

Gull Lake Sewer & Water Authority

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MINUTES OF THE NOVEMBER 30, 2016 REGULAR BOARD MEETING

Authority Board Meeting

1:00 P.M.

CALL TO ORDER/ ROLL CALL: Chairman Stoneburner called the meeting to order at 1:02 P.M. Commissioners present were Jimmy Stoneburner, Wes Kahler, Lysanne Harma and Paul Dykstra. None absent. Also present were Executive Director Rich Pierson, Executive Assistant Anne Richmond, and Engineer Tom Wheat.

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

MINUTES OF THE OCTOBER 26, 2016 REGULAR MEETING: A motion was made by Harma and seconded by Dykstra to accept the regular meeting minutes of October 26, 2016. **Motion carried; all ayes.**

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

CORRESPONDENCE:

David Worthington-DEQ SAW Request for Budget Amendment + Extension
Pierson sent the DEQ a request for our 3rd SAW Budget amendment and an extension, including two 'change in scope' requests.

Cooper-Woodlawn Beach Private Building Sewer Crosses Neighbor's Property
The 4" building sewer from 15968 Woodlawn (Lots 2 + 3 – Little Slam Interests, LLC) crosses diagonally over lots 4 + 5 (J Cooper vacant property). Pierson had contacted J. Cooper in June of 2015 to facilitate a resolution and avoid a conflict if and when lots 4+5 are developed. Nothing was done. The lot has now been sold and the buyer, seller and neighbor are attempting to work out the "trespass" of the 4" building sewer.

Tom Wheat – M96 Interceptor Request for Repair Costs under M-96
Pierson contacted Engineer Wheat regarding the need for the repair of a corroded ductile iron pipe under M-96 and the need to have a Galesburg/Comstock interceptor agreement in place. *Pierson and Wheat to review cost estimate and work on Interceptor Agreements.*

Hesco Distributors-Flow Meter

Attempt to Resell Flow Meter

Augusta and Gull Lake purchased a flow meter from Hesco in 2009 to measure flow from a commercial facility that subsequently closed its doors. GLSWA then paid off the Augusta portion and placed it in our warehouse. We would like to sell the meter and requested assistance from Hesco.

Consumers Gas Corp-Kyle

Assisted with Road Bore

GLSWA assisted Consumers Energy with the road bore for Ross Township Gas Service by watching it with our pole camera. GLSWA billed Consumers Energy \$500 for this service.

East – 8228 Pattiwood

Follow-up to Sewer Blockage

There was a sewer blockage this past summer that caused a sewer backup at 8228 Pattiwood. GLSWA advised the homeowner that we recently cleaned and televised the public sewer on Pattiwood Street. We found a fiberglass driveway marker lying in the sewer and removed it. The Pattiwood sewer is clean and working fine. We will check it again next fall.

A. Grogg to R. Pierson

Cobra Camera Problems

Our in-line sewer tractor camera went down on October 20, 2016. We sent it to Cobra for repair several times unsuccessfully and they did not supply us with a loaner camera -- causing us to lose SAW time and the \$0.70/ft reimbursement for the work from the DEQ. The camera was finally fixed on November 28, 2016. *Pierson to write letter to Cobra.*

Grinder Pump Annual Maintenance

Letter Left at Each Residence

A letter was left at the residence of each Grinder Pump Customer advising them of the Annual Grinder Pump Maintenance Service.

Muscular Dystrophy Lock-Up

Pierson Participating on December 7, 2016

Pierson has agreed to participate in the upcoming Ornaments of Hope Lock Up for Muscular Dystrophy on December 7, 2016 – Donations are Accepted.

NEW BUSINESS / PROJECTS UPDATE

Rosenberger-Havens Condos

Discussion on Settlement of Outstanding Issues

Mr. Rosenberger has not paid GLSWA \$8,704 in engineering inspection costs for sewer pipeline installations for the Havens of Richland development from 2008 - 2010. In addition, GLSWA incurred an estimated cost of \$3,750 to re-install frames/covers and clean gravel and dirt in the pipeline. Pierson discussed settlement of these issues with the Board. *Pierson to review a proposed settlement with Mr. Rosenberger.*

SAW Schedule

Updates

Pierson reviewed a handout of the SAW Budget Amendment #3 that was sent to the MDEQ. Pierson noted that there were 2 changes in scope: GLSWA is considering ARC GIS for ARC "Server" software and is also asking for Work Order software start-up training on-site.

Request for SAW Grant Extension File Appeal if Extension is Denied
 If our request for a SAW Grant extension is denied, Pierson recommends appealing the decision. Dykstra made a motion to authorize Pierson to file an appeal if GLSWA's Budget Request #3 and request for an extension is denied. Motion was seconded by Harma. **Motion carried; all ayes.**

SAW Assistance Request AM Plan Document for Shelf & Website
 If our request for a SAW Grant extension is approved, GLSWA will do the Asset Management Plan in house. If not, we will use Wightman's or Prein & Newhof's Asset Management Plan format and have the document prepared for us using our data.

SAW work summary:

- PICA 2015 – on #1 FM LS #1 south FM: Need to do dig verifications and repairs on South LS#1 FM North ½ of #1 FM: Level of service: Replace within 10 years?
- PICA (5) Forcemains Final results of 5 forcemains week of 7/11; Proposed soils analysis
- Radios: Inflow/Infiltration May result in 4 towers: Ross-145'/GLSWA-100'/MSU-150'/Parchment?; BB continues to work out bugs on new radios: hopefully soon begin monitoring. Radios need to work no later than Feb 7 2017 for SAW eligible work; *Pierson to write letter.*
- PACP-Cleaning + Camera: Need extension or continued mild weather to complete eligible piping; 38,500 ft eligible remain; plus up to 20% ineligible may be eligible = 34,000 ft
- Manhole Repairs: 1200 total; 2015-84 under grass; 2016-80+ under asphalt; Goal not achieved
- MACP-Manhole 500 done; 700 to go. Will be completed by May 2017
- Clean-up of GIS A. Hartwick cont'd work on GIS additions, easements, leads, GPS mapping, etc.
- Level of Service Contracts with Comstock/Galesburg; Letters to homeowners, etc.

Projects-Miscellaneous 2015-2016 Various Projects and On-Going Work

- Gilmore Farms – next phase of 240 homes +/-; requires sewer + water ext
- Plat east of Stage Coach Inn – Balwat Cottages: Ongoing – 3 Connections Made
- Gull Lake Condos – On Hold: Woodhouse Next Phase Not Yet Approved
- Cooper's Landing – 2 new buildings for 2016 – 19 Units per Building x 2
- New 4500 sq ft bldg behind existing Mission Pte Restaurant: On-hold
- N. 32nd St: North of McDonalds - Proposed Nursing Home: On-hold
- New GL Schools Admin Bldg-Sewer installed under M-89-completed
- E DE Avenue-Richland T: Met with L. Harma/ M. Drouin / D LaDuke

4 Outstanding Repairs-Now 2 Update

1 Manhole is already repaired; 1 drop manhole + 1 wye yet to be repaired. Next Year

Regional Commission Update

The City's proposed water rate increase is being opposed by the Township group.

OLD BUSINESS: ACTIVE

Sullivan – Easement + Payment Mr. Sullivan Paid Invoice and Signed Easement
Mr. Sullivan signed the easement and paid the invoice.

Mark Williams-MSU Tower GLSWA Radio Antenna on MSU Water Tower
GLSWA has requested to move forward with a radio antenna on MSU's water tower.
Mr. Williams has not responded to our request.

Policy on Donut Gasket Abandonment + Re-use of 4" Pipes Update
We are testing the guidelines of the proposed policy and will finalize this in January.

Charleston Draft Proposal Proposal Continues to be Worked On
The Charleston Draft Proposal will be worked on hopefully for December Board review.

Credit Card Payments-Absorb Fees Executed New Agreement
The new contract has been signed. Changes scheduled for 12/30/2016.

Pole Barn Seeking Assistance to Update Design
Meeting November 29 with Rick King architect on drawings for site plan submittal.

Metered Billing Update Meeting with Rate Consultant Dec 7
Meeting with the rate consultant on December 7 to set the proposed rate.

CMS Easement Acquisition Design Work Begun
Design work begun for easement acquisition in Richland.

Cooper (+ Charleston Twnp) Discussion on Acquisition of Infrastructure
No further discussion on acquisition of pipe infrastructure and pumping stations.

Employee Review Bonus Request for Employees
Pierson requested per the personnel policy a 'permit initiative bonus' of \$250 per employee and an additional request of \$250 per employee for seasonal SAW efforts. A motion was made by Harma and seconded by Kahler to award up to \$500 per employee for the permit initiative bonus and seasonal saw efforts. **Motion carried; all ayes.**

Pierson requested approval for the proposed Director's Contract 1/30/2017 – 1/31/2020. A motion was made by Kahler and seconded by Harma to approve the proposed Director's contract. **Motion carried; all ayes.**

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

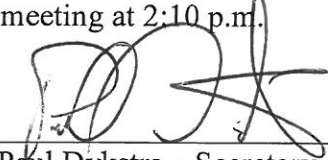
FINANCIAL REPORT

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 through October 31, 2016, and pay the Prein & Newhof bill. **Motion carried; all ayes.**

CLOSING COMMENTS:

ADJOURN. NEXT MEETING THURSDAY, DECEMBER 15, 2016, at 1:30 p.m.
following CHRISTMAS LUNCHEON STARTING AT 12:00 NOON
Chairman Stoneburner adjourned the meeting at 2:10 p.m.

Submitted for approval



Paul Dykstra – Secretary

Attch: Old Business / Inactive list

No.	Item	Status
1	DEQ Purge Well discharge RP corresponded with MDEQ to initiate this.	: Wells to be shut down Spring 2016; New Agreement to be drafted; Lease payment invoiced. : Overall revenues for Authority FYE 2017 will be reduced 8% (\$100,000 +/-)
2	Rob Thall - Property Acquisition/Easements Survey work initiated.	: 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 Switch architects to move this forward.	: 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	Galesburg - Comstock Interceptor SAW eligible - Need to get started on this	: Within main agenda
6	PICA See Snake Investigation Completed - results are in, need dig verifications + assumptions input into SAW	: Within main agenda
7	Charleston Township Sewer Met with Charleston Twnp Board to discuss options	: Pierson is preparing documents and costs analytics to present to GLSWA + Charleston for Charleston to have GLSWA operate, maintain and administer the sewer system in Charleston.
8	1980-1990 Easement Releases SAW eligible - Anne, Cheri, Rich + Andrew on-going	: 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).
9	Village of Richland Contract Met with D Greve, Village President to discuss delay in getting	: Contract drafted. To be reviewed and forwarded to Village for their January meeting : Contract drafted - email sent to Village President to meet and discuss utility issues
10	Sewer Connection Fee financing option	: Pierson to propose short-term Connection Fee Financing Plan for Conn Fees > \$_____
11	Sherman Lake Easement 'clean-up / verify' SAW eligible - Anne, Cheri, Rich + Andrew on-going	: Pierson to review easements and check for accuracy - file in GIS system
12	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
13	Kalamazoo Regional W / WW Commission RP obtained direction from Auth Bd on overall issues	: GLSWA is party to a lawsuit (now withdrawn) regarding rates and charges : New water and wastewater agreements are being worked on the the Commission
14	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 to go
15	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
16	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
17	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
18	Commercial Review / Apartment/ Metered Rate consultant with new rate recommendation 12/7	: Pierson is proposing to move from 200 gal/day per unit to 150 gal/day per unit, simultaneously while having metered customers have a ready-to-serve charge + a commodity charge.
19	Miscellaneous Customer Fees	: Sump pump violations: Pierson to pursue with certified mail and Misc Customer fee procedure
20	Emergency Fuel Acquisition	: Authorized last year but never purchased due to space concerns / reconfiguration : Pierson to follow up in 2015 -- now 2016
21	Manhole raising Project	Info: 160+ inaccessible; 83 + in yards, 73+ in road; Work continues: 90 in yards + 11 in road done: Preparing quotes for 2016 seasonal repairs
22	4 Repair sites: to be bid Down to 2 sites - now planned for spring 2017	Info: 1 drop manholes under asphalt, 1 wye under asphalt, 1 Air release Possibly be in-situ (inside pipe) repairs: \$6000 each instead of \$8000 - \$10,000 each
23	Articles of Incorporation - to be reworked Done: Awaiting spring 2017 ordinance / contracts to be proposed	: Requires ratification by each municipal board.
24	Rosenberg: on Connection Fee + Eng Inv. Proposed resolution at 11/30 + 12/15 meetings	: Said he would meet with Director Pierson in the near future (this was early January)