

Gull Lake Sewer & Water Authority

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MINUTES OF THE DECEMBER 15, 2011 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 Bither called the meeting to order at 1:30 P.M. Commissioners present were Jeff Bither, Jackie Light, Jimmy Stoneburner and Wes Kahler. None absent. Also present were Director Rich Pierson, Engineers Tom Wheat and Dan Frizzo from Prein & Newhof, Comstock Township Supervisor Tim Hudson, and Administrative Assistant Anne Richmond.

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

MINUTES OF THE NOVEMBER 17, 2011 REGULAR BOARD MEETING: A motion was made by Kahler and seconded by Light to accept the regular meeting minutes as presented. **Motion carried; all ayes.**

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

CORRESPONDENCE-External: Pierson reviewed the following correspondence:

To: Joe Gesmundo-East DE Ave Flooding of Pipe System due to Beaver Dam
Mr. Gesmundo was notified of GLSWA's concern that the public sewer pipe may be impacted by the water levels that have risen north of DE Avenue due to what we suspect is beavers that have dammed up a culvert. This could result in higher flows due to increased hydraulic pressure on our sewer pipe. Also, we will be unable to access our pipe system if the water continues to rise, and the high water might destabilize the pipe itself as pipe can "float" depending on soil compaction. We have Mr. Gesmundo's permission to remove the beaver dam. *Pierson to contact the County Drain Commission for assistance to trap the beavers and remove the dam.*

To: Phil Anglin – Richland Pub Grease Build-Up at Richland Pub Manhole
Mr. Anglin was advised that we had found significant grease build-up in the public sewer manhole located near the northeast property corner of the Richland Pub. GLSWA spent \$395 to jet clean the manhole, Richland Pub's building sewer, Liggett & Ripley's building sewer, and the public sewer line under M-89. GLSWA notified Mr. Anglin that he must upgrade the plumbing system at the Richland Pub to include a working Grease Trap to prevent this problem in the future. Pierson informed the

Board that Mr. Anglin was resisting this requirement unless it was uniformly enforced and inspected. *Pierson to work with Mr. Anglin to find an acceptable solution.*

To: Mark Stafford-Excavating KCRC Insurance Requirements Letter
Mr. Mark Stafford was advised that he needed to increase his insurance coverage to \$2M for both liability and auto to comply with Road Commission requirements to work in the KCRC right-of way. This will be necessary to excavate grinder pump service taps to inspect for corrosion. Mr. Stafford has complied with the Road Commission requirement. GLSWA has a copy of his Certificate of Liability Insurance on file and GLSWA has been listed as additional insured.

To: Mr. Ken Sparks Senate Bill 7 Implementation Deadline
Attorney Sparks concurs that GLSWA has until our current BCBS expires in August 2012 to comply with Senate Bill 7. *Pierson to make recommendation during budget setting process in February/March 2012.*

To: Roger Terryn-Estate of Letter with Invoice for House Claimed Vacant
We recently became aware that Mr. Terryn has passed away and the property at 6003 N. 42nd Street is for sale. In June of 2005, we removed 6003 N. 42nd Street from our billing system per a written request from Mr. Roger Terryn stating that the property was vacant and would only be used for storage. Unbeknownst to us, the property then became occupied again in 2007 +/- and has been occupied and "lived in" since 2007, but has never paid for public sewer service that was rendered the property by the Gull Lake Sewer & Water Authority. We placed the property back on the active list as of December 1st and sent an invoice to the estate of Roger Terryn for service from January 2, 2008 through November 30, 2011.

To: Bill Vandersalm – S. Interlaken Tear Down – Capping Sewer
Mr. Vandersalm was advised that unless he rebuilds a new home on his property by May of next year, it will be necessary for him to hire a contractor to excavate the connection of his private pipe to the public sewer lead at the sewer lead, and cap the public sewer lead with a 6" rubber cap called a "fernco". If he elects to rebuild, we will require a new connection from the sewer lead to the new home.

To: Stewart, Marv & Sharon Final Invoice for Grinder Pump Installation
A final invoice was sent to Mr. and Mrs. Stewart for their Grinder Pump Installation in the amount of \$1,719.

To: Calvin Johnson-39th Street New Gravity Connection - Easement
Mr. Johnson signed the required easement for \$1. Pierson explained to the Board that he realized he had communicated to Mr. Johnson that GLSWA would pay \$1,000 for the easement, but had only asked the Board to approve \$500. As a compromise, Pierson advised the Board that we paid \$800 for Mark Stafford's work to make his connection on his private property plus we absorbed the \$75 permit fee for Mr. Calvin Johnson's connection at 7801 N. 39th Street.

To: Stewart, Marv & Sharon Outline of Grinder Pump Policies & Procedures
We sent Mr. and Mrs. Stewart a 4-page overview of the grinder pump system that was recently installed on their property to familiarize them with guidelines for its operation and what to do if the red light comes on. Other items, such as what to do during a power outage or if you are leaving on vacation are also covered in the overview.

To: Plumbers - Contractors Annual Reminder of Clean Water Elimination Program
Letters were sent to local plumbers and contractors reminding them that Clean Water Sump Pump discharge and groundwater intrusion is not permitted to go into the public sewer. We asked for their assistance and cooperation to fix any homes they are aware of that may have groundwater discharge and/or groundwater sump discharge into the public sewer.

To: Bob Konyndyk-State Plumbing Inspector Additional Clarification
Mr. Bob Konyndyk, Chief-Plumbing Division, State of Michigan was asked for additional clarification on the State Plumbing Code in regard to groundwater.

To: Home Inspection Companies Reminder of Clean Water Elimination Program
Letters were sent to local home inspection companies reminding them that Clean Water Sump Pump discharge and groundwater intrusion is not permitted to go into the public sewer. We asked that they check for this as part of their inspection. Any violations must be fixed.

UTILITY SERVICE REPORT – Update

We are evaluating the purchase of a document management system and whether it can also be used as a work order system. Pierson reviewed Work Orders in the proposed format.

Work Order Tracking #1
Work Order Tracking #2
Work Order Tracking #3
Work Order Tracking #7
Work Order Tracking #9

Richland Pub-Grease Buildup in Public Manhole
Wolf-3019 East G Ave-Plumbing problem
Vandersalm-10830 S. Interlaken- Rebuild?
GMC Truck Work Order-Asset #10001
Snelling-8307 Harvest-Plumbing Problem

NEW BUSINESS

New Employee- Part Time Position Advertised; Have Begun Interview Process
We have received 15 applications for the 2-day/wk technical field assistant position. The position will be for Jan-Mar 2012 with possible extension beyond. Candidates will be interviewed and a selection made.

Software – GIS – M-Power – Scanning Review Update on 2012 IT Plans
We are currently evaluating a document management system with character recognition. We need to determine if it can be used as a work order system, how it can be integrated with our Mpower-GIS system, and how we can most efficiently scan

all of our paper files into electronic copies. We hope to make a recommendation in January and our goal is to have everything in place by April 1st.

Health Care – Senate Bill 7 Options + Impacts for Authority/Employees

The legislature included authorities as “public employers” even though we do not utilize tax dollars to fund our operation (utility rates – enterprise fund). Public employers who are “local units of government” can opt out of SB7 annually, however, authorities are not included under SB7’s definition of local government. GLSWA has until our current BCBS expires in August 2012 to comply with Senate Bill 7. This will likely mean less medical coverage and/or more cost to the employees. *Pierson to make recommendation for compliance during budget setting process in February/March 2012.*

PROJECT UPDATE:

Groundwater Elimination Program

Additional Discussion

Pierson sent annual reminder letters on the Clean Water Elimination Program to Plumbers, Contractors, and Home Inspection Companies.

Letters will be written to all property for sale suggesting inspections to ensure that they do not have improper groundwater connections.

Pierson will follow up with Ms. Patricia Cook regarding sump pumps at her residence at 10974 N. Interlaken.

Manhole Inspection/Inflow/Infiltration Project

No More this Year

In-house repair will be investigated.

Grinder Lines – 37th Street Only

Grinders for Inspection/Repair

Some of the grinder connections were made with copper to ductile iron. If this is in moist soil, the copper ions can be transferred through the soils to the ductile iron pipe (corrosion issue). The copper service is ‘eaten-up’ by the transfer and then starts leaking as we recently found at 5201 N. 37th Street, and as we experienced in 2009 at 6237 N. 37th Street. A total of 13 grinder connections will be investigated and fixed at a total cost estimate of \$5,000-\$7,000. GLSWA plans to investigate and fix if necessary 4 grinder connections this year.

Office Remodel & Improvements

Update

Office chairs (2) have been purchased; front entrance sign/flagpole yet to be acquired; top dirt dressing in the spring.

Lift Station 4 – Replacement of Pumps

Due to ongoing problems with the impellers, the pumps have been replaced and the guide rail system and valve pit overhauled at an approximate cost of \$15,000. *Pierson to provide pictures to the Board.*

Lift Station Guide Rail Replacement Project

Lift Station #11, Lift Station #6 and Lift Station #4 guide rails have been rebuilt. We have done 13 out of 25 and still have 12 to go. We are averaging 3-4 per year at an average cost of \$2,200 each.

OLD BUSINESS: ACTIVE

Gentry High Ground Water Matter No Further Contact with Attorneys
There has been no further contact with attorneys in this regard.

OLD BUSINESS: STATUS UNCHANGED

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.

Kalamazoo Regional Water + Wastewater Comm. Update
FOIA lawsuit has been filed as a result of City refusal to share rate model and is awaiting a court date. Meetings with the attorney and rate consultant are ongoing.
Pierson to attend January Village of Richland meeting in response to Regional Commission invoice that GLSWA is no longer paying on behalf of the Village.

Comstock Township Sewer + Water Update on Rates: Begin Cost-Benefit Analysis
This item is on hold until more detailed billing information is obtained from the City of Kalamazoo and analyzed.

Charleston Township Sewer Update on Rates: Begin Cost-Benefit Analysis
This item is on hold until more detailed billing information is obtained from the City of Kalamazoo and analyzed.

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

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
On-going project to review and establish appropriate fees in Township/Village.
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). Comstock Township took bids to contract out water service connections and Scott Taylor was the low bidder. The Township set a water connection price that township residents pay based on the average cost of the two street sides. Customers pay this in advance and then the township pays Scott Taylor the actual cost when the work is done. *Pierson to put a proposal together for Richland Township based on this framework.*
Also, need to establish adequate connection fees to provide for the replacement of watermain in the future, as the Township owns the watermain.

FINANCIAL REVIEW/ PAY BILLS

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

CLOSING COMMENTS

ADJOURN. NEXT MEETING THURSDAY JANUARY 19th, 2011 at 1:00 p.m. Chairman Bither adjourned the meeting at 2:00 p.m.

Submitted for approval


Jacqueline Light – Secretary