

Gull Lake Sewer & Water Authority

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MINUTES OF THE DECEMBER 18, 2014 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 1:26 P.M. Commissioners present were Jimmy Stoneburner, Wes Kahler, Paul Dykstra and Alan Bussema. None absent. Also present were Executive Director Rich Pierson, Executive Assistant Anne Richmond, Engineer Tom Wheat, and Attorney Rob Thall. Arriving later for their respective insurance presentations were Kevin Decker from the Decker Agency and Geoff Lansky and Jonathan Koets from the Hartleb Agency.

REVIEW AND SET THE AGENDA: Pierson noted 2 additions to the agenda under New Business: Folding Machine for Sewer Billing and Potential Sewer for the Gilmore Car Museum. Kahler made the motion to accept the Agenda as revised. Motion was seconded by Dykstra. **Motion carried; all ayes.**

MINUTES OF THE NOVEMBER 20, 2014 REGULAR MEETING: A motion was made by Kahler and seconded by Bussema to accept the regular meeting minutes of November 20, 2014 as presented. **Motion carried; all ayes.**

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

CORRESPONDENCE:

Pieracini – 12124 N. Sherman Lake Email Questioning Rate Increase
 The last of a series of 3 annual rate increases went into effect October 1, 2014 making the quarterly rate for single family homes (non-grinder pump customers) \$78/quarter and \$102/quarter for grinder pump customers. Richmond responded to an email questioning the rate increase.

Tremblay-2941 Arctic Avenue Letter of Apology
 Delinquent sewer fees were erroneously sent to Cooper Township to be put on the December tax bill for Ms. Tremblay's account. We reimbursed Ms. Tremblay and issued a letter of apology.

Zoetis Animal Farms

Zoetis notified us that the sewer meters have been relocated and are back up and running. *Tom Wheat to check on installation.* We anticipate a reduction in billable flow.

New Sewer Meters Online

Miller-Gull Lake Marine CEO

GLSWA reached an agreement with Gull Lake Marine to store our vactor indoors at Gull Lake Marine's heated facility on M89.

Agreement to Store Vactor Indoors

Ortega-Gull Lake Condos Easement Variance

Meeting w/ T. Wheat/R. Thall
Pierson to meet with Tom Wheat and Rob Thall on the Gull Lake Condos historic and proposed easement variance.

Meeting w/ T. Wheat/R. Thall

NEW BUSINESS/PROJECTS:

Insurance Proposals-Next 3 yr Period

Award 3-yr Liability Insurance Package
Geoff Lansky from the Hartleb Agency and Kevin Decker from the Decker Agency presented an overview of their respective insurance proposals for GLSWA. Pierson recommended the Township "Par Plan" represented by Kevin Decker with 3M per occurrence. Kahler made the motion, seconded by Stoneburner, to select the Decker Agency insurance proposal for 3 years with the 3M per occurrence at a cost of \$8,554.
Motion carried; 3 ayes; 1 no. *Pierson to check if rate can be guaranteed for two years.*

Award 3-yr Liability Insurance Package

Work Order System

Operational
The new work order system, ManagerPlus, has been loaded and we are creating work orders. Pierson presented two examples.

Operational

Asset Management Implementation

Update on Schedule & Progress
A meeting was held with Prein & Newhof to update scheduling. Cleaning & televising will resume in the Spring and needs to be complete by August 1, 2015. Manhole inspections, LS #1 Condition Assessment, Setup for Inflow and Infiltration, GIS and Work Order work will continue during the winter.

Update on Schedule & Progress

Repairs + Rehabilitation

Update
Thus far: 3 faulty drop manholes + 5 leaking manholes + 4 structurally deficient manholes + LS 14-4" forcemain corroded. Repair estimate to date: PRS (Pipe Repair Systems) \$24,000 manholes / \$2,600 Forcemain; Self Repairs \$7,000. When we attempted to clean the last 240 ft of LS #1 Forcemain, we found pieces of pipe. Pierson requested Board approval for Hoffman emergency repairs of the southerly 240 ft of forcemain piping near Galesburg. Bussema made a motion to approve Hoffman emergency repairs in the amount of \$35,568.92. Motion was seconded by Dykstra.
Motion carried; all ayes.

Update

PICA-See Snake Main Forcemain Investigation Update

1st segment is \$90,360, net of engineering and prep work by Authority-completed the week of November 17th. Cost estimates higher than anticipated: Terra hauling costs: \$27,000, Hoffman Brothers: \$16,000, Prein & Newhof: \$16,000, Staff: \$5,000; Miscellaneous \$15,000, Total: \$160,000 - \$170,000.

Pierson reviewed preliminary PICA reports with the Board which indicated there are approximately 10 spots with wall loss significant enough to dig up and investigate. This will be done in the Spring to determine if there is any exterior corrosion. We have 36 forcemains and all but 10 are 4" or greater ductile iron pipe and may be corroded.

Personnel Policy

Amendments Proposed

Pierson reviewed with the Board proposed amendments to the Personnel Policy to be confirmed by legal counsel.

Staffing Updates

Approval Requested

Pierson recommended staffing updates and staffing consideration for Saw Grant Work, permits processed, and continuing education. Bussema made the motion to approve the personnel recommendations and requests as presented. Motion seconded by Dykstra. **Motion carried; all ayes.**

Billing Software-Misc Accounts Receivable Module

Approval Requested

Approval was requested to purchase the Miscellaneous Accounts Receivable Module from BS&A to allow GLSWA to continue to issue and track miscellaneous account receivable invoices. The cost is \$1,990. A motion was made by Kahler and seconded by Dykstra to approve the purchase of the miscellaneous accounts receivable module from BS&A. **Motion carried; all ayes.**

Folding Machine for New Billing Statements

Purchase Request

Approval was requested for the purchase of a folding machine to assist in the process of mailing the new billing statements. The cost estimate is \$750. A motion was made by Dykstra and seconded by Bussema to purchase a folding machine for \$750. **Motion carried; all ayes.**

Gilmore Car Museum

Discussion

Gilmore Car Museum is considering sewer service. They are currently in Southwest Barry County Sewer District, however, GLSWA could potentially provide gravity sewer service. *Pierson to determine if capacity is available and attend meeting regarding the project. If response is positive, Pierson to draft an amendment to our Agreement regarding 'district coverage' with SWBCSWA.*

OLD BUSINESS: ACTIVE

Charleston Township Sewer Discussion w/ Fran Bell, Supervisor
 Discussion with Fran Bell - Charleston Township as contract customer for Miss Dig Service. 80 homes +/-, +2 pumping stations +2 forcemains (1 under river); Pierson to continue with cost-benefit analysis. Charleston Township sewer contract with Kalamazoo expires in 2016.

OLD BUSINESS: INACTIVE

Village of Richland Contract Expired Agreement
 The Village/Authority Wastewater Agreement has expired and needs to be renewed. Target is January/February after the elections.

Commercial Review/ Apt Usage/ Metered Billing Rate Study
 Pierson met with T. Traciak to initiate the rate study phase of the SAW grant – moving forward towards metered billing.

Gull Lake Ministries Review of Residential Units + New Construction Plans
 Tammy (GLM) and Bonnie (GLSWA) will prepare a map and address list and we will advise GLM if we have been billing inappropriately. If GLM could combine parcels, then they could remove single-family homes and construct new homes, duplexes or other (ie. Rec Center) and use the credits for reconnecting. *Pierson will lend assistance to them -- to attempt to make 4 or 5 large parcels from GLM's existing property holdings, update the map with how many sewer connection credits are on each of the parcels, allowing GLM to use the credits for new connections. Pierson will meet with our engineer and Township officials to make sure that combining existing parcels is the right thing to do for GLM and the Township, as he believes that tracking by parcel number is the best methodology, and the old parcel maps have many obsolete 40 and 60 foot width parcels.*

Emergency Fuel Acquisition Awaiting Reorganization Before Purchase
 GLSWA needs to have fuel readily available in an emergency for the portable generators and for our vehicles. We had been relying on local gas stations for truck gas and diesel fuel for portable generators, but a significant power outage could find us short on fuel. At a previous meeting, Pierson presented a quote for \$2,270 for 2 new 550 tanks, pumps, gages, and E vents. We received a letter from Crystal Flash regarding their emergency generator fueling. *Awaiting reorganization and cleaning of the pole barn and outside storage before purchasing.*

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

Sherman Lake Easement-Clean-up and Check Review
Pierson to review easements and check for accuracy – file in GIS system. Pierson has started this.

Regional Commission – City of Kalamazoo Update
Round 4 of discussions on 12/9.

Botyrius-7415 N. 37th Street DE Ave Easement Request
GLSWA requested easement access for the vacant lot and address 11654 East DE Avenue. Potentially 4 houses could connect to sewer if this easement is granted. The future use of the “for sale” property is now in question. *Pierson to follow-up with the Botyrius’s and make a reasonable offer for the necessary easement to pursue potential 3 connections with a sewer lead extension from the manhole on Botyrius’s property.*

Pole Barn-Site Plan and Plans Update
The preliminary cost estimate is \$110,000. Pierson applied for a building permit and contrary to how we were advised in April, is now told that we need to apply for Ross Township site plan approval. The proposed building has an eave height and peak height greater than allowed by Ross Township. GLSWA is evaluating possible options and in addition may ask for permission to build an additional pole barn and possibly pursue purchase of the Consumers property adjacent to GLSWA. On-hold pending decision to pursue zoning change or special exception use to build taller pole building.

Miscellaneous Customer Fees Meeting Held w/ Legal Counsel
Pierson to follow up with Thall with letters + resolutions for Board consideration.

EF Ave Sewer-Old Plug Company Project Still Not Finalized
This was constructed during the week of 9/3 and inspected by Prein & Newhof and GLSWA staff. Project is not yet finalized.

Malpass, Sherman Lake Grinder Customer Sewer Back-up Liability Concern
Mr. Malpass is concerned about GLSWA’s limited liability under the statutes for sewer back-ups for Grinder Pump customers where the tank, pump, and line to the street are publicly owned. *Pierson to discuss this issue with Mr. Malpass and present alternatives at a subsequent meeting to better serve our grinder pump customers if feasible.*

Lift Station Guide Rail Replacement Project Update
Lift Station #5, #16, #13, #8, and #18 have been completed. We were budgeting for 3 per year.

Air Release Valve Rebuilding

Rebuild 10 Air Release Valves

As a result of the SSO incident in July 2013 with the galvanized nipple on an air release valve, GLSWA has rebuilt 8 Air Release Valves. There are 2 yet to be rebuilt.

Grinder Lines (37th Street Only)

Corrosion – Erosion Prevent

There is a known corrosion issue with ductile iron next to copper grinder line connections -- and these are being remedied (wrapped or replaced with plastic). We have completed 6, and there are 4 in Charleston and 1 in Ross Township yet to do. These will be done in 2014-2015.

30th Street Gravity Sewer-Future

Design Completed; Need Easements

Per our 2008 agreement, GLSWA is obligated to construct necessary downstream infrastructure (capacity) to handle the Allen Edwin development and beyond, likely to involve a 30th Street force main and/or gravity sewer. *Pierson needs to obtain 7 easements prior to starting this gravity sewer project.* The project timeline is dependent upon the developer's build out of their phase II, which has not yet begun.

1980 – 1990 Easement Releases

Ongoing Project-coordinate w/ scanning files

Established format for filing easements.

Sewer Connection Fee Issues

No response; \$8,700 Eng Fees not Paid

There has been no response from Attorney Ken Sparks letter to Attorney Swenarton as of yet. In addition, the developer still owes GLSWA engineering fees of approximately \$8,700.

Water Connection Fee Issues

Ongoing Project

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). *Pierson to make recommendations.*

Also, need to establish adequate connection fees to provide for the replacement of watermain in the future, as the Township owns the watermain. Pierson acquiring data on the assets.

Cooper's Landing

New Apartment Construction

New apartment phase with sewer is under construction with oversight and supervision from Prein & Newhof on our behalf, paid for by the developer.

FINANCIAL REPORT

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

A motion was made by Bussema and seconded by Dykstra to file the financial reports as presented, approve the standard bills paid, and pay the Prein & Newhof bill.

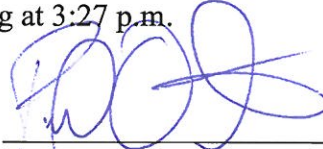
Motion carried; all ayes.

CLOSING COMMENTS :

ADJOURN. NEXT MEETING THURSDAY, JANUARY 22, 2015 at 1:00 p.m.

Chairman Stoneburner adjourned the meeting at 3:27 p.m.

Submitted for approval



Paul Dykstra – Secretary