

Gull Lake Sewer & Water Authority

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MINUTES OF THE NOVEMBER 8, 2017 REGULAR BOARD MEETING

Authority Board Meeting

3:00 P.M.

CALL TO ORDER/ ROLL CALL: Chairman Stoneburner called the meeting to order at 3:00 P.M. Commissioners present were Jimmy Stoneburner, Wes Kahler, Lysanne Harma and Gary Moore. None absent. Also present were Executive Director Rich Pierson, Executive Assistant Anne Richmond, Engineer Tom Wheat, Engineer Alan Smaka, and Executive Director Job Candidate John Crumb.

REVIEW AND SET THE AGENDA: Pierson noted two changes to the agenda: Under New Business, "Michigan Department of Treasury Response" was added and under Asset Management Plan, Pierson rescinded the request for a motion regarding the Interceptor. Kahler made the motion to accept the Agenda as revised. Motion was seconded by Harma.
Motion carried; all ayes.

MINUTES OF THE SEPTEMBER 20, 2017 REGULAR MEETING: A motion was made by Harma and seconded by Moore to accept the regular meeting minutes of September 20, 2017. **Motion carried; all ayes.**

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

CORRESPONDENCE:

Gale, Ross Township Bldg Dept Request to Extend Site Plan Approval
GLSWA needs to extend the site plan approval for the Pole Barn by six months.
Pierson to send letter requesting the site plan extension to Gary Moore who will forward it on to the appropriate department.

Moore, Ross Township Supervisor Notice: Ross Township Tower Not Needed
Pierson sent a memorandum to Gary Moore formally notifying Ross Township per the terms of the Agreement for Tower Use that GLSWA does not need to co-locate our equipment on the tower, and no longer wishes to be obligated to share in any future costs of the tower. Our equipment has been removed from the tower.

Modern Septic Tank Permission to Dump Septic Waste-Family Living
Family Living (a senior care facility) is connected to our sewer via a single grinder pump. Their use of the system overtaxed the grinder pump and we required that a septic tank be installed prior to the grinder pump basin. This septic tank requires pump out from time-to-time. Pierson granted permission to Modern to pump out Family Living Inc's septic tank on a regular basis and dump it at our Lift Station #1 in order to save our sewer customer the dumping fee at Kalamazoo.

Haven Reformed Church Potential Sewer Extension from Meadows Apts
In order to connect Haven Reformed Church to sewer, an easement would need to be obtained from the Meadows so that a sanitary sewer extension could be constructed.

Jarnefelt, Lotta-Kalamazoo Cty Authorize 2 Deeds-County to Authority Property
Pierson sent a memorandum to Lotta Jarnefelt at Kalamazoo County clarifying properties in Ross Township that were purchased by the County on behalf of the 1982 Sanitary Sewer Project at Gull Lake. These properties should be deeded over to GLSWA so that GLSWA pays the Ross Township Road assessment. A motion was made by Harma and seconded by Kahler to authorize the Authority's legal counsel to review the legal descriptions and prepare the necessary documents to transfer legal title from Kalamazoo County to GLSWA for the (2) properties identified in Pierson's memorandum. **Motion carried; all ayes.**

Arendt (was Smythe) Vacant Lot Authorize \$2,500 for Lead Modifications
The builder for 3124 McDonald installed a small pump chamber and a single pump in the pump chamber to pump the whole house water up to the public sewer rather than connect first floor by gravity. The homeowner's private pump has failed twice. The Authority does not believe that it is in the homeowner's best interest to continue to rely on a whole-house pump system. Pierson recommended obtaining a 20 foot wide easement from the vacant lot next door to allow GLSWA to extend the 6" pipe servicing the vacant lot southward in order to provide 1st floor gravity service to 3124 McDonald. A motion was made by Harma and seconded by Kahler to spend up to \$2,500 to extend the sewer lead from the vacant lot to the south to provide gravity service to 3124 McDonald. **Motion carried; all ayes.**

NEW BUSINESS / PROJECTS UPDATE

Michigan Dept of Treasury 3-year Deficit of Expenses Exceeding Revenues
For the second year, GLSWA received a Request for Improvement of Deficiencies (Corrective Action Plan) from the Michigan Dept of Treasury. The issue cited by the Michigan Dept of Treasury was that expenditures have exceeded revenues for the last three years and they requested submittal of a detailed corrective action plan to resolve this. Pierson reviewed the proposed response with the Board. We believe analyzing operating revenues and expenses without the impact of depreciation is the appropriate measure for the Authority and that the Authority's operations are fiscally sound. Unless directed otherwise by the State of Michigan, we do not plan to include

depreciation as a cash expense, and therefore, we do not have a Corrective plan of Action as we are in a sound fiscal position. A motion was made by Moore and seconded by Harma to authorize Pierson to submit the proposed response to the Michigan Dept of Treasury. **Motion carried; all ayes.**

Testing of Grinder Pump Lines Develop Testing Method for Well Isolation
Grinder Pump Systems must be 50 feet from wells unless certain specifications are met. GLSWA is developing methods to test if our Grinder Pump Systems meet the required specifications to allow the Grinder Pump System to be closer than 50 feet to a well.

D Avenue Pipe Painting Project Unable to Find Contractor-Move to Next Year
GLSWA was unable to find a contractor to paint our D Avenue Pipe under the bridge and has deferred this project to next year.

John Deere Tractor + Implements Request for Additional \$300
At the previous meeting, the Authority approved the purchase of a used John Deere 26 HP Tractor + Implements in good condition for \$14,000. The listing included a "tiller" which was not needed at a cost of \$1,200. Additionally, a trailer was available for \$1,500. Pierson requested authorization to swap the "tiller" for the "trailer" at an additional cost of \$300 (\$14,300 total). A motion was made by Moore and seconded by Kahler to buy the trailer instead of the tiller for an additional cost of \$300. **Motion carried; all ayes.**

Asset Management Plan (SAW)

- Pierson shared his responses to a Stormwater Asset Management Wastewater (SAW) Grant Program Review with the Board. The SAW Grant has been very useful to GLSWA.
- Recent heavy rains (5-7") did not cause a sanitary sewer overflow this year as in past years, likely due to GLSWA's work to seal and repair manholes.
- SCADA-Supervisory Control & Data Acquisition-Update
GIS specialist Andrew Hartwick reviewed data that GLSWA has been able to obtain from our SCADA system. GLSWA will continue analyzing the SCADA information with the goal of eliminating clean water from entering our sewer system.
- Pierson reviewed the SAW Asset Management Plan that he had developed with Andrew Hartwick. Pierson asked the Board for approval to authorize Wightman & Associates to review the Asset Management Plan and prepare a workplan for the next 5-10 years. A motion was made by Harma and seconded by Stoneburner to authorize Wightman & Associates to, as of November 1, review the Asset Management Plan and provide a workplan for 2019 through 2029. **Motion carried; all ayes.**

Projects-Miscellaneous 2017-2018 Various Projects and On-Going Work

- Riverview-Keyes Drive: RFQ from 3 engineering firms being evaluated
- Gilmore Farms-proposing 130 new homes-with sewer extension
- Ross Township Road Project coordination-potential impetus for sewer projects, e.g. 2019 Rehabilitation-\$139,695 Gull Vista Plat
- Gull Lake Condos – project moving forward slowly-Woodhouse’s Next Phase
- Condos on west side of Gull Lake – exploratory inquiry
- 40th Street KBS + School project – exploratory inquiry

Director-Staffing Update Update

Pierson reviewed the process and recommendation to hire John Crumb as the incoming Executive Director.

A motion was made by Kahler and seconded by Moore to hire John Crumb as the incoming Executive Director effective 1/8/2018 and authorize Pierson to negotiate the employment contract for John Crumb to be reviewed with the Board at the 12/14/2017 Board meeting. A roll call vote was held on the motion and the vote was as follows:

Kahler-Yes, Stoneburner-Yes, Harma-Yes, Moore-Yes; Motion carried.

A motion was made by Stoneburner and seconded by Moore to authorize Pierson to revise the job description for the Executive Director and to add a new job description for the Deputy Director position. **Motion carried; all ayes.**

Utility Management Conferences Discussion on 3 Premier Conferences

Pierson discussed 3 upcoming conferences and how attending these conferences assists in developing the vision and direction of GLSWA. Pierson will be attending the national ESRI-GIS Conference Jan 29-Feb 1 and recommended John Crumb attend the Utility Management Conference Feb 20-23.

Pole Barn To Be Put Out for Bid

The Bid Opening for the Pole Barn is planned for 12/12/17.

Charleston Sewer Operations Charleston Response Positive

Pierson & Moore met with Charleston Township to review the draft letter. The response was positive.

Logo: Proposed Logo Selection Yet to be Selected

The staff and the Board chose their 3 favorite logo designs from the proposed selections.

Ordinance-Metered Billing Proposed Timeline

Proposed timeline for metered billing project – Ordinance adoption by 4/1/18.
Internal discussion on challenges + logistics.

Sherman Lake Grinder Snow-Birds Policy-Grinders to Be Left On
 GLSWA has received requests to disable (turn off) Grinder Pumps in the winter.
 Pierson recommended that Grinder Pumps be left on year round for proper backflow
 and infiltration prevention. Harma made the motion to set GLSWA policy that
 Grinder Pumps must be left on year round. Motion was seconded by Moore.
Motion carried; all ayes.

Richland Water Conn Fees Pierson Reviewing Again
 Pierson beginning to review these (again) with upcoming recommendation.

Christmas Luncheon Authorize Budget of \$800
 Kahler made the motion to authorize \$800 for the Christmas luncheon. Motion was
 seconded by Stoneburner. **Motion carried; all ayes.**

Work Orders over \$750 Manager Plus Work Order System
 74-95 Reactive Work Orders to Date
 -WO#75 PS #18: Replace Transducer
 -WO#76 PS #1: Replace Pump (still waiting on rebuild costs)
 -WO#84 PS #8: Replace Transducer
 -WO#92 PS #18: Replace Transducer (warranty)

OLD BUSINESS: ACTIVE...but NO CHANGE

Richland Village Sewer Agreement Pierson to Rework Agreement
 Pierson to rework agreement and submit to Authority and Village Legal Council.

Cooper Township Franchise Asset Management Plan + Letter of Intent
 Pierson to develop Asset Management Plan for Cooper Township sewer and prepare a
 letter of intent.

Gull Lake Condos – Easement Pierson & Wheat Reviewed Application
 Pierson and Engineer Wheat reviewed the easement application-to be prepared and
 submitted.

(3) Repairs for 2017 season: Discovered a 2nd Broken Wye
 Discovered a 2nd broken wye or lead based upon 4" reuse policy.

Rosenberger-Havens Condos No Action on Proposed Settlement Agreement
 The phone response was positive, but there has been no further action on the proposed
 settlement agreement.

DEQ-Purge Well Discharge Receipt Acknowledged; No Further Action
 Email sent to DEQ 5/23 to remind them of the need for a revised 'new' agreement, but
 no action by the DEQ as of yet on the proposed agreement.

Regional Commission Update
Continued Water Contract negotiations / Rate Base / Ownership discussion.

OLD BUSINESS: INACTIVE (see Attachment A). The Board acknowledged receipt of the Old Business / Inactive list.

FINANCIAL REPORT

Financial Report / Bills Paid + Payable / Prein & Newhof Billing

A motion was made by Kahler and seconded by Harma to file the financial reports as presented, approve the standard bills paid through September 30, 2017, and pay the Prein & Newhof bill. **Motion carried; all ayes.**

ADJOURN.

Chairman Stoneburner adjourned the meeting at 4:25 p.m.

NEXT MEETING THURSDAY, DECEMBER 14, 2017, at 1:30 p.m. following
CHRISTMAS LUNCHEON STARTING AT 12:00 NOON

Submitted for approval

Lysanne Harma
Lysanne Harma – Secretary

Attachment A: Old Business Items-

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

9/14/2017

No.	Item	Status
1	DEQ Purge Well discharge Response from DEQ stating they would move it forward.	: Wells turned back on - still plan to be shut down in 2017; New Agmt to be drafted; Lease pay't-yes : Overall revenues for Authority FYE 2018 will likely be reduced 8% (\$100,000 +/-)
2	Rob Thall - Property Acquisition/Easements RP + TW met to review - RP to prepare	: 2-Properties: Consumers / Gull Lake Condos + Consumers at Auth offices : DEQ construction permit obtained; CMS paperwork to be initiated - Intent to acquire easement.
3	Gull Lake Authority Property Development Plan for June out-for-bid	: Pierson to meet with Harma + Dykstra to make recommendation to Board on future Pole Barn / Office area expansion needs: rent space again winter 2017-18 if needed
4	Gull Lake Ministries Reminded GJM of the need to consolidate	: 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 RP to add to Asset Mgmt plan + contact Augusta	: Within main agenda : Postponed this work - anticipate new Regional Agmt in 2018 will resolve this: Pipe Repair needed
6	Charleston Township Sewer Charleston said "yes" partially, RP to meet w/them	: 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.
7	1980-1990 Easement Releases Continue to work on these one-by-one: 2 year window	: 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).
8	Village of Richland Contract Pierson sent email with target date mid-September	: Contract drafted. To be reviewed and forwarded to Village for their January meeting Emailled D. Greve suggesting meeting w/him on Village Richland sewer/water issues
9	Sherman Lake Easement 'clean-up / verify' SAW eligible - Anne, Cheryl, Rich + Andrew on-going	: Pierson to review easements and check for accuracy - file in GIS system SAW extension requested to do this work - Extension denied. Work continues on these
10	Malpass, Sherman Lake Grinder Customer Proposed policy: leave "on" during winter	: 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
11	Kalamazoo Regional W / WW Commission Pierson discussed with legal counsel the Richland/Ross water issue	: GLSWA is party to a lawsuit (now withdrawn) regarding rates and charges New water and wastewater agreements are being worked on the the Commission
12	Air Release Valve Rebuilding. Updated:	: 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
13	37th Street Grinder lines tapped into D Iron These will be rebuilt when we replace LS41 forcemain	: Corrosion issue with copper corrosion. : We have rebuilt 6 of these - 4 additional in Charleston Township to be rebuilt
14	30th Street Gravity Sewer - Future RP briefed Richland Twp on this potential project	: 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
15	Water Connection Fees (Village / Township) RP beginning to work on these - thanks Anne.	: 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 \$5 will be needed
16	Commercial Review / Apartment / Metered Project scheduled for implementation throughout 2017	: 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.
17	Miscellaneous Customer Fees	: Sump pump violations: Pierson to pursue with certified mail and Misc Customer fee procedure
18	Emergency Fuel Acquisition AGhas taken this over: Will need reauthorization	: Authorized last year but never purchased due to space concerns / reconfiguration : Pierson to follow up in 2015 - now 2016 - now 2017
19	Manhole raising Project	Info: 160+ inaccessible; 83+ in yards; 73+ in road; Work continues: 90 in yards + 11 in road done: Preparing estimates for 2017 seasonal repairs
20	4 Repair sites: to be bid 3rd repair needed SGLD: to be 2017	LS 24 Air Release, LS 24 gravity drop repair under asphalt (Matt); Burlington wye (Matt) Possibly be in-situ (inside pipe) repairs: \$6000 each instead of \$8000 - \$10,000 each
21	Articles of Incorporation - to be reworked Done: Awaiting spring 2017 ordinance / contracts to be proposed	: Requires ratification by each municipal board.
22	Rosenberg: on Connection Fee + Eng Inv. Awaiting Rosenberg to come in to discuss	: Said he would meet with Director Pierson in the near future (this was early January)