

Gull Lake Sewer & Water Authority

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MINUTES OF THE MARCH 29, 2017 REGULAR BOARD MEETING

Authority Board Meeting

1:00 P.M.

CALL TO ORDER/ ROLL CALL: Chairman Stoneburner called the meeting to order at 1:10 P.M. Commissioners present were Jimmy Stoneburner, Wes Kahler, Lysanne Harma and Paul Dykstra. None absent. Also present were Executive Director Rich Pierson, Executive Assistant Anne Richmond, and Engineer Tom Wheat.

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

MINUTES OF THE MARCH 10, 2017 SPECIAL MEETING: A motion was made by Dykstra and seconded by Harma to accept the special meeting minutes of March 10, 2017. **Motion carried; all ayes.**

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

CORRESPONDENCE:

Robert Loftus Martha Parfet-GLSWA Original Supporter-passed away
Auditor Robert Loftus informed GLSWA that Martha Parfet passed away. She was one of the Gull Lake residents who pushed for the sewer.

To: Dennis McKee-Consumers Work Order-\$3,747 due GLSWA
During the installation of gas service to the new Ross Township Hall, Consumers Energy entered the GLSWA 6" sewer line. GLSWA detailed the work done to repair the 6" sewer line on a work order and submitted the claim to Consumers Energy for reimbursement in the amount of \$3,747.

From + To: Dennis McKee-Consumers Work Order-\$3,747 due GLSWA
Consumers Energy informed GLSWA that our claim includes a review for payment and compensation had not yet been determined. Director Pierson asked that our legal counsel be included in all future correspondence regarding this issue.

David Flook-Prairieville Park Boat Washing Facility to Connect to Sewer
David Flook contacted GLSWA regarding a new boat wash to be constructed at Prairieville Park. He is scheduled to discuss connecting the new boat wash to sewer with Pierson on March 30.

D. Worthington-MDEQ SAW Final SAW Submittal Requirements
Pierson sent an email to David Worthington, Senior Project Manager at the DEQ, to update the status of GLSWA's progress on the SAW, determine any remaining obligations the Authority will need to complete, and clarify the deadline for reimbursement request submissions.

A. Richmond-Easement Checking Double-Checking Easements as we E-File
As we E-File easements and Andrew Hartwick adds them to our GIS, we are noting if there are any discrepancies with the easement and the location of the pipe.

To: Rob Thall-Easements Guidance on Easement Correction/ Due Diligence
Pierson is seeking guidance from legal counsel regarding the Authority's liability to check the accuracy of historic easement descriptions, how the Authority should proceed if we discover a discrepancy with the easement/pipe location or if there is an easement violation, and what right the Authority has to make corrections via condemnation.

Mark Moored – P/N Use of Vactor / Camera for Final New Sewer Pipe Inspection
The Authority is concerned with the joint separation for new construction – Coopers Landing #4 observed in the sewer video. GLSWA asked to clean and televise Coopers Landing #4 to give us a better understanding how far those joints are separated and then discuss the results with Kentwood. GLSWA expects our charge to Kentwood for this would be less than \$1,000.

Larsen/Woodlawn Beach Building Sewer Across Lot #4
The work to relay Larsen's pipe along the property line and over to the lead is being done on 3/27 and 3/28. The price should be less than the amount escrowed.

Lauderents-Ross Township Thanked Planning Commission-Pole Barn
Pierson sent an email thanking Jim Lauderdale and Rebecca Harvey for their leadership and guidance on our proposed Pole Barn.

Scadata-Alarm System Company Interference from Battle Creek radios
The alarm system challenges have been partly due to interference from Battle Creek radios. Battle Creek has other frequencies and has made adjustments to their repeater so it doesn't transmit on our frequency unless others are busy.

NEW BUSINESS / PROJECTS UPDATE

Banking: Signature Cards Updates

Richmond is coordinating the update of the bank signature cards for the Authority bank accounts.

Credit Card Fees Absorption Increased Usage; Continue to Monitor

Credit Card usage by GLSWA customers for payments has increased since GLSWA agreed to absorb the credit card fees starting in January 2017. Through February 2017, GLSWA has paid approximately \$300 in credit card fees. The annual expense was budgeted to be \$3,000.

A. Hartwick: Anderwylde, LLC Approve New Contract-Subject to Legal Review
A motion was made by Dykstra and seconded by Harma to approve the new contract with Andrew Hartwick for GIS service subject to pending legal review with no substantial changes. **Motion carried; all ayes.** *Pierson to revise the contract to end March 31, 2018 to coincide with the fiscal year end.*

CMS Easement Acquisition Design Completed

The design has been completed for the alternate sewer construction behind the Gull Lake Condos and the Authority will move forward to acquire the easement from CMS.

Pole Barn Approve Design Fees to King & Associates

A motion was made by Kahler and seconded by Dykstra to approve the design fees to King & Associates for the Pole Barn in the amount of \$3,650. **Motion carried; all ayes.**

SAW Schedule

Updates

- LS#1 FM Strategy: Pierson discussed a proposed “anode bag project” in lieu of pipe replacement. A motion was made by Harma and seconded by Kahler to authorize up to \$5,000 to test the technology on May 10 in conjunction with the PICA verification digs. **Motion carried; all ayes.**
- PICA (5) Forcemain: Soils comparisons yielded good results. Soils analysis to be completed.
- Financial Update: Projected rate increase for inflation = 2.5% / for Capital = .75%. Planned rate increase 3.25% annually to be scheduled for April 1, 2018.
- GIS Work-A. Hartwick: continued work on GIS additions, easements, leads, GPS mapping, etc.
- SAW Asset Mgmt Plan: Asset Management Plan is 95% complete / WAI to complete “shelf” version.

- Radios: Inflow/Infiltration: Interference from Battle Creek radios is being resolved. Ross Tower use likely not necessary.
- PACP-Cleaning + Camera: 28,000 ft out of 38,500 ft eligible remain; not doing ineligible (up to 20% eligible).
- Manhole Repairs: Scheduling 60-80 annually, 2017 = 80 +/- in the asphalt, 10 yr project
- MACP-Manhole Inspection: 70% completed, will be completed by May 2017 – Thanks Dave Quick
- Manager Plus (Work Order): A. Hartwick assistance + in-house training scheduled for 4/19 + 4/20.
- Level of Service: Contracts with Comstock/Galesburg, etc.; Letters to homeowners, etc.

Metered Billing Project Proposed Ordinance Change
Proposed Ordinance change for metered billing to be adopted by Fall 2017.

Staffing-RP Retirement 2018 Recommend Process
Pierson told the Board that he plans to retire in 2018 and suggested that a search committee of 2 be formed to recommend a process for determining his replacement. After discussion, the Board decided that they would review this at the Board level at the next meeting and asked Pierson for information including job description, benefits, salary range, and his timeline.

Budget 2017-2018 Approve
Pierson reviewed the budget packet with the Board. A motion was made by Harma to approve the 2017-2018 Revenue and Expense Budgets as presented. Motion was seconded by Stoneburner. **Motion carried; all ayes.** The Capital Budget + Wages will be reviewed at the April 26th meeting. The fund transfer to “Board Approved Repair & Replacement” was deferred pending review of Umbaugh’s recommended level of cash and investments.

Projects-Miscellaneous 2016-2017 Various Projects and On-Going Work

- Prairieville Gull Lake Boat Launch; Boat washing stations
- Gilmore Farms – next phase of 240 homes +/-; requires sewer + water ext
- Gull Lake Condos – On Hold: Woodhouse Next Phase Not Yet Approved
- New 4500 sq ft bldg behind existing Mission Pte Restaurant: On-hold
- N. 32nd St: North of McDonalds - Proposed Nursing Home: On-hold
- E DE Avenue-Richland T: Met with L. Harma/ M. Drouin / D LaDuke

Work Orders over \$2,000 LS #16 Pump #2
Pierson reviewed a work order for work at LS #16 on Pump #2.

OLD BUSINESS: ACTIVE

Pole Barn

To Be Bid

The Pole Barn is not yet “out to bid”. Pierson proposes to bid the project for 12 month construction.

Charleston Draft Proposal

Draft Complete

Draft "Letter of Intent" sent to legal counsel for review.

Cooper Proposal

Similar to Charleston Proposal

Cooper Proposal to be similar to Charleston proposal.

Rosenberger-Havens Condos

No Action on Proposed Settlement Agreement

The phone response was positive, but there has been no further action on the proposed settlement agreement.

DEQ-Purge Well Discharge

Receipt Acknowledged; No Further Action

The DEQ acknowledged receipt of the proposed new agreement, but there has been no further action.

Regional Commission

Update

As there currently is no water contract with Kalamazoo for Richland Village and Township, Pierson noted that his work with the Regional Commission has discussed that communities can choose their own operations agents (other than Kalamazoo). Also, when the well field in Ross Township is developed, GLSWA would be the agent on behalf of Ross Township (as we were in prior discussion 1997).

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

FINANCIAL REPORT

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


A motion was made by Dykstra and seconded by Harma to file the financial reports as presented, approve the standard bills paid through February 28, 2017, and pay the Prein & Newhof bill. **Motion carried; all ayes.**

CLOSING COMMENTS:**ADJOURN.**

Chairman Stoneburner adjourned the meeting at 2:46 p.m.

Next Meeting: Wednesday, April 26 at 1:00 p.m. – Regular Meeting

Submitted for approval



Paul Dykstra – Secretary

Attch: Old Business / Inactive list

No.	Item	Status
1	DEQ Purge Well discharge Document forwarded to MDEQ after legal review	: 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 Received permit - next step, CMS paperwork	: 2-Properties: Consumers / Gull Lake Condos + Consumers at Auth offices : Intent to acquire easement and to purchase property in front of Authority:
3	Gull Lake Authority Property Development Next step - get this out to bid - 12 month window?	: Pierson to meet with Harma + 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	: RP to do review of their "non-single family" accounts (re-rate large multi-room homes) : Parcels need to be combined under common parcel number or they owe Conn Fees
5	Galesburg - Comstock Interceptor Postponed this work - anticipate new Regional Agmt	: Within main agenda
6	PICA See Snake Investigation Dig verifications + strategy implementation scheduled for May 10th	: Within main agenda ; Completed - results are in, need dig verifications + assumptions input into SAW
7	Charleston Township Sewer Letter of Intent drafted and sent to legal counsel	: Pierson is preparing documents and costs analytics to present to GLSWA + Charleston for Charleston to have GLSWA operate, maintain and administer the sewer system in Charleston.
8	1980-1990 Easement Releases Continue to work on these one-by-one: 2 year window	: 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).
9	Village of Richland Contract Met with D Greve, Village President to discuss delay in getting ne	: Contract drafted. To be reviewed and forwarded to Village for their January meeting : Contract drafted - email sent to Village President to meet and discuss utility issues
10	Sewer Connection Fee financing option Done - Remove from list :)	: Pierson to propose short-term Connection Fee Financing Plan for Conn Fees > \$_____
11	Sherman Lake Easement 'clean-up / verify' SAW eligible - Anne, Cherl, Rich + Andrew on-going	: 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
12	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 Sh Lk snow-birds
13	Kalamazoo Regional W / WW Commission Pierson asserting Richland T/V right to choose agent	: GLSWA is party to a lawsuit (now withdrawn) regarding rates and charges : New water and wastewater agreements are being worked on the the Commission
14	Air Release Valve Rebuilding.	: An SSO 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
15	37th Street Grinder lines tapped into D Iron	: Corrosion issue with copper corrosion. : We have rebuilt 6 of these - 4 additional in Charleston Township to be rebuilt
16	30th Street Gravity Sewer - Future Gilmore Farms - 500 new homes will drive this proj	: 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
17	Water Connection Fees (Village / Township)	: 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 \$\$ will be needed
18	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.
19	Miscellaneous Customer Fees	: Sump pump violations : Pierson to pursue with certified mail and Misc Customer fee procedure
20	Emergency Fuel Acquisition	: Authorized last year but never purchased due to space concerns / reconfiguration : Pierson to follow up in 2015 -- now 2016 - now 2017
21	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
22	4 Repair sites: to be bid Down to 2 sites - now planned for spring 2017	Info: 1 drop manholes under asphalt, 1 wye under asphalt, 1 Air release Possibly be in-situ (inside pipe) repairs : \$6000 each instead of \$8000 - \$10,000 each
23	Articles of Incorporation - to be reworked Done: Awaiting spring 2017 ordinance / contracts to be proposed	: Requires ratification by each municipal board.
24	Rosenberg : on Connection Fee + Eng Inv. Awaiting Rosenberg to come in to discuss	: Said he would meet with Director Pierson in the near future (this was early January)