

Gull Lake Sewer & Water Authority

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MINUTES OF THE DECEMBER 14, 2017 REGULAR BOARD MEETING

The annual "CHRISTMAS LUNCHEON" was held for the Authority Board, guests and staff at noon.

Authority Board Meeting

1:30 P.M.

CALL TO ORDER/ ROLL CALL: Chairman Stoneburner called the meeting to order at 1:25 P.M. Commissioners present were Jimmy Stoneburner, Wes Kahler, Lysanne Harna and Gary Moore. None absent. Also present were Executive Director Rich Pierson, Executive Assistant Anne Richmond, Engineer Tom Wheat, Engineer Alan Smaka, Attorney Rob Thall and incoming Deputy / Executive Director John Crumb.

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

MINUTES OF THE NOVEMBER 8, 2017 REGULAR MEETING: Pierson noted that the minutes had been corrected to reflect the roll call vote to hire John Crumb as the incoming Deputy / Executive Director and authorize Pierson to negotiate his employment contract. A motion was made by Kahler and seconded by Moore to accept the corrected regular meeting minutes of November 8, 2017. **Motion carried; all ayes.**

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

CORRESPONDENCE:

Jerry VanderRoest Additional Clarification to Charleston on Water/Sewer Issues
Pierson sent an email to Jerry VanderRoest, Charleston Township Supervisor, to clarify water/sewer issues that they had discussed at a meeting on November 28, 2017.

Jerry VanderRoest Need to Meet Again on the Issues
Pierson requested a meeting with the Charleston Township Board to discuss the sewer operation issues and the sewer/water extension proposals and make sure that GLSWA agrees with the Board on process and next steps.

Umbaugh Rate Consultants Update Asset Management Plan - Forward Information
Wightman & Associates is going to review the Asset Management Plan for GLSWA to provide a second opinion on forcemain replacement. This will be forwarded to our rate consultant along with new updates on Cash Balance, Budget and Metered Billing to input into the rate model the week of January 8 so that we can appropriately plan for our rate increases.

Engel (Spruce Lane Apts) Contact Mr. Engel for Lien Information
GLSWA has not been billing the sewer use fee and possibly did not invoice the connection fee for (4) units at Spruce Lane Apartments. Mr. Engel believed that a lien still existed on his apartments. Attorney Thall reported that the Authority could bill retroactively for 5 years of sewer use fees and collect the connection fee if it was not paid. A motion was made by Kahler and seconded by Stoneburner to contact Mr. Engel regarding the lien/payment information and revisit the recommendation at the January 24, 2018 Board Meeting. **Motion carried; all ayes.** *Pierson to contact Mr. Engel regarding lien/payment information.*

Kline-1400 Midland Very Bad Interior Odor Complaint from New Customer
After a call from the Health Department on November 9, GLSWA began an investigation into a possible sewer odor complaint at 1400 Midland. There was a strong sewer odor present in and outside the home. Upon further investigation, a partially collapsed still-active septic tank was discovered -and only the septic tank discharge had been connected to the sewer in 1982. GLSWA had Petro Plumbing reroute the plumbing and GLSWA performed the excavation the same day to complete a new connection to the sewer. The cost for this work, currently estimated at approximately \$2,860, will be rebilled to the Klines. Commissioner Moore commented on the positive comments he has heard in the community regarding the work done by GLSWA at 1400 Midland. *Klines are to be invoiced.*

AT&T-6051 N. 42nd Failed Sewer Lateral due to AT&T
Pierson notified Mr. Porter of AT&T that two years ago AT&T contractors put fiber optic cable on 42nd street and went through our sewer lateral. Recently, the homeowners connection to sewer failed. We dug it up on an emergency basis, found the cable, and made the repairs. Pierson asked Mr. Porter where to send the invoice for this work. *Pierson to continue to make contact with AT&T and file damage claim as necessary.*

Mock MIWARN Exercise Attended by Rich Pierson and John Crumb
Rich Pierson and John Crumb attended a MIWARN (Michigan Water/Wastewater Agency Response Network) Session at the Michigan State Police post. It is free to join and Pierson recommended that GLSWA join. *Pierson & Crumb to bring this forward at an upcoming meeting.*

NEW BUSINESS / PROJECTS UPDATE

Road Assessments (4)

Authorize Payment in Full

A motion was made by Harma and seconded by Stoneburner to authorize payment of the Ross Township Road Assessment for 4 parcels (Office, LS#1, LS#2, LS#20).

Motion carried; all ayes. GLSWA will pay Ross Township directly for the Office and LS#1 properties. Kalamazoo County will be making the payment to Ross Township for the road assessment on the other two properties as they are in the process of being transferred to GLSWA-GLSWA will reimburse Kalamazoo County for these payments.

GLSWA Liability Insurance

Approve 1-Year at \$9,300; Rebid Next Year

Kahler made the motion to approve renewal of GLSWA liability insurance with the Decker Agency (Michigan Par Plan) for 1 year in the amount of \$9,300. Insurance will be rebid next year. Motion was seconded by Harma. **Motion carried; all ayes.**

Little Long Lake Sewer Extension Recontact Owner-Acquire Easement

Moore made the motion to authorize Pierson to recontact the owner of 56 Little Long Lake with an offer to acquire an easement for extension of the Little Long Lake sewer so that it would be available to other homeowners. Motion was seconded by Kahler.

Motion carried; all ayes.

Kalamazoo County Deeds

Approve Documents to be Forwarded to Kalamazoo Cty

A motion was made by Kahler and seconded by Harma to approve the resolutions and quit-claim deeds the Authority's legal counsel had prepared and forward them to Kalamazoo County for their action to transfer legal title from Kalamazoo County/Kalamazoo County Public Board of Works to GLSWA for the (2) properties identified. 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.

Pole Barn Bids

Prepare Bid Analysis, Committee Review, Interview

Kahler made the motion to prepare the Pole Barn bid analysis, review the bids by committee, interview the (3) low bidders and make a recommendation. Motion was seconded by Harma. **Motion carried; all ayes.**

Director-Staffing Update

Approve Employment Contract; Job Descriptions

Moore made the motion to approve the Employment Contract for John Crumb as previously forwarded and reviewed by legal counsel. Motion was seconded by Harma. **Motion carried; all ayes.**

Pierson reviewed a revised job description for the Executive Director position and a new job description for a Deputy Director position. Kahler made the motion to approve the revised job description for the Executive Director and the new job description for the Deputy Director. Motion was seconded by Harma. **Motion carried; all ayes.**

Permits for Connections + Televising Approve Bonus Per Personnel Policy
 Per the Personnel Policy, if the Authority processes 60 sewer permits in a calendar year, the employees are eligible for a bonus of \$250. A motion was made by Kahler and seconded by Harma to authorize payment of \$250 to each of the Authority employees per the Personnel Policy. **Motion carried; all ayes.**

To Do List Update January – March Items for Completion
 Pierson reviewed a timeline of activities to be completed in the January – March 2018 timeframe. An additional Village of Richland meeting will need to be added for the Village of Richland Sewer Contract Approval and a workshop will need to be scheduled for Ross Township or Barry Township as the Barry Township meeting is scheduled for the same time as the Ross Township meeting on March 13.

Asset Management Plan (SAW)

- Update on Wightman's review work to date: Alan Smaka reviewed a timeline of the work to be completed.
- SCADA-Supervisory Control & Data Acquisition-Update
 Pierson to do update on the costs.
- Galesburg pipe (interceptor) under M96-recommendation requested from Wightman. There is no agreement on the repair cost/process. Pierson to discuss this with Augusta and Galesburg. Depending on contract negotiations, the City of Kalamazoo may be taking over the repair responsibility since there is more than one municipality involved.

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

- Riverview-Keyes Drive: Wightman selected for Feasibility Study
- 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 2019 Gull Vista Plat

Christmas Scheduling-Request Approve December 26 as Additional Holiday
 Pierson asked the Authority Board for approval to close the office on Monday, December 25, Tuesday, December 26 and Monday, January 1 for the holidays. Instead of (2) ½ days, Tuesday, December 26 was requested as the additional holiday. A motion was made by Harma and seconded by Kahler to approve the holiday schedule as proposed by Pierson. **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. The first air test did not develop adequate pressure. GLSWA will continue to develop procedure.

Ordinance-Metered Billing Proposed Timeline
Internal discussion on challenges + logistics – timeline goal is no longer 4/1/2018.

Logo: Proposed Logo Selection Recommendation to be Made
Pierson to consolidate responses from staff/board and make recommendation.

DEQ-Purge Well Discharge Email sent to DEQ 5/23 to Remind Them
Another reminder was sent to the DEQ on 12/7 to remind them of the need for a revised 'new' agreement. Pierson reported that the DEQ will continue to pump rather than block as had previously been planned.

Work Orders over \$750 Manager Plus Work Order System
96-113 Reactive Work Orders to Date

- WO#76 PS #1: Replace Pump (still waiting on rebuild costs)
- WO#99 PS #16: Pull and rebuild pump + new impeller-still waiting
- WO#103 1400 Midland: Odor complaint/investigation/reconnection to sewer: \$2,860
- WO#107 6051 N. 42nd: Blocked 4" at Street; ATT bored through it: \$2,867
- WO #111 PS#20: New Concrete Pad (scheduled under AMP): \$2,000
- WO #112 PS#21: New Concrete Pad (scheduled under AMP): \$2,000
- WO #113 PS#24: New Concrete Pad (scheduled under AMP): \$2,000

OLD BUSINESS: ACTIVE...but NO CHANGE

Charleston Sewer Operations Charleston Response Positive
Continued follow-up ongoing.

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.

Richland Water Connection Fees Review to Begin
Pierson to begin to review these again and make recommendation.

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.

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 Moore to file the financial reports as presented and approve the standard bills paid through October 31, 2017. **Motion carried; all ayes.** There were no Prein & Newhof bills.

ADJOURN.

Chairman Stoneburner adjourned the meeting at 2:20 p.m.

NEXT MEETINGS:

WEDNESDAY, JANUARY 17, 2018, at 1:00 P.M.

WEDNESDAY, JANUARY 24, 2018 at 1:00 P.M.

Submitted for approval


Lysanne Harma – Secretary

Attachment A: Old Business Items-

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

12/13/2017

| No. | Item | Status |
|-----|--|---|
| 1 | DEQ Purge Well discharge <i>Response from DEQ stating they would move it forward.</i> | : 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 <i>Reminded G/LA of the need to consolidate</i> | : 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 <i>Charleston said "yes" partially. RP to meet w/ them</i> | : 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 <i>Pierson sent email with target date mid-September</i> | : Contract drafted. To be reviewed and forwarded to Village for their January meeting Emailled D. Greve suggesting meeting within 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 | Kalamazoo Regional W / WW Commission <i>Pierson discussed with legal counsel the Richland/Ross water issue</i> | : GLSWA is party to a lawsuit (now withdrawn) regarding rates and charges New water and wastewater agreements are being worked on by the Commission |
| 11 | Air Release Valve Rebuilding. <i>Updated:</i> | : 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 |
| 12 | 37th Street Grinder lines tapped into D Iron <i>These will be rebuilt when we replace LSR1 forcemain</i> | : Corrosion issue with copper corrosion. : We have rebuilt 6 of these - 4 additional in Charleston Township to be rebuilt |
| 13 | 30th Street Gravity Sewer - Future <i>RP briefed Richland Twp on this potential project</i> | : 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 |
| 14 | Water Connection Fees (Village / Township) <i>RP beginning to work on these - thanks Anne</i> | : Short-side / Long-side cap averaging should be in place for water main taps : As well as new Increased Connection Fees for water hook-ups as SS will be needed |
| 15 | Commercial Review / Apartment/ Metered <i>Project scheduled for implementation throughout 2017</i> | : 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. |
| 16 | Miscellaneous Customer Fees | : Sump pump violations: Pierson to pursue with certified mail and Misc Customer fee procedure |
| 17 | Emergency Fuel Acquisition <i>Agmt taken this year. Will need reauthorization</i> | : Authorized last year but never purchased due to space concerns / reconfiguration : Pierson to follow up in 2015 -- now 2016 - now 2017 |
| 18 | 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 |
| 19 | 4 Repair sites: to be bid <i>3rd repair needed SGLD: to be 2017</i> | 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 |
| 20 | Articles of Incorporation - to be reworked <i>Done: Awaiting spring 2017 ordinance / contracts to be proposed</i> | : Requires ratification by each municipal board. |
| 21 | Rosenberg: on Connection Fee + Eng Inv. <i>Awaiting Rosenberg to come in to discuss</i> | : Said he would meet with Director Pierson in the near future (this was early January) |