

Gull Lake Sewer & Water Authority

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7722 N. 37th Street
Richland, Michigan 49083
Phone: (269) 731-4595
Fax: (269) 731-2596
www.glswwa.org

MINUTES OF THE DECEMBER 17, 2015 REGULAR BOARD MEETING

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

Authority Board Meeting

1:25 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, Paul Dykstra and Lysanne Harma. None absent. Also present were Executive Director Rich Pierson, Executive Assistant Anne Richmond, and Engineer Tom Wheat. Michael Spezia, Executive Director of the Gilmore Car Museum, was also in attendance to discuss a request for acceptance of a potential project.

REVIEW AND SET THE AGENDA: Kahler made the motion to accept the Agenda with a revision to discuss a request by the Gilmore Car Museum as the first item after the Minutes. Motion was seconded by Dykstra. **Motion carried; all ayes.**

MINUTES OF THE NOVEMBER 17, 2015 REGULAR MEETING: A motion was made by Kahler and seconded by Harma to accept the regular meeting minutes of November 17, 2015 as presented. **Motion carried; all ayes.**

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

NEW BUSINESS:

Gilmore Car Museum Request for Acceptance of Potential Project
Michael Spezia, Executive Director of the Gilmore Car Museum, stated they would like to become a customer of the GLSWA. They asked whether the GLSWA Board would be willing to service the Gilmore Car Museum's campus located at 6865 Hickory Rd., Hickory Corners, MI with sewage disposal pending an amendment to the 1991 Service Area Agreement between Southwest Barry County Sewer & Water Authority (SWBCSWA) and GLSWA. A motion was made by Dykstra and seconded by Harma to accept Gilmore Car Museum to the GLSWA Service District pending amendment of the 1991 Agreement, and authorize Rich Pierson to send a letter of request to SWBCSWA with a copy of the minutes. **Dykstra-aye; Harma-aye; Stoneburner-no; Kahler-abstain; Motion Carried.**

CORRECTION 01-28-2016: After legal review of the Articles of Incorporation for Gull Lake Sewer & Water Authority, the above motion did not pass. The statement: "A vote of a majority of the then existing membership of the Commission shall be required for passage of any Commission action" within the Articles of Incorporation, when interpreted narrowly, requires 3 yes votes for passage when only 3 persons vote. Therefore, the motion failed to carry.

CORRESPONDENCE:

Luke Austenfeld-Sh Lake Y-Camp Sewer Use Charges for 2016 Budget
Sherman Lake Y-Camp requested information on sewer rates and units and asked if there will be a sewer rate increase in 2016. Pierson informed them that since the average daily home use has dropped from 200 gal/day to less than 150 gal/day, GLSWA will be changing the denominator for our non-residential accounts resulting in a 30% increase in the unit calculation for our non-metered commercial accounts, including the Y-Camp. To possibly mitigate the increase, the Y-Camp could install a water meter and be charged based on a monthly "ready-to-serve" fee + a commodity fee based on gallons used. Pierson also informed the Y-Camp that GLSWA expects to increase the rate by 10-20% in 2017 to cover funding gaps identified by our Asset Management Plan.

Ann Nieuwenhuis-Comstock Galesburg-Comstock-Kalamazoo Interceptor Agreement
As the original agreement has expired, a new agreement is being developed to address how Operations, Maintenance and Repair Cost and Replacement Cost will be shared by the 6 users of the System 3 Trunk Sewer from Kalamazoo Township through Galesburg. Comstock is currently evaluating the pipe as part of the Saw Grant and has identified a specific repair. Pierson suggested a "temporary" amendment / agreement to address the specific immediate repair (identifying the cost and flows and payments due), then wait for the full SAW report to rewrite the long term agreement (under the SAW), or by that time, perhaps Kalamazoo will accept the pipeline repair / replacement issues. *Wheat and Pierson to continue work on the Interceptor Agreement.*

Linda Enzinger-E DE Ave Update on Sewer Status 11722 E DE Avenue
Pierson informed Ms. Enzinger that we have recorded the easement that she signed and also the easement signed by Mr. & Mrs. Botyrius -- and we are waiting on signature of the Gleason easement, therefore, sewer service is not yet scheduled to be installed.

David Harn-MDEQ-PPP PPP Purgewell Operations + Annual Lease Fee
Pierson informed David Harn, Environmental Quality Analyst for the MDEQ, that we have invoiced the State for the annual lease fee. Mr. Harn anticipates the system will run at normal capacity through the winter. *Pierson and Harn to work on revised Purgewell Operation agreement targeted for the Spring of 2016.*

Nate @ DeLoof Builders

Correspondence on Fees + Billing

As an example of Customer Service, Pierson included an email from Nate at DeLoof Builders who is constructing a new restaurant at Mission Pointe. Nate thanked us for our help and indicated that we have been "a pleasure to deal with".

Mike @ Hawks Hollow

Sewer Lead Information: Teardown/Rebuild

As an example of Customer Service, Pierson included an email to Mike at Hawks Hollow letting him know that first floor service only would be available for a home that is scheduled to be torn down and rebuilt.

Ryan Johnson-Appraiser

Property on G-Ave-Sewer + Water Availability

GLSWA informed Mr. Johnson that sewer and water are available to a vacant 687 foot parcel along G. Avenue just east of Hickory Hills in Richland Township. The sewer connection fee is \$13 per front foot plus \$6,000 for the first unit and \$3,250 for each unit thereafter. The water connection fee is currently \$22.50 per foot and as there has not been a connection in this area in a long time, we are researching what the cost would be for additional units. *Pierson to work with Richland Township to determine the water connection fee cost for additional units.*

Kevin Decker-Insurance

Insurance Premium Increase-Lightning Claim

As a result of our insurance claim due to the lightning strike, the insurance rate guarantee did not apply and our insurance cost for 2016 increased by \$242.

Eric Ruggles-5932 Sara

Project to Insulate Pipe Could Not Be Completed

Last year Mr. Ruggles' grinder line froze. We planned to excavate the road, expose his connection, then insulate it back to the shut off at the edge of the road-hoping this prevents a reoccurrence. Unfortunately, during the 2010 installation the contractor went directly under the storm catch basin so we were unable to continue open excavation into the road to insulate the entire sewer pipe. Should the problem reoccur, we will do the pump out arrangement as needed and excavate the road next year and install a new service insulating the new piping all the way to the main.

Matt Landon-Plumber

Gull Island Studio Connected without Permit

During our inspection of our pumping station behind the Reisman's we noticed a new structure and clean out. We did not receive notification through Miss Dig or our required permit process. We informed the plumber that we will need to inspect the sewer connection and use our camera to 'witness' and draw up the connection and that there will be a \$85 fee for this work. In addition, the sewer was connected using a lift pump which was not necessary. *Pierson to follow up on this with the owner.*

NEW BUSINESS/PROJECTS (continued):

Presentation:

2015 State of the Sewer Presentation

Pierson continued his review of the annual State of the Sewer with the Board discussing Level of Service and Cost of Service.

Botyrius-Gleason-Massey

Approval of Capital Project

Pierson reviewed a map showing the proposed E DE Avenue sewer that has the potential of connecting 4 properties to sewer and asked for approval of \$20,000 for the project. A motion was made by Dykstra and seconded by Harma to approve up to \$20,000 in capital spending for the E DE Avenue Sewer Project. **Motion carried; all ayes.**

Personnel Policy

Approval of Permit Processing Bonus

As per the personnel policy, if the number of sewer permits issued and administered during the calendar year equals or exceeds 60, each employee shall receive a \$250 recognition award. Pierson informed the Board that the total calendar year permits to date as of 12/10/15 is 67 and requested payment of the recognition award in the next pay period. A motion was made by Kahler and seconded by Stoneburner to approve payment of the \$250 recognition award to employees in the next pay period. **Motion carried; all ayes.**

Life Care-Insert Request

Request to Add Insert to Our Sewer Bills

LifeCare Ambulance made a request to put an insert or brochure with one of our quarterly bill statements. After discussion, the Board determined it would not be appropriate to do so. A motion was made by Kahler and seconded by Dykstra to deny the inclusion of advertisement inserts in GLSWA billings. **Motion carried; all ayes.**

Water Meter-Rate Setting

First Draft of Potential Sewer Rate Using Water Meter

Pierson reviewed the first draft of the potential sewer rate using water meter reads. Work continues on this and it will be reviewed again at the March Board meeting.

Sale of 2x4 Pickup

Authorization of Sealed Bids

Pierson asked the Board for authorization to sell the 2013 2 x 4 pickup. A motion was made by Dykstra and seconded by Harma to authorize sealed bids to be taken on the sale of the 2013 2 x 4 pickup subject to a minimum of \$15,000. **Motion carried; all ayes.**

Asset Mgmt-L. Station Monitors

Update on Project for Flow Monitoring

Tech Services project for flow monitoring and new controls at 11 sites.

Asset Mgmt-DEQ Budget

Approve Submittal of SAW Budget Request

Pierson is developing a SAW Budget Amendment Request for the DEQ and will review this with the Board at a future meeting.

Asset Mgmt-Scheduling Update

Scheduling Update + Staffing Projection

This will be reviewed at a future meeting.

Asset Management Implementation

Update on Schedule & Progress

Continued final season's work on Vactor / Camera / Inflow-Infiltration

- ESRI-GIS-continued work with ArcGIS on-line platform

- PICA See Snake on LS 1 Forcemain-data skewed by “speed of tool”
 - 2016-May need to do additional See Snake verifications
 - 2016-Decision yet to come on whether we move forward w/ additional See Snake

Projects-Miscellaneous Various Projects and On-Going Work
 Cottages of Gull Lake View (Golf Course)-Completed
 Plat east of Stage Coach Inn – Balwat Cottages
 Gull Lake Condos – On Hold
 Cooper’s Landing – 2 or 3 new buildings
 New 4500 sq ft bldg behind existing Mission Pte Restaurant

OLD BUSINESS: ACTIVE

Water Connection Fee 3 Districts with 3 Different Rate Structures
 Richland Township has 3 districts with 3 differing rate structures. *Pierson to work on recommendation to the Township to consolidate rates.*

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

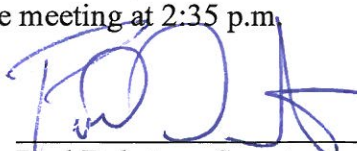
FINANCIAL REPORT

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, and pay the Prein & Newhof bill. **Motion carried; all ayes.**

CLOSING COMMENTS :

ADJOURN. NEXT MEETING THURSDAY, JANUARY 28TH at 1:00 p.m.
 Chairman Stoneburner adjourned the meeting at 2:35 p.m.

Submitted for approval



 Paul Dykstra – Secretary

Attch: Old Business / Inactive list



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

No. Item

Status

1	DEQ Purge Well discharge	: Wells to be shut down Spring 2016. New Agreement to be drafted; Lease payment invoiced.
2	Rob Thall - Property Acquisition/Easements	: Overall revenue for Authority FYE 2017 will be reduced 8% (\$100,000 +/-)
3	Gull Lake Authority Property Development	: 2-Properties: Consumers / Gull Lake Condos + Consumers at Auth offices : Intent to acquire easement and to purchase property in front of Authority : 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 (pre-rate large multi-room homes)
5	Gilmore Car Museum - Sanitary Sewer	: Parcels need to be combined under common parcel number or they own Conn Fees : GCM is "technically" within the SW BC Sewer / Water Authority jurisdiction, although : GLSMA can provide gravity sewer at equal to or less than the cost for SWBCSMA to serve them
6	Galesburg Interceptor	: Within main agenda
7	PICA See Snake Investigation	: Within main agenda
8	Charleston Township Sewer	: Pierson is preparing documents and costs analysis to present to GLSMA + Charleston for Charleston to have GLSMA operate, maintain and administer the sewer system in Charleston.
9	1980-1990 Easement Releases	: 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).
10	Village of Richland Contract	: Contract drafted. To be reviewed and forwarded to Village for their January meeting
11	Sewer Connection Fee financing option	: Pierson to propose short-term Connection Fee Financing Plan for Conn Fees > \$_____
12	Sherman Lake Easement 'clean-up / verify'	: Pierson to review easements and check for accuracy - file in GIS system
13	Botyrius - Gleason easements DE Ave	: Proposed easements + project to provide sewer to 4 properties along E. DE Avenue where Gull Creek flows under.
14	Lift Station guide-rail replacement	: Guided rails allow pumps to be lifted in / out: : Started in 2005, 24 stations to be done. All but LSN45 (minor station) are now completed.
15	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 SN LK snow-birds
16	Kalamazoo Regional W / WW Commission	: GLSMA is party to a lawsuit (now withdrawn) regarding rates and charges : New water and wastewater agreements are being worked on the the Commission
17	Air Release Valve Rebuilding.	: An ASO incident in July 2013 was caused by a failed galvanized nipple on an air release valve : We have rebuilt 8 of these - 2 additional in Charleston Township to be rebuilt : Corrosion issue with copper corrosion.
18	37th Street Grinder lines tapped into D Iron	: We have rebuilt 6 of these - 4 additional in Charleston Township to be rebuilt : 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
19	30th Street Gravity Sewer - Future	: 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
20	Water Connection Fees (Village / Township)	: Pierson proposed an easement for the seller to sign to remedy the private pipe - no response while having metered customers have a ready-to-serve charge + a commodity charge.
21	Mr. / Mrs. Cooper - 15968 Woodlawn	: Sump pump violations : Pierson to pursue with certified mail and Matic Customer fee procedure
22	Commercial Review / Apartment / Metered	: Authorized last year but never purchased due to space concerns / reconfiguration : Pierson to follow up in 2015
23	Miscellaneous Customer Fees	Info: 150+ Inaccessible, 83+ in yards, 73+ in road. Work continues: 90 in yards + 11 in road done
24	Emergency Fuel Acquisition	Info: 2 drop manholes under asphalt, 1 wye under asphalt, 1 Air release
25	Manhole raising Project	
26	4 Repair sites: to be bid	