

# **Gull Lake Sewer & Water Authority**

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## **MINUTES OF THE DECEMBER 20, 2012 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, Administrative Assistant Anne Richmond, Engineer Tom Wheat, Richland Township Supervisor Alan Bussema, and Barry Township Trustee Jim Alden.

**REVIEW AND SET THE AGENDA:** Stoneburner made the motion to accept the Agenda as presented with a discussion of a sewer project for the Gull Vista Plat under New Business. Motion was seconded by Kahler. **Motion carried; all ayes.**

**MINUTES OF THE NOVEMBER 29, 2012 REGULAR MEETING:** A motion was made by Stoneburner and seconded by Light to accept the regular meeting minutes of November 29, 2012 as presented. **Motion carried; all ayes.**

**OPEN AND CLOSED MINUTES OF THE DECEMBER 13, 2012 SPECIAL MEETING :** A motion was made by Kahler and seconded by Stoneburner to accept the open special meeting minutes of December 13, 2012 and the closed special meeting minutes of December 13, 2012 as presented subject to confirmation by Attorney Sparks that it is appropriate that the minutes from December 13 are submitted for approval by Jackie Light as Secretary even though she was not physically present at that meeting. **Motion carried; all ayes.** (Attorney Sparks subsequently confirmed that it is appropriate that the minutes of the special meeting are submitted for approval by Jackie Light as Secretary).

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

**CORRESPONDENCE:** Pierson reviewed the following correspondence:

Kevin Jennings / Dan Brennan      Document Management Solutions Letter  
Kevin Jennings and Dan Brennan from Konica Minolta were thanked for their time and effort to assist us with a document management solution and informed that we had selected a competitor's product. The Authority is not liable for the NSI product we initially believed would fit our needs.

Cook – 10974 Interlaken Sump Pump      Attorney Durant Letter/Pierson Response  
Chemically treated groundwater is currently discharged into the public sewer at 10974 Interlaken. Pierson reviewed correspondence regarding this property with the Board and noted that this property was recently sold. GLSWA intends to make changes to the ordinance to require metering of the chemically treated groundwater discharge to the public sewer.

## UTILITY SERVICE REPORTS

New format not yet active – Antero Maintenance Software Installed.

## NEW BUSINESS:

Ms. Bedford – 6291 N. 37<sup>th</sup> Street      Follow-up Discussion  
Ms. Bedford has filed civil action against GLSWA in the State of Michigan 8<sup>th</sup> District Court. This has been forwarded to the Authority's insurance carriers. A response is required by January 15, 2013.

Mid-Year Staff Reviews + Discussion      Review of Annual Discussion with Staff  
This will be discussed in 2013.

Annual Trade Show-Sewer Repair + Equipment      Request for Grogg to Attend  
Pierson requested Board approval for Aaron Grogg to attend the Annual Trade Show for Sewer Repair & Equipment in February, 2013. Light made the motion to authorize Grogg to attend the 2013 Pumper & Cleaner Environmental Expo in Indianapolis, Indiana at a cost not to exceed \$1,000. Motion was seconded by Kahler. **Motion carried; all ayes.**

Kalamazoo Regional Water + Wastewater Comm.      Update  
The judge ruled in favor of the Regional Commission and the City of Kalamazoo was ordered to provide the rate model. The City is contesting the written order thus far.

Document Management Decision      Filebound Selected; Request for Scanner  
We have selected Filebound for our Document Management Software and recommend purchase of a scanner for back filing at a cost of \$4,000 rather than lease the scanner for \$75 per month for 5 years. Kahler made the motion to authorize the purchase of a scanner at a cost not to exceed \$4,000. Motion was seconded by Stoneburner. **Motion carried; all ayes.**

Gull Vista Plat      Sewer Design  
Mr. Harris asked GLSWA if it was possible for him to connect to sewer and what the cost would be as the estimated cost for his new septic system is \$10,000 - \$12,000. The estimated cost for the project is \$160,000. Pierson asked the Board to consider possible cost sharing as 50% of the project is getting to the street – and would

typically be spread amongst 50-60 homes. *Pierson and Wheat to evaluate the sewer project options + costs for including Delmar Avenue in the design.* This will be revisited at the January 17, 2013 Board Meeting.

## PROJECT UPDATE:

### D. Avenue West Project

Information Meeting in February

There was an opportunity for Richland Village to obtain MDOT funds for the D. Avenue West Sewer Project. The design is completed and shovel ready, but the Village has not gone through the informational meeting/assessment process. Pierson suggested last summer for Village Council consideration that it might be appropriate for GLSWA to mail out information based on a "target special assessment" of \$7,000 and hold an informational meeting for the D. Avenue residents providing the Council feedback from the affected property owners so that the Village could commit to a project should funds become available again. Pierson and Lewis (P/N) presented the road and sewer issues at the June 2012 Richland Village Council Meeting. The informational meeting will probably not be until February, 2013 as funds would not be available until October of 2013 at the earliest.

### 37<sup>th</sup> Street Repaving

Update

This has been completed. The forcemain was protected at the creek, 6 manholes were raised and the ditch has been added at our entrance.

### Lift Station Guide Rail Replacement Project

Update

Lift Station #5 was done on 9/20; #16 was completed on 12/18. Others will be done as budget, time + staffing allow.

### Office Construction Items

Update

Main entrance sign + minor landscaping. A downpayment was made on the sign; to be completed by Spring.

## OLD BUSINESS: ACTIVE

### Groundwater – Clean Water Elimination

Issues, Policy, and Procedure Discussion

*Pierson to continue to develop policy recommendations going forward and will be meeting with Sparks regarding recommended ordinance modifications.*

### Connection Inspections + 4" Pipe Inspections

Sale of Home Requirement

There are approximately 800 homes around Gull Lake that were connected to sewer prior to inspections by GLSWA (1993 to present). The state plumbing division inspectors performed, based on our knowledge, only cursory inspections. We have found multiple significant deficiencies in these un-inspected connections recently (and historically). Pierson is contemplating a recommendation that the municipalities within the Authority district require each home sold in our district to have a complete

camera inspection of the private building sewer, beginning within the home to the tap at the street. Such a policy would protect buyers from having problems and from contingent liability for the Authority that may occur, plus it would identify sump pumps, gravity stormwater connections and 4" pipes that have infiltration evident. *Pierson to continue to develop policy recommendations going forward.*

Software – GIS – M-Power – Scanning Review      Update  
See Document Management Decision under New Business.

## **OLD BUSINESS: STATUS UNCHANGED**

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.*

Manhole Inspection/Inflow/Infiltration Project      Update  
Postpone manhole inspections + repair of piping until Spring 2013 - staffing issues/\$\$

Groundwater – Clean Water Elimination      Update  
All weather stations installed (4 purchased); LS date-time stamp devices installed. *We now need to tabulate the data.*

Grinder Lines (37<sup>th</sup> Street Only)  
There is a corrosion issue with ductile iron next to copper grinder line connections and these are being remedied (wrapped or replaced with plastic). *There are 4 in Charleston yet to do.*

Charleston Township Sewer      Update on Rates: Begin Cost-Benefit Analysis  
80 homes +/- +2 pumping stations; Pierson to continue with cost-benefit analysis.  
Their sewer contract expires 2016.

Comstock Township Sewer + Water    Update on Rates: Begin Cost-Benefit Analysis  
Discussed briefly with incoming Supervisor, Ann Nieuwenhuis; Sewer contract expired.

Grease Ordinance + Enforcement      Update  
*Pierson to review ordinances and initiate program for grease enforcement.*

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. It is anticipated Michigan will adopt a

requirement for public sewer systems to adopt and adhere to these practices. Self Assessment is on-going.

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.

30<sup>th</sup> Street South Gravity Design                      Easement Pursuit  
*Easement pursuit to be accomplished by Pierson.*

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.

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


## FINANCIAL REVIEW/ PAY BILLS

A motion was made by Kahler and seconded by Light 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 17, 2013 at 1:00 p.m.  
Chairman Bither adjourned the meeting at 2:00 p.m.

Submitted for approval

  
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Alan Bussema – Secretary