussema – Secretary

Gull Lake Sewer & Water Authority
County of Kalamazoo + Barry

Resolution Authorizing the SAW Grant Agreement

Minutes of the regular meeting of the Board of the Gull Lake Sewer & Water Authority County of Kalamazoo + Barry, State of Michigan, (the "Municipality") held on November 21, 2013.

PRESENT: Members: Chairperson Bither; Vice-Chairperson Stoneburner; Secretary/Treasurer Bussema; Commissioner Kahler.

ABSENT: Members: None.

Member Kahler offered and moved the adoption of the following resolution, seconded by Member Bussema.

WHEREAS, Part 52 (strategic water quality initiatives) of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended ("Part 52"), provides at MCL 324.5204e that the Michigan Finance Authority (the "MFA") in consultation with the Michigan Department of Environmental Quality (the "DEQ") shall establish a strategic water quality initiatives grant program; and

WHEREAS, in accordance with the provisions of 2012 PA 511, which provides grants to municipalities for sewage collection and treatment systems or storm water or nonpoint source pollution control; and

WHEREAS, in accordance with the provisions of 1985 PA 227, as amended, Part 52, and other applicable provisions of law, the MFA, the DEQ, and the Municipality that is a grant recipient shall enter into a grant agreement (the "SAW Grant Agreement") that requires the Municipality to repay the grant under certain conditions as set forth in MCL 324.5204e, as amended; and

WHEREAS, the Municipality does hereby determine it necessary to (select one or more)
☒ establish an asset management plan, ☐ establish a stormwater management plan, ☐ establish a plan for wastewater/stormwater, ☐ establish a design of wastewater/stormwater, ☐ pursue innovative technology, or ☐ initiate construction activities (up to \$500,000 for disadvantaged community).

WHEREAS, it is the determination of the Municipality that at this time, a grant in the aggregate principal amount not to exceed \$1,285,523 ("Grant") be requested from the MFA and the DEQ to pay for the above-mentioned undertaking(s); and

WHEREAS, the Municipality shall obtain this Grant by entering into the SAW Grant Agreement with the MFA and the DEQ.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Executive Director (title of the designee's position), a position currently held by Richard L. Pierson (name of the designee), is designated as the Authorized Representative for purposes of the SAW Grant Agreement.
2. The proposed form of the SAW Grant Agreement between the Municipality, the MFA and DEQ (attached Sample Grant Agreement) is hereby approved and the Authorized Representative is authorized and directed to execute the SAW Grant Agreement with such revisions as are permitted by law and agreed to by the Authorized Representative.
3. The Municipality shall repay the Grant, within 90 days of being informed to do so, with interest at a rate not to exceed 8 percent per year, to the Authority if the Municipality is unable to, or decides not to, proceed with constructing the project or implementing the asset management program for which the funding is provided within 3 years of the Grant award.
4. The Grant, if repayable, shall be a first budget obligation of the Municipality.
5. The Municipality shall not invest, reinvest or accumulate any moneys deemed to be Grant funds, nor shall it use Grant funds for the general Municipality administration activities or activities performed by Municipality employees that are unrelated to the project.
6. The Authorized Representative is hereby jointly or severally authorized to take any actions necessary to comply with the requirements of the MFA and the DEQ in connection with the issuance of the Grant. The Authorized Representative is hereby jointly or severally authorized to execute and deliver such other contracts, certificates, documents, instruments, applications and other papers as may be required by the MFA or the DEQ or as may be otherwise necessary to effect the approval and delivery of the Grant.
7. The Municipality acknowledges that the SAW Grant Agreement is a contract between the Municipality, the MFA and the DEQ.
8. All resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution are rescinded.

YEAS: Members: Bither, Stoneburner, Bussema, Kahler

NAYS: Members: None

RESOLUTION DECLARED ADOPTED

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of the Gull Lake Sewer & Water Authority, County of Kalamazoo + Barry, said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.



Name Alan Bussema, Secretary/Treasurer
Gull Lake Sewer & Water Authority, Secretary
County of Kalamazoo + Barry