

Health Dept. Letter to Ms. Bedford

Request to Disconnect

Pierson reviewed a Memorandum from the Kalamazoo County Health & Community Services informing Ms. Bedford that after reviewing the barn facilities, they have no objection to her request to disconnect from the sewer.

Cook – Interlochen Sump Pump

Attorney Letter

Ms. Cook's Attorney, Mr. James Durant, sent a letter to the Authority requesting that the Authority inform the Cooks in writing of any intended public disclosure of information concerning their property to businesses, associations, or individuals prior to doing so. *Pierson will respond with review from legal counsel.*

DeLong – 12158 Sherman Lake Drive

Quote to Connect

Mr. DeLong was provided a Good Faith Estimate to connect to the sewer. We are uncertain if Mr. DeLong will connect.

Boyle – No Address Given

Request for Clarification on Sump Pumps

Doyce Boyle requested clarification on whether air conditioner water discharge is permitted to go to the sewer. Pierson responded that it is.

UTILITY SERVICE REPORTS

New format not yet active – Antero Maintenance Software Installed.

NEW BUSINESS:

Ms. Bedford – 6291 N. 37th Street

Follow-up Discussion

Pierson informed the Board that he met with Ms. Bedford on November 28, 2012 and she presented a proposed settlement. *Pierson to further discuss the matter with Attorney Sparks and inform the Authority's Insurance carrier of a potential claim.* This will be discussed again at the December 20, 2012 Board Meeting.

Mid-Year Staff Reviews + Discussion

Review of Annual Discussion with Staff

Pierson presented to the Board the Mid-Year Staff Performance and Evaluation Review he had prepared and discussed where he believes the organization is headed. This will be discussed further in 2013 and he welcomed the Board's input.

Joint Utility Mgmt Conference

Pierson Request to Attend

Pierson requested Board approval to attend the 2013 Utility Management Conference on March 10 -13, 2013. Stoneburner made the motion to authorize Pierson to attend the Joint Utility Management Conference for a cost not to exceed \$2,000. Motion was seconded by Kahler. **Motion carried; all ayes.**

Bay Arbor

Call from Title Agency

Pierson noted it appeared Bay Arbor may be moving toward foreclosure. GLSWA currently has an outstanding Sewer Construction Contract for this property.

PROJECT UPDATE:

D. Avenue West Project

Information Meeting in January

There was an opportunity for Richland Village to obtain MDOT funds for the D. Avenue West Sewer Project. The design is completed and shovel ready, but the Village has not gone through the informational meeting/assessment process. Pierson suggested for Village Council consideration that it might be appropriate for GLSWA to mail out information based on a "target special assessment" of \$7,000 and hold an informational meeting for the D. Avenue residents providing the Council feedback from the affected property owners so that the Village could commit to a project should funds become available again. Pierson and Lewis (P/N) presented the road and sewer issues at the June 2012 Richland Village Council Meeting. The informational meeting will probably not be until January 2013. The funds would not be available until October of 2013.

37th Street Repaving

Update

This has been completed. The forcemain was protected at the creek, 6 manholes were raised and the ditch has been added at our entrance.

Lift Station Guide Rail Replacement Project

Update

Lift Station #5 was done on 9/20; #16 yet to be done this year? Others will be done as budget, time + staffing allow.

Office Construction Items

Update

Main entrance sign + minor landscaping. Pierson working on permit; to be completed by Spring.

OLD BUSINESS: ACTIVE

Fred Einspahr, 4880 EGLD

2006 Connection Missed a Primary 4" Pipe

Restoration has been completed at Authority expense. An email was sent to Mr. Einspahr informing him of Pierson's recommendation that there would be no reimbursement to him for Roto Rooter.

Snelling – 8307 Harvest

FYI – Settlement Accepted

The Snellings accepted the proposed settlement.

Groundwater – Clean Water Elimination

Issues, Policy, and Procedure Discussion

Pierson to continue to develop policy recommendations going forward and will be meeting with Sparks regarding recommended ordinance modifications.

Connection Inspections + 4" Pipe Inspections Sale of Home Requirement
 There are approximately 800 homes around Gull Lake that were connected to sewer 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 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.*

Software – GIS – M-Power – Scanning Review Update
 NSI was ordered but not paid for due to issues between Konica-Minolta and the software providers as we completed the scope of services documents. In addition, we have been comparing Doc Record vs. Filebound vs. InPoint for more complete document management solutions, plus we are also evaluating a Scanner vs. Copier for scanning. *Richmond and Pierson to continue to work on understanding and predicting future needs and to make a decision in the very near future.*

Kalamazoo Regional Water + Wastewater Comm. Update
 The FOIA lawsuit court date is 12-3-2012 on the rate model, then, additional discovery + strategy planning will occur.

OLD BUSINESS: STATUS UNCHANGED

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.*

Manhole Inspection/Inflow/Infiltration Project Update
 Postpone manhole inspections + repair of piping until Spring 2013 - staffing issues/\$\$

Groundwater – Clean Water Elimination Update
 All weather stations installed (4 purchased); LS date-time stamp devices installed. *We now need to tabulate the data.*

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 yet to do.*

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.

Grease Ordinance + Enforcement Update
Pierson to review ordinances and initiate program for grease enforcement.

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.

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

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
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.

FINANCIAL REVIEW/ PAY BILLS

A motion was made by Light 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

Light stated she received a subpoena to testify at the Gentry vs. See-Wright LLC case.

ADJOURN. NEXT MEETING THURSDAY DECEMBER 20, 2012 at 1:30 p.m. following CHRISTMAS LUNCHEON STARTING AT 12:00 NOON

Chairman Bither adjourned the meeting at 1:50 p.m.

Submitted for approval



Jacqueline Light – Secretary