

# **Gull Lake Sewer & Water Authority**

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## **MINUTES OF THE APRIL 26, 2017 REGULAR BOARD MEETING**

Authority Board Meeting

1:00 P.M.

**CALL TO ORDER/ ROLL CALL:** Chairman Stoneburner called the meeting to order at 1:00 P.M. Commissioners present were Jimmy Stoneburner, Wes Kahler, Lysanne Harma and Paul Dykstra. None absent. Also present were Executive Director Rich Pierson and Executive Assistant Anne Richmond.

**REVIEW AND SET THE AGENDA:** Pierson noted minor updates to the agenda. Dykstra made the motion to accept the Agenda as revised. Motion was seconded by Harma. **Motion carried; all ayes.**

**MINUTES OF THE MARCH 29, 2017 REGULAR MEETING:** A motion was made by Harma and seconded by Kahler to accept the regular meeting minutes of March 29, 2017. **Motion carried; all ayes.**

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

### **CORRESPONDENCE:**

To: Gasper-5828 Forest Beach      Sherman Lake Grinder Pump Basic Quotation  
A rough estimate of a Sherman Lake Grinder Pump sewer connection was provided to a realtor. The cost to connect to sewer on Sherman Lake is approximately \$14,500, of which the connection fee portion is now \$10,460.

To: Bowman/Grogg-D Ave Bridge      Road Commission September Bridge Work  
The Road Commission will be scheduling work on the D Avenue bridge over the Gull Lake Outlet. GLSWA has a 12" ductile iron pipe that goes under this bridge and we would like to dovetail our project to paint the pipe at the end of the Road Commission's work to save GLSWA the cost of the detour and flagging operation if we did our project independent of the Road Commission.

To: Barbarini-9411 Fraulin      Garage Apartment-Policy Issue-Pipe Not Viewable  
Pierson informed Mr. and Mrs. Barbarini that per our policy on reuse of existing 4" pipe, we attempted to inspect the 4" pipe from their garage/apartment to their new 4" pipe servicing their new home, but we were unable to view it due to the number of bends and their subsequent denial of a request to their contractor to install a cleanout.

Therefore, we are prohibiting water use from the garage apartment until such time as our office is provided access and a means to inspect the older 4" pipe.

To: Renee Code-Health Dept                      Pipe Specifications for Health Dept.  
At Renee's request, Pierson provided a generic statement addressing specifications for sewer lines around Gull Lake/Sherman Lake for her to use for confirmation of the construction of sewer lines when required for new wells per Health Code.

To: Bill Clancy-Sewer Inquiry                      North Little Long Lake Parcel  
Bill Clancy asked about sewer availability to parcel 0812-036-007-10 by Little Long Lake. Sewer is not required for this parcel, but since the elevation is so low, it would be needed. Pierson told Bill that some type of sewer service should be possible but we are currently uncertain of the configuration. GLSWA did have Prein / Newhof take elevation shots. *GLSWA to provide map with survey shots.*

Fr: Village of Richland                      Request for List of Sewer Customers  
Michael Scott, Village of Richland Treasurer, requested a list of sewer customers in the Village of Richland to have as reference so that he can answer questions as calls come in. Anne provided him the list.

To: D. Worthington-MDEQ SAW      Request Flow Meter for Inflow/Infiltration  
Per a request by David Worthington, Senior Project Manager at the DEQ, Pierson sent a summary of the SAW Grant items that would likely not be completed by the deadline. In addition, Pierson requested permission to initiate an additional flow monitoring site where the 18" gravity sewer from Richland Village enters our Lift Station #1 at an estimated cost of \$9,500 for purchase and installation.

Fr: D. Worthington-MDEQ SAW      Response to Flow Meter Request  
David Worthington is willing to accept our inclusion of the additional I/I monitoring site but reminded us that to be eligible for reimbursement, flow meters cannot be permanent construction, they can only be temporary devices used for the grant study. We may purchase a meter at the "equivalent lease cost" and provide the documentation in a future submission request. In a later email, David clarified that only the prorated cost after meter installation and before the end of the grant period (May 31) would be eligible for reimbursement.

To: MDEQ-Marcus Tironi                      Asset Management Plan  
Pierson updated Marcus Tironi of the MDEQ on the status of our asset management plan. We will have the written version by May 31<sup>st</sup> and will update our website with the information. Marcus will contact us if he needs any further information. *Pierson to fill in required SAW sheet by May 31 and update David Worthington on what we did not accomplish.*

To: Blake Krum-Property Inquiry      Gull Lake Property-May Need Sewer Extension  
Pierson responded to an inquiry on the availability of sewer for parcel 3903-01-301-019. If someone were building a single family home, the cost to extend the sewer

would be economically prohibitive. If 4 homes or more were to be built, we recommend that the developer, at his expense, have the sewer designed and installed subject to our requirements. The fee structure depends on a number of factors.

To: Contractor Inquiry                      Contractor Requirements for Sewer Installation  
We responded to a request for our requirements for contractors for sewer installation. For Grinder Pump connections, GLSWA controls and sub-contracts out most all of the installation, as we will own, maintain, and replace the components for life.

To: Larsen/Woodlawn Beach                      Cut Phone/Internet Service; Sump Pump Inquiry  
The work to relay Larsen's pipe along the property line and over to the lead was done on 3/27 and 3/28. Ms. Larsen contacted us because her phone/internet service had been cut in the process. Pierson let her know that the repair order had been placed. He also asked if her home has a sump pump that may be pumping water into the sanitary sewer system as we have been receiving clean water downstream from Woodlawn.

To: Greg Watts-Contractor                      Approve \$2000 Payment; \$450 Lead Extension  
Balkema Site Work submitted a bill for \$2,450 for the Larsen new sewer connection. Pierson confirmed that this included work on GLSWA's behalf in the right of way (to modify the lead to accommodate (2) 4" pipes) and asked the Board to approve paying \$2,000 from the escrowed funds on hand and \$450 for the sewer lead extension (our cost). A motion was made by Kahler and seconded by Dykstra to approve payment of \$2,450 to Balkema with \$2,000 coming from escrowed funds and \$450 from Authority funds. **Motion carried; all ayes.**

## NEW BUSINESS / PROJECTS UPDATE

Gull Lake Condos-Easement Discussion/Review of Encroachment/Future Request  
The Gull Lake Condos Project development is now active again. Pierson met with our legal counsel to discuss the open issues and will be meeting with the developer and his engineer to review the Authority's position.

Director-Staffing Update                      Timeline + Draft Search Methodology  
Pierson reviewed a proposed timeline and search methodology for the Executive Director position. Preferred / suggested start dates, dependent upon candidate, would be January 8<sup>th</sup> or Feb 26<sup>th</sup> of 2018, including introductions to each of the respective Township Boards and Village of Richland in March 2018 as we implement recommended rate increases per the SAW Asset Management Plan.

Charleston Draft Proposal                      Draft Letter of Intent Sent to Legal Counsel  
Pierson reviewed the Charleston Proposal detail with the Board. A motion was made by Dykstra and seconded by Kahler to approve the Charleston Letter of Intent subject to review by Rob Thall. **Motion carried; all ayes.** *Pierson will forward to Charleston Township next week.*

## SAW Schedule

## Updates

- LS#1 FM Strategy: Scheduling Verification Digs + Anode bags for May 10<sup>th</sup>; Proposed “anode bag project” in lieu of replacement-not yet “for sure” (200 digs); *Pierson to schedule meeting with Alan Smaka, Paul Dykstra, and Lysanne Harma to review results.*
- PICA (5) Forcemain: Soils comparisons yielded good results. Soils analysis to be reviewed again to see if our decision matrix / conclusions are sound.
- GIS Work-A. Hartwick: continued work on GIS additions, easements, leads, GPS mapping, etc.
- SAW Asset Mgmt Plan: Asset Management Plan is 95% complete RP/AH/WAI to complete “shelf” version.
- Radios: Inflow/Infiltration: all working as planned, logging data daily
- PACP-Cleaning + Camera: bad luck with camera (cable) again; still trying to achieve goal of 28,000 ft
- Manhole Repairs: Scheduling 60-80 annually, 2017 = 80 +/- in the asphalt, 10 yr project
- MACP-Manhole Inspection: 80% completed, will be completed by May 2017 – Thanks Dave Quick
- Manager Plus (Work Order): In-house training was April 19 + 20. Good session for RP/AH/DQ/AG/BB
- Level of Service: Contracts with Comstock/Galesburg, etc.; Letters to homeowners, etc. Ordinance rewrite-R.Pierson + R. Thall-May, 2018
- Financial Update: Projected rate increase for inflation = 2.5% / for Capital = .75%. Planned rate increase 3.25% annually to be scheduled to be effective April 1, 2018.

## Budget 2017-2018

## Approve

Pierson reviewed the proposed employee wage increases for 2017-2018 with the Board, noting the highlights of the staffing and the effectiveness the SAW program / Asset Management involvement has yielded. A motion was made by Dykstra to approve the 2017-2018 employee wage increases as reviewed. Motion was seconded



by Harma. **Motion carried; all ayes.** The Board commented on the technical and administrative excellence that we have achieved.

Pierson reviewed the proposed Capital Budget with the Board. A motion was made by Dykstra to approve the Capital Budget items as reviewed – lines 63 through 69 -- in the amount of \$62,665. Motion was seconded by Kahler. **Motion carried; all ayes.**

#### Projects-Miscellaneous 2017-2018 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 – project moving forward again-Woodhouse's Next Phase
- New 4500 sq ft bldg behind existing Mission Pte Restaurant: On-hold
- N. 32<sup>nd</sup> St: North of McDonalds - Proposed Nursing Home: On-hold
- E DE Avenue-Richland T: Met with L. Harma/ M. Drouin / D LaDuke;  
*Pierson to schedule follow-up meeting*

#### July 3<sup>rd</sup>-Extra Holiday Request

#### Due to Staffing Conflicts

Pierson requested Monday, July 3<sup>rd</sup> as an extra holiday due to staffing conflicts in the front office. A motion was made by Dykstra and seconded by Harma to approve July 3, 2017 as an additional paid holiday for GLSWA. **Motion carried; all ayes.**

#### Logo: Proposed Logo Selection

#### New Proposed Logo for GLSWA Documents

Pierson reviewed potential GLSWA logos that were developed by our GIS specialist Andrew Hartwick's wife. Pierson will have the staff review them and make a recommendation. *Pierson indicated he would purchase a gift certificate for Andrew and his wife to show our appreciation.*

#### Public Act 233: Authority Statute

#### Includes Storm Sewer

Pierson informed the Board that he believes that if the townships are asked to handle storm sewers, the Authority is authorized by Public Act 233 to administer storm sewers.

#### Metered Billing Project

#### Proposed Ordinance Change

Timeline to be developed for metered billing project; proposed ordinance adoption by Fall 2017.

Work Orders over \$2,000  
None yet available.

Manager Plus Restarted with New Database

### OLD BUSINESS: ACTIVE...but NO CHANGE

#### Hartwick: Anderwylde, LLC

#### Contract Finalized with Andrew Hartwick

A motion was made by Dykstra and seconded by Stoneburner to reapprove the contract with Andrew Hartwick for GIS service as revised by Attorney Thall. **Motion carried; all ayes.**

**CMS Easement Acquisition** Design Completed for Alternate Sewer Installation  
The design has been completed for the alternate sewer construction behind the existing Gull Lake Condos and the Authority will move forward to acquire the easement from CMS.

Cooper Proposal                      Similar to Charleston Proposal  
Cooper Proposal is envisioned 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.

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

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 March 31, 2017, and pay the Prein & Newhof bill. **Motion carried; all ayes.**

## CLOSING COMMENTS:

Commissioner Harma thanked Director Pierson for his excellent work and all that he and staff have accomplished in regard to the SAW Grant.

**ADJOURN.**

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

Next Meeting: Wednesday, May 31 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 <b>Letter of Intent finalized and under review by legal counsel</b>	: 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 <b>Emailed D. Greve suggesting meeting w/him on Village Richland sewer/water issues</b>	: Contract drafted. To be reviewed and forwarded to Village for their January meeting
10	Sherman Lake Easement 'clean-up / verify' SAW eligible - Anne, Cheri, 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
11	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
12	Kalamazoo Regional W / WW Commission <b>Pierson discussed with legal counsel the Richland/Ross water issue</b>	: GLSWA is party to a lawsuit (now withdrawn) regarding rates and charges New water and wastewater agreements are being worked on the the Commission
13	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
14	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
15	30th Street Gravity Sewer - Future Gillmore Farms - 500 new homes will drive this proj	: If Allen Edwin completes Phases III + IV of Gillmore Farms, new pipeline to be constructed : This will require 7 easements prior to starting the project
16	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
17	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.
18	Miscellaneous Customer Fees	: Sump pump violations : Pierson to pursue with certified mail and Misc Customer fee procedure
19	Emergency Fuel Acquisition	: Authorized last year but never purchased due to space concerns / reconfiguration : Pierson to follow up in 2015 - now 2016 - now 2017
20	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
21	4 Repair sites: to be bid Down to 2 sites - now planned for spring 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 instead of \$8000 - \$10,000 each
22	Articles of Incorporation - to be reworked Done: Awaiting spring 2017 ordinance / contracts to be proposed	: Requires ratification by each municipal board.
23	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)