

Gull Lake Sewer & Water Authority

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MINUTES OF THE APRIL 18, 2018 REGULAR 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 John Crumb, Deputy Director Rich Pierson, Executive Assistant Anne Richmond and Jerry VanderRoest, Charleston Township Supervisor.

REVIEW AND SET THE AGENDA: Crumb noted that Proposed Electrical Work under New Business should include LS 22, 23 & 28. Harma made the motion to accept the Agenda as revised. Motion was seconded by Moore. **Motion carried; all ayes.**

MINUTES OF THE MARCH 28, 2018 REGULAR MEETING: A motion was made by Kahler and seconded by Moore to accept the regular meeting minutes of March 28, 2018 as presented. **Motion carried; all ayes.**

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

CORRESPONDENCE:

SmartProcure FOIA Request Request for Purchasing Data
 GLSWA responded to a semi-annual FOIA Request from SmartProcure for electronic records of purchasing data.

7849 N. 30th /1383 Remus Sewer Connection Inquiries
 GLSWA responded to a request for information on hooking up to city sewer at 7849 N. 30th Street and a request for an estimate of the contractor cost to connect 1383 Remus to city sewer.

AbsolutAire 60 Day Notice for Cleanout Installations (2) to Meet Plumbing Code
 GLSWA set a deadline of May 25, 2018 for AbsolutAire to install 2 additional cleanouts on the lateral so that GLSWA can camera the pipe (the cleanouts are also required to meet Michigan Plumbing Code). GLSWA shall be present to witness and inspect the installation of the cleanouts through backfill and perform a complete video inspection. *Crumb to send copy of email to Southwest Michigan Building Authority.*

Miller Lake Drain Culverts Authority Interaction with RCKC and KCDC
 GLSWA was contacted by a customer requesting assistance with a plugged drain culvert between Miller Lake and Gull Lake. As GLSWA is not responsible for storm water, GLSWA reached out to the Kalamazoo County Drain Commission and the Road Commission of Kalamazoo County. Kalamazoo County Drain Commission responded that since there is no easement for the culvert, it is not a County Drain. If the property owners want the culvert to become a County Drain, 10 signatures would be required from property owners or the Township could petition by resolution of the Board. The Road Commission stated that the culverts are not in place for road drainage purposes. Harma has had discussions with the Drain Commissioner and indicated that the Lake Level Act applies in this situation.

5295 Collingwood Outstanding Sewer Balance Collection Update
 GLSWA received a message from the owner (landlord) of 5295 Collingwood that an unauthorized person was living in the house and the water was not supposed to be active (Parchment water). We advised him that he would need to contact Parchment Water regarding the water issue and that he had an unpaid sewer balance of \$326.70. He has paid the outstanding sewer balance of \$326.70.

5259 Weller Request to Bill at Tenant's Place of Employment
 GSLWA received a request from a property owner (landlord) to send a tenant's unpaid sewer bill to the tenant at his place of employment. We advised the property owner that we would not send the sewer bill to the tenant at his place of employment and reminded her that unfortunately, as the property owner, she is responsible for any sewer bills not paid by her tenant.

7911 Foxwood Severe Root Issue Confirmed with Push Camera
 Roto Rooter encountered roots in our public 6" pipe at 7911 Foxwood Street which GLSWA confirmed with our push camera. After the homeowner removes a tree, GLSWA plans to excavate the point of connection to the public 6" pipe, determine where the roots are entering the pipe, and hopefully remove them without having to excavate and replace the public 6". Our excavation is intended to allow us to determine if it is a public or private liability. We will invite the property owner or his agent to be present on the day of the excavation.

5929 N. 37th Street Homeowner Expressed Frustration Over Rate Increase
 Michelle White called GLSWA and expressed frustration regarding the recent rate increase of \$1.00 a month/\$3.00 a quarter for sewer service. The rate increase followed a recent issue with the homeowner's grinder pump. Crumb followed up with a voice mail and an email to address her concerns.

NEW BUSINESS / PROJECTS UPDATE

Andrew Hartwick Contract A. Hartwick GIS Specialist Contract Renewal
Crumb reviewed the proposed contract renewal for Andrew Hartwick, GIS Specialist. Harma made the motion to approve the contract renewal for Andrew Hartwick as presented. Motion was seconded by Kahler. **Motion carried; all ayes.**

Proposed Electrical Work at LS 22, 23+28 Authorize Electrical Modifications
Crumb requested Board approval for electrical modifications to 3 lift stations:

- LS 22-Separate out the electrical service panel for showing movies and food vendors at Ross Township. Price \$2,250.00. Crumb stated Ross Township potentially could contribute \$500 towards the cost.
- LS 23-Replace failing cabinet. Price \$935.00
- LS 28-Relocate the generator receptacle closer to 32nd Street. Price \$2,450.

Harma made the motion to approve the (3) LS modifications at the quoted prices without mandatory contribution by Ross Township. Motion was seconded by Kahler. **Motion carried; three ayes, 1 abstain (Moore).**

Proposed Annual Evening Meeting Discussion on Evening Meeting
Moore made the motion to approve scheduling an evening meeting for GLSWA on Wednesday, September 26 at 5:30 p.m. Motion was seconded by Stoneburner. **Motion carried; all ayes.**

Capital Budget Update Investigative Portion of Asset Management Plan
Crumb explained that the \$8,000 to investigate soil conditions surrounding scheduled FM replacements is needed to confirm the corrosion conclusions (for FM 1, 14, 19 and 24 in FYE 2019). The amount was included in the operations budget rather than the proposed capital projects for 2019.

Staffing Update Introduction to Dan Kramer, Field Tech III
Crumb introduced and the Board welcomed Dan Kramer, newly hired Field Tech III for GLSWA. Dan thanked the Board for the opportunity to work for GLSWA.

GL Water Feasibility Study Wightman Proposal (Next Month) for GL Public Water
Wightman will develop a proposal for Gull Lake Public Water feasibility to present to the Board next month. *Pierson and Crumb will meet with officials at Gull Lake Ministries and MSU regarding this issue and follow up with Gilmore Car Museum who expressed an interest as well.*

Ross/Charleston-Battle Creek Letter of Intent
The Charleston letter of intent for Battle Creek discussions will now include Ross Township to Battle Creek. *Pierson and Crumb to review the 2008 Hillcrest/Augusta Agreement that allowed flow from Hillcrest through Augusta and schedule meetings with Battle Creek and Augusta.*

Cooper Township Asset Mgmt. Proceeding to Schedule
 Proceeding to schedule limited pole camera on known pipe issues.

Charleston Township AMP Proceeding to Schedule
 Proceeding to schedule manhole inspections and camera work for mid-late May.

Prein & Newhof has provided the Record Plans and Lead Cards to GLSWA for the portion of Charleston Township currently serviced by Kalamazoo.

Jerry VanderRoest discussed 4 items regarding the Letter of Intent:

- Has the City of Kalamazoo agreed to a shorter transition to GLSWA?
Pierson to ask James Baker
- East Michigan Sewer Extension
- Process for Sewer Connections
- Georgia Pacific Sewer

Attachment: Pierson and Crumb provided estimates of the monthly sewer bill due GLSWA to Target and Eaton.

- Projects-Miscellaneous 2017-2018 Various Projects and On-Going Work
- Pole Barn-Brussee/Brady has Building Permit in hand 3/16/2018
 - Riverview-Keys Drive++: Meeting on April 27.
 - 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. Bids on April 25th.

Work Orders over \$750 Manager Plus Work Order System
 There were no work orders over \$750 this month.
 155-174 Reactive Work Orders to Date

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

Ritz-WGLD Easement Restricting Buildable Footprint; Pipe Needs to be Moved
 Kline-1400 Midland Owner Contacted-Tax Refund to Pay Invoice; Sent Late Notice
 Galesburg Pipe Under M-96 RP to write letter after review by WAI
 Engel (Spruce Lane Apts) Pierson and Crumb to set up meeting with Mr. Engel
 Little Long Lake Sewer Ext Pierson to pursue easement along road for sewer ext.
 McDonald Street Easement Obtain Easement /Extend Sewer Lead (2nd 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 (scheduled for April)
 DEQ-Purge Well Discharge Finalizing meter calibration language (sent to MDEQ)
 Ordinance Revisions Ordinance revisions for all municipalities (on-going review)
 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 Harma and seconded by Moore to file the financial reports as presented and approve the standard bills paid through March 31, 2018. **Motion carried; all ayes.**

ADJOURN.

Chairman Stoneburner adjourned the meeting at 2:01 p.m.

NEXT MEETING:

WEDNESDAY, MAY 23, 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**

4/18/2018

No.	Item	Status
1	DEQ Purge Well discharge <i>Proposed final Contract to be signed by Parties</i>	: 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% (\$300,000 +/-)
2	Rob Thall - Property Acquisition/Easements <i>RP + TW met to review - RP to prepare</i>	: 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 <i>Plan for June out-for-bid</i>	: Pierson to meet with Harma + Dystra 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 <i>Reminded GLM of the need to consolidate</i>	: 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 <i>Pierson to write letter</i>	: Within main agenda : Postponed this work - anticipate new Regional Agmt in 2018 will resolve this. Pipe Repair needed
6	Charleston Township Sewer <i>Signed Letter of Intent in hand 3/22/2018</i>	: 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.
7	1980-1990 Easement Releases <i>Continue to work on these one-by-one. 2 year window</i>	: 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).
8	Village of Richland Contract <i>Proposed final Contract signed by Parties 3/12/2018</i>	: Contract drafted. To be reviewed and forwarded to Village for their January meeting : Emailed D. Grove suggesting meeting within on Village Richland sewer/water issues
9	Sherman Lake Easement 'clean-up / verify' <i>SAW eligible - Anna, Char, Rich + Andrew on-going</i>	: 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 <i>Pierson discussed with legal counsel the Richland/Reis water issue</i>	: 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. <i>Updated</i>	: 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
12	37th Street Grinder lines tapped into D Iron <i>These will be rebuilt when we work on LS1 force main</i>	: 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 <i>RP briefed Richland Twp on this potential project</i>	: 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
14	Water Connection Fees (Village / Township) <i>RP beginning to work on these - thanks Anna.</i>	: 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
15	Commercial Review / Apartment / Metered <i>Project scheduled for implementation throughout 2017</i>	: 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 <i>Agmt taken this over: will need authorization</i>	: Authorized last year but never purchased due to space 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 SGLD: to be 2017	LS 24 Air Release, LS 24 gravity drop repair under asphalt (Matt); Burlington wye (Matt) Possibly be in-situ (inside pipe) repairs: \$6000 each but bid of \$8000 - \$10,000 each
20	Articles of Incorporation - to be reworked <i>To be ratified in March - published</i>	: Requires ratification by each municipal board.