

Gull Lake Sewer & Water Authority

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1

MINUTES OF THE MARCH 28, 2018 REGULAR BOARD MEETING

A luncheon honoring the retirement of Rich Pierson as the Executive Director of Gull Lake Sewer & Water Authority and the appointment of John Crumb to Executive Director of Gull Lake Sewer & Water Authority was held with the Authority Board and staff prior to the Board Meeting.

Authority Board Meeting

1:00 P.M.

CALL TO ORDER/ ROLL CALL: Chairman Stoneburner called the meeting to order at 1:00 P.M. Commissioners present were Jimmy Stoneburner, Wes Kahler, Lysanne Harma and Gary Moore. None absent. Also present were Executive Director Rich Pierson, Deputy Director John Crumb, Executive Assistant Anne Richmond, and Engineers Alan Smaka and Paul Schram.

REVIEW AND SET THE AGENDA: Pierson added approval of a press release announcing the rate change to the agenda and noted that the agenda incorrectly stated there was a correction to the Minutes of the March 13 Special Meeting-there was no correction to the Minutes of March 13 Special Meeting. In addition, the software support costs and telemetry upgrade costs handouts were postponed to the next meeting. Harma made the motion to accept the Agenda as adjusted. Motion was seconded by Moore. **Motion carried; all ayes.**

MINUTES OF THE MARCH 13, 2018 SPECIAL MEETING: A motion was made by Kahler and seconded by Harma to accept the special meeting minutes of March 13, 2018 as presented. **Motion carried; all ayes.**

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

Truck Bid Opening

The Board opened the (3) Sealed Bids submitted for our used 2006 GMC Sierra as follows:

Richard Nogy	\$5,625
Susan Weber	\$6,500
Mac's Garage	\$6,029

A motion was made by Moore and seconded by Kahler to award the truck sale to the highest qualified bidder, tentatively deemed to be Susan Weber, who submitted the high bid of \$6,500. **Motion carried; all ayes.** *Crumb to communicate bid results to all bidders and finalize details of the truck sale with Ms. Weber.*

CORRESPONDENCE:

Cummins/Bridgeway Charleston-Courtesy Review of 2 Generators
 Crumb asked if Cummins Bridgeway had a PM Contract with the City of Kalamazoo and informed Cummins Bridgeway that GLSWA may ask for a courtesy review of 2 LS generators in Charleston prior to the start of GLSWA being in responsible charge of the two generators.

McDonald Street-Easement Tentative Offer of \$500 for Easement
 Pierson made a tentative offer to Mr. Scott Arendt of \$500 for a 20-foot wide easement across the westerly 20 feet of his property. This will allow GLSWA, at our cost, to install a 6" pipe across the property providing 1st floor service to the property to the south. *Crumb to review the cost of the project and report back to the Board.*

Ms. Judith McMillan Metered Billing Status Update to Cooper Twp Resident
 Pierson wrote a letter to Ms. Judith McMillan, a customer who had requested metered billing, to let her know that it is still GLSWA's goal to use water meters to generate sewer bills. Implementation has had its challenges and Pierson regrets that he was unable to implement metered billing prior to his retirement. Pierson also informed Ms. McMillan of the upcoming rate increase.

Gilmore Car Museum Update on Meeting
 Pierson and Crumb met with Chris Shires of the Gilmore Car Museum (GCM) to update him on the work that was done in 2011 when GCM first inquired as to available public sewer. Mr. Shires also expressed interest in exploring a public water system. Pierson and Crumb are investigating the feasibility of a public water project around Gull Lake which could potentially bring public water to GCM.

Dan Larabel-Gilmore Farms Design Agreement Reached-Appease 2008 Agreement
 Crumb and Pierson negotiated an agreement with Gilmore Farms on a proposed pipe route for future service areas that satisfies the expectations of the 2008 Agreement between GLSWA and Gilmore Farms.

Zoetis Notification of Rate Increase(s)
 Pierson informed Paul VanderMeulen of Zoetis that GLSWA is implementing (4) consecutive rate increases of 3.8%, 3.7%, 3.6% and 3.5% for bills rendered after 3/31/2018. Pierson suggested a meeting (which has been scheduled) to discuss our Asset Management Plan and other relevant drivers of the rate increase and also to introduce John Crumb.

NEW BUSINESS / PROJECTS UPDATE

Press Release Rate Increase-Effective for Bills Rendered as of 3/31/2018
 Pierson reviewed a proposed Press Release announcing the rate increase for bills rendered as of 3/31/2018. Rates will increase from \$26 per home (unit) to \$30 per home (unit) over 4 years (\$1 per month per home each of the 4 years). Moore made the motion to forward the Press Release as presented. Motion was seconded by Harma. **Motion carried; all ayes.**

Cooper Twp Proposal Proceed w/ Asset Management Plan
 Pierson requested approval for GLSWA to video the pipe system in Cooper Township and complete an Asset Management Plan for Cooper Township identifying pipes that need to be worked on plus identify pump station and forcemain replacement schedules and costs. The Asset Management Plan will be used to draft a new Franchise Agreement with Cooper (current one expires 2021). Harma made the motion to proceed with the Asset Management Plan for Cooper Township as part of the proposed 2018-2019 budget. Motion was seconded by Moore. **Motion carried; all ayes.**

Charleston Draft Letter for Charleston Township-Kalamazoo Agreement
 The Charleston Township Board approved sending the letter to request that the City of Kalamazoo modify Charleston's 1998 Wastewater Agreement so that the Township can become a "bulk rate" customer, having the responsibility to be the operator of its own sanitary sewer system south of M-96 (currently maintained by Kalamazoo). Charleston Township has entered into a Letter of Intent for the Gull Lake Sewer & Water Authority to become the operations and maintenance agent for the Township sanitary sewer system.

MIWARN Join MIWARN
 Crumb recommended that GLSWA join MIWARN (Michigan Water/Wastewater Emergency Network). There is no cost to join. Membership provides a reciprocal arrangement where resources would be available to GLSWA from other municipalities if needed in an emergency situation with the expectation that GLSWA would provide assistance when it can. There are no fees associated with this program unless resources are used from neighboring communities. A motion was made by Moore and seconded by Harma to authorize GLSWA to join MIWARN. **Motion carried; all ayes.**

New Pickup Accessories Approve \$3,000 Capital Expenditure
 Crumb requested approval to purchase a toolbox and Leer 100xR cap from the capital budget for \$3,000 for the 2016 GMC Sierra we just purchased. A motion was made by Kahler and seconded by Moore to authorize purchase of the truck toolbox and Leer 100xR cap for \$3,000. **Motion carried; all ayes.**

Logo: Proposed Logo Selection Approve Crumb's Recommendation
 Crumb recommended a new logo for Gull Lake Sewer & Water Authority based on feedback of selections chosen by the Board and Staff. A motion was made by Kahler and seconded by Harma to approve the Gull Lake Sewer & Water Authority logo as recommended by Crumb. **Motion carried; all ayes.**

Conference Attendance Updates Conference Updates from February
 Crumb reviewed takeaways from the Utility Management Conference that he attended in February. Pierson attended an ESRI conference in February and discussed Gull Lake Sewer & Water Authority's strategy for implementing ESRI.

Budget/Staffing/Wages Review

- Project List Presentation-Pierson and Crumb reviewed a list of projects and old business items and discussed the issues that remain outstanding.
- Budget Packet-Pierson and Crumb handed out the budget packet for 2018-2019 and reviewed it with the Board.
- Update on software support costs - Not Completed
- Update on Telemetry Budget - Not Completed
- Staffing-Request Approval of Field Tech 3 Job Description. Crumb reviewed the Job Description for Field Tech 3. A motion was made by Kahler and seconded by Harma to approve the Field Tech 3 job description and authorize Crumb to fill it. **Motion carried; all ayes.**
- Sick Leave Adjustment Request. Crumb requested 50 hours of additional sick leave for Cheri Rose. A motion was made by Harma and seconded by Moore to authorize a onetime grant of 50 hours sick time into Cheri's sick leave bank. **Motion carried; all ayes.**
- Deputy Director Contract – Pierson requested approval of the Deputy Director Contract. A motion was made by Harma and seconded by Kahler to approve the Deputy Director contract as presented. **Motion carried; all ayes.**
- Executive Director Appointment – A motion was made by Moore and seconded by Kahler to approve John Crumb as the Executive Director. **Motion carried; all ayes.** Pierson noted the transition had been better than envisioned and was proud of John's work and abilities.
- Wage Sheet. Pierson reviewed the proposed staff wages for 2018-2019 and requested Board approval for 4/1/2018 implementation. A motion was made by Moore and seconded by Harma to approve the Wage Sheet as presented effective 4/1/2018. **Motion carried; all ayes.**
- Budget FYE 2019. Pierson reviewed the Revenue + Expense Budget for FYE 3/31/2019 and requested Board approval. A motion was made by Harma and seconded by Moore to approve the Revenue + Expense Budget for FYE 3/31/2019 as presented in the total amount of \$1,428,616. A roll call vote was held on the motion and the vote was as follows: **Kahler-Yes, Stoneburner-Yes, Harma-Yes, Moore-Yes; Motion carried.**
- Forcemain FYE 2019. Pierson and Crumb requested approval for engineering design/plans/submittal for FM #1 (1,000 ft.), 13, 14, 24. These are scheduled for calendar year 2018 construction/replacement. A motion was made by

Moore and seconded by Kahler to authorize engineering plans/submittal for FM #1, 13, 14, 24. **Motion carried; all ayes.** Engineer Paul Schram noted that \$8,000 for soil testing had not been included in the proposed capital projects for 2019. *Crumb to investigate and report back at the next meeting.*

- Projects-Miscellaneous 2017-2018 Various Projects and On-Going Work
- Pole Barn-Brussee/Brady has Building Permit in hand 3/16/2018
 - Riverview-Keyes Drive++: Update from WAI on project-Paul Schram updated the Board on the project status.
 - Gilmore Farms-36 homes approved at Twp level-will need sewer extension; Agreement reached between GLSWA + Gilmore Farms on sewer routing
 - Ross Township Road Project coordination-JC met with Road Commission; Ongoing Coordination.

Work Orders over \$750 Manager Plus Work Order System
 130-155 Reactive Work Orders to Date
 -WO#141 Estimated cost to repair broken wye and remove donut gasket \$2,600

OLD BUSINESS: ACTIVE (no change in status unless red)

Rosenberger **Final payment received of \$1,365 on invoice from WO #140**
 Rate Increase **Approval by 7 of 7 municipalities for bills rendered after 3/31/2018**
 Articles of Incorporation **Approved by 4 Member Municipalities; to Rob Thall**
 Richland Village Sewer Agreement **Approved by Richland Village**
 Ritz-WGLD Easement Restricting Buildable Footprint; Pipe Needs to be Moved
 Kline-1400 Midland Sent Invoice, No Payment or Response yet.
 Galesburg Pipe Under M-96 RP to write letter after review by WAI
 Engel (Spruce Lane Apts) Pierson to Write Letter with Invoice
 Little Long Lake Sewer Ext Pierson to pursue easement along road for sewer ext.
 Kalamazoo County Deeds Lotta Drawing up Deeds-**Completed (2-20-18 Email)**
 McDonald Street Easement Obtain Easement and Extend Sewer Lead (**offer made**)
 Testing of Grinder Pump Lines Developing Procedure
 Ordinance-Metered Billing Discussing Challenges & Logistics
 Gull Lake Condos Easement To Be Prepared and Submitted
 (3) Repairs for 2018 Season Discovered a 2nd Broken Wye
 DEQ-Purge Well Discharge Finalizing meter calibration language (**sent to MDEQ**)
 Ordinance Revisions Ordinance revisions for all municipalities (**not completed**)
 Richland Water Conn Fees Review and Make Recommendation

OLD BUSINESS: INACTIVE (see Attachment A). The Board acknowledged receipt of the Old Business / Inactive list.

FINANCIAL REPORT

Financial Report / Bills Paid + Payable / Engineering Billing

A motion was made by Kahler and seconded by Moore to file the financial reports as presented and approve the standard bills paid through February 28, 2018. **Motion carried; all ayes.**

CLOSING COMMENTS:

Crumb asked the Board to consider evening Board Meetings. Crumb recommended that the acronym CIP be defined as Capital Investment Plan rather than Capital Improvement Plan.

ADJOURN.

Chairman Stoneburner adjourned the meeting at 2:35 p.m.

NEXT MEETING:

WEDNESDAY, APRIL 18, 2018, at 1:00 P.M.

Submitted for approval



Lysanne Harma – Secretary

Attachment A: Old Business Items-

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

3/28/2018

No.	Item	Status
1	DEQ Purge Well discharge Proposed Final Contract to be signed by Parties	: Wells turned back on - still plan to be shut down in 2017; New Agmt to be drafted; Lease pay't-yes : Overall revenues for Authority FYE 2018 will likely be reduced 8% (\$100,000 +/-)
2	Rob Thall - Property Acquisition/Easements RP + TW met to review - RP to prepare	: 2-Properties: Consumers / Gull Lake Condos + Consumers at Auth offices : DEQ construction permit obtained; CMS paperwork to be initiated - Intent to acquire easement
3	Gull Lake Authority Property Development Plan for June out-for-bid	: Pierson to meet with Hamma + Dykstra to make recommendation to Board on future Pole Barn / Office area expansion needs: rent space again winter 2017-18 if needed
4	Gull Lake Ministries Reminded CLM of the need to consolidate	: RP to do review of their "non-single family" 6000 units (re-site large multi-room homes) : Parcels need to be combined under comm on parcel number or they owe Conn Fees
5	Galesburg - Comstock Interceptor Pierson to write letter	: Within main agenda : Reopened this work - anticipate new Regional Agmt in 2018 will resolve this: Pipe repair needed
6	Charleston Township Sewer Signed Letter of Intent in hand 3/22/2018	: Pierson is preparing documents and costs analysis to present to GLSWA + Charleston for Charleston to have GLSWA operate, maintain and administer the sewer system in Charleston.
7	1980-1990 Easement Releases Continue to work on these one-by-one: 1 year window	: Ongoing 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).
8	Village of Richland Contract Proposed final Contract signed by Parties 3/12/2018	: Contract drafted. To be reviewed and forwarded to Village for their January meeting Smith + D. Grove suggesting meeting within on Village Richland sewer/water issues
9	Sherman Lake Easement 'clean-up / verify' SAW eligible - Anne, Char, Rich + Andrew ongoing	: Pierson to review easements and check for accuracy - file in GIS system SAW extension requested to do this work - Extension denied. Work continues on these
10	Kalamazoo Regional W / WW Commission Pierson discussed with legal counsel the Richland / West water issue	: GLSWA is party to a lawsuit (now withdrawn) regarding rates and charges New water and wastewater agreements are being worked on by the Commission
11	Air Release Valve Rebuilding. Updated:	: An MSD 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
12	37th Street Grinder lines tapped into D Iron These will be rebuilt when we work on LSA for curbs	: Corrosion issue with copper corrosion. : We have rebuilt 6 of these - 4 additional in Charleston Township to be rebuilt
13	30th Street Gravity Sewer - Future RP briefed Richland Town on this potential project	: If Allen Blvd completes Phases III + IV of Gilmore Farms, new pipeline to be constructed : This will require 7 easements prior to starting the project
14	Water Connection Fees (Village / Township) RP beginning to work on these - thanks Anne.	: 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
15	Commercial Review / Apartment / Metered Project scheduled for implementation throughout 2017	: 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.
16	Miscellaneous Customer Fees	: Sump pump violations: Pierson to pursue with certified mail and Misc Customer fee procedure
17	Emergency Fuel Acquisition Aches taken this over: Will need reauthorization	: Authorized last year but never purchased due to spec concerns / reconfiguration : Pierson to follow up in 2015 -- now 2016 - now 2017
18	Manhole raising Project	Info: 160+ inaccessible; 83 + in yards, 73+ in road; Work continues: 90 in yards + 11 in road done: Preparing estimates for 2017 seasonal repairs
19	4 Repair sites: to be bid 3rd repair needed SBLD: to be 2017	LS 24 Air Release, LS 24 gravity drop repair under asphalt (Matt); Burlington wye (Matt)
20	Articles of Incorporation - to be reworked To be ratified in March + published	: Possibly be in-situ (inside pipe) repairs: \$6000 each instead of \$8000-\$10,000 each : Requires ratification by each municipal board.
21	Rosenberg: on Connection Fee + Eng Inv. Done! To be deleted !!	: Said he would meet with Director Pierson in the near future (this was early January)