

# **Gull Lake Sewer & Water Authority**

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## **MINUTES OF THE DECEMBER 15, 2016 REGULAR BOARD MEETING**

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

Authority Board Meeting

1:35 P.M.

**CALL TO ORDER/ ROLL CALL:** Chairman Stoneburner called the meeting to order at 1:35 P.M. Commissioners present were Jimmy Stoneburner, Wes Kahler, Lysanne Harna 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 Dykstra. **Motion carried; all ayes.**

**MINUTES OF THE NOVEMBER 30, 2016 REGULAR MEETING:** A motion was made by Harna and seconded by Dykstra to accept the regular meeting minutes of November 30, 2016. **Motion carried; all ayes.**

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

## **CORRESPONDENCE:**

David Worthington-DEQ SAW      Email Chain on Budget Amendment + Extension  
Pierson emailed a summary of the discussion that he had with the DEQ on December 9, 2016 regarding the Authority's request for our 3<sup>rd</sup> SAW Budget amendment and an extension. Our request will be reviewed at a higher level within the next week or two.

Piotrowicz-37<sup>th</sup> Street New Connection      Grinder Pump Tap May Not Be Feasible  
Mr. Piotrowicz requested the cost to connect the new house that he is constructing on 37<sup>th</sup> Street to sewer. Since the 12" pipeline is underwater in front of Mr. Piotrowicz's property, the degree of difficulty for GLSWA to excavate, dewater, and possibly cut the road in an effort to "tap" the pipeline for his connection may be prohibitive. Pierson quoted a total of \$10,850 for a grinder installation / public sewer connection to Mr. Piotrowicz's property with \$5,850 as the "Connection Fee" (based on 200 feet) plus \$5,000 installation but advised Mr. Piotrowicz that GLSWA would need to do a test dig beforehand to see if it is feasible.

Tom Wheat – M96 Interceptor                      Agreement for Interceptor/Trunk Sewer  
 Pierson and Wheat discussed the potential timing of the repairs needed under M96 where Augusta's flow combines with Gull Lake flow, flows under M96 in Galesburg, and flows through Galesburg, Comstock, and Kalamazoo Townships to the Kalamazoo Regional Wastewater Facility. In Wheat's opinion, the scaling within the pipe is not necessarily corrosion and the pipe is likely to last for a number of years. Also, the ductile iron pipe is within a steel casing which should contain the flow should the ductile iron be compromised. The Wastewater Contract with Kalamazoo is scheduled to be negotiated in 2017, and it is highly likely that the Operations, Maintenance and Repair/Replacement/Rehab of all inter-municipal pipes will be addressed within that document. Therefore, Pierson and Wheat are recommending "no action" on this pipe at this time, pending the agreement with Kalamazoo moves forward during 2017. Should this pipe not be addressed within the proposed agreement, then in 2018 GLSWA should resolve the issues with our own inter-municipal agreement.

Alison Wood-MI Water Assoc                      Pierson to Present at Local Conference  
 Pierson has agreed to give a presentation on our PICA work at the MWEA/MI AWWA Infrastructure Funding Seminar on Wednesday, February 8, 2017 held at the Lansing Conference Center in conjunction with Joint Expo & Operators Day.

Graham/Larsen-Woodlawn    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 brokered a plan for the pipe to be rerouted in 2017 contingent upon receiving Mr. Cooper's financial commitment and an easement from the new buyers, Del Eldridge and Beth Stewart. The Authority will then plan to coordinate with the new buyer's plumber to install a new pipe for Mrs. Larsen when the new buyers build their home in 2017.

Arbor Terrace Apartments                      Grease and Syringe Problem  
 GLSWA notified Arbor Terrace of excessive grease build-up and a number of syringes that had to be manually removed from our public pumping station on their complex and informed them that this abuse of the public sewer system must stop immediately. We provided flyers to assist with education of their tenants.

Dando-1680 N 37<sup>th</sup> St                      Odor Complaint Response  
 GLSWA received an odor complaint for both inside and outside the residence at 1680 N 37<sup>th</sup> St. Aaron Grogg investigated and told the homeowner that we could put a charcoal filter on his vent stacks to solve the outdoor odor issue. *Pierson will email the homeowner a letter of the homeowner obligation to maintain the charcoal filter after it is installed.* The homeowner's basement vent is being vented with an Oatey Vent. Grogg explained how this vent works to the homeowner. The homeowner is going to change the Oatey Vent to address the inside odor issue.

Shurmur-12410 N Sh Lk Dr                      Proposed Grinder Pump Connection  
 Pierson provided a quote of \$14,291 for a grinder pump sewer connection to 12410 N. Sherman Lake Drive consisting of a Connection Fee of \$10,264 and an estimated installation cost of \$4,027. Pierson informed Ms. Shurmer that while financing is not currently available, the Authority Board is considering offering partial financing of the Connection Fee.

Zeithammel-2877 N 37<sup>th</sup> St                      Proposed Grinder Pump Connection  
 Pierson provided a quote of \$12,000 +/- for a grinder pump sewer connection to 2877 N. 37<sup>th</sup> Street consisting of a Connection Fee of \$9,125 and an estimated installation cost of \$3000. Pierson informed Ms. Zeithammel that while financing is not currently available, the Authority Board is considering offering partial financing of the Connection Fee.

## NEW BUSINESS / PROJECTS UPDATE

Zoetis / MDEQ (PPP) Update                      Budget Update  
 Pierson informed the Board that Zoetis Flow is currently below budget for the year and flow from PPP has been higher than budgeted.

Connection Fee Financing                      Request Legal Counsel to Draft Resolution  
 The Board discussed financing of connection fees. Dykstra made the motion to authorize the Authority attorney to draft a resolution to finance 50% of a Connection Fee of \$5000 or more for 5 years at an interest rate of 5%. Motion was seconded by Harma. **Motion carried; 3 ayes; 1 absent** (Chairman Stoneburner had stepped out of the meeting from 2:00 to 2:05).

SAW Schedule                      Updates

- Radios: Inflow/Infiltration      Pierson/ Bowman wrote a letter to Gasvoda on the radio issue – possibly not a tower issue.
- Request for Extension              Awaiting response from DEQ upper management.
- Request for Budget Amendment      DEQ verbal approval on budget amendment except for \$30,000 Server Software, as M-Power software (\$6,000 +/-) may provide the in-house integration of databases in lieu of the ESRI Server Software. Work order training up to \$8,000 approved.
- GIS work-A. Hartwick              A. Hartwick continued work on GIS additions, easements, leads, GIS mapping, etc.
- SAW AMP asst request              GLSWA will do the Asset Management Plan in-house if the DEQ grants an extension; if not, GLSWA will use WAI or PN.

- 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
- 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. Cobra did not provide a backup camera when GLSWA's camera broke resulting in lost opportunity to camera and lost revenue from DEQ reimbursement. *Pierson to draft letter to Cobra.*
- Manhole Repairs: 1200 total; 2015-84 under grass; 2016-80+ under asphalt; Goal not achieved
- MACP-Manhole 30% completed, will be completed by May 2017
- Level of Service      Contracts with Comstock/Galesburg; Letters to homeowners, etc.

Regional Commission      Update  
Continued discussion on water contract, rate of return and future 'bulk' water.

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. 32<sup>nd</sup> 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

(Note: underlined will no longer be displayed on 2017 agendas)

## OLD BUSINESS: ACTIVE

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.*

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 January Board review.

Pole Barn      Seeking Assistance to Update Design  
Meeting December 13 with Rick King architect on drawings for site plan submittal.

Metered Billing Update      Meeting with Rate Consultant Dec 7  
Meeting with the rate consultant occurred; we are to forward information on the SAW to him.

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.

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

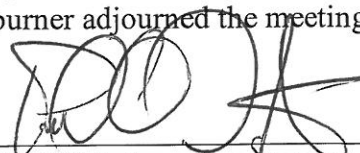
## FINANCIAL REPORT

Financial Report / Bills Paid + Payable / Prein&Newhof Billing  
A motion was made by Dykstra and seconded by Kahler to file the financial reports as presented, approve the standard bills paid through November 30, 2016, and pay the Prein & Newhof bill. **Motion carried; all ayes.**

## CLOSING COMMENTS:

ADJOURN. NEXT MEETING TUESDAY, JANUARY 31, 2017, at 1:00 p.m. The Board agreed to change Board Meeting dates from Thursdays to Wednesdays in the 2017 calendar year. Chairman Stoneburner adjourned the meeting at 2:25 p.m.

Submitted for approval

  
Paul Dykstra – Secretary

Attch: Old Business / Inactive list



No.	Item	Status
1	DEQ Purge Well discharge <u>To prepare document in January</u>	: Wells <b>turned back on - still plan to be shut down in 2017</b> ; New Agmt to be drafted; Lease pay't-yes : Overall revenues for Authority FYE 2018 will <b>likely</b> 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 <u>Switch architects to move this forward. Mtg 12/14</u>	: 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 <u>Postpone this work - anticipate new Regional Agmt</u>	: 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 <u>Contract / documents in process - target January</u>	: 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 <u>SAW eligible - extension requested to do this work</u>	: 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 <u>On docket for Dec 15th meeting</u>	: 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 <b>SAW extension requested to do this work</b>
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 <u>Update on Dec 15th, closed session,</u>	: 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 <u>Gilmore Farms next phase in planning stage</u>	: 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 <u>Rate cons with new rate recommendation 12/7</u>	: 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. <u>Proposed resolution at 12/15 mtg (or Jan 25th ?</u>	: Said he would meet with Director Pierson in the near future (this was early January)