

Gull Lake Sewer & Water Authority

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MINUTES OF THE APRIL 28, 2016 REGULAR BOARD MEETING

Authority Board Meeting

1:00 P.M.

CALL TO ORDER/ ROLL CALL: Chairman Stoneburner called the meeting to order at 1:07 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 29, 2016 REGULAR MEETING: A motion was made by Kahler and seconded by Harma to accept the regular meeting minutes of March 29, 2016. **Motion carried; all ayes.**

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

CORRESPONDENCE:

Simmons - 5766 N 25th St Response to Water Run-off Complaint
Pierson investigated a water run-off complaint and believes it is a County Road Commission/Drain problem.

Heffron - 11732 E DE Ave Public Sewer Availability
Mr. & Mrs. Heffron were advised that we plan to install sanitary sewer service to a portion of DE Ave in the next 60 days providing sewer service to their southwest corner. Should their existing on-site system fail, they will not be allowed to upgrade their on-site system, but will be required to connect to sewer.

Troff – Rolling Pines Apts Moving to Metered Billing
Pierson updated Ms. Troff on Gull Lake Sewer & Water Authority's progress on moving to metered billing. Pierson had been working with Sue Founé to obtain permission for BS&A to compare databases and develop a script to maintain similar databases for common customers and to transfer water meter readings to us on a regular basis so we can bill sewer customers with City water meters based on water

Utility Lines' in the Common Area. Mr. Sullivan provided a proposed Easement for Lot 3. Pierson requested approval for Attorney Thall and Engineer Wheat to review the Master Deed and the proposed Easement for Lot 3 and determine if they are sufficient for the Gull Harbour Pointe sewer line extensions. Stoneburner made the motion to authorize the review of the Master Deed and Lot 3 Easement for the Gull Harbour Pointe sewer extensions, subject to reimbursement by Sullivan. Motion was seconded by Dykstra. **Motion carried; all ayes.**

2016 4x4 Truck Purchase

Award Truck Purchase to DeMaagd

After obtaining quotes, Pierson recommended the purchase of a 2016 4WD Sierra from DeMaagd in the amount of \$26,461. Pierson noted that we received \$17,250 from the sale of our 2WD Sierra and the net (\$9,211) would be funded from our Capital Account. Dykstra made the motion to authorize the purchase of a 2016 4WD Sierra from DeMaagd in the amount of \$26,461. Motion was seconded by Kahler. **Motion carried; all ayes.**

Bowman – Collection System Conference Information

Barry Bowman will be attending a 3 day national Collection System Conference where he can learn more about inflow and infiltration and collection system rehabilitation techniques.

E DE Avenue – New Pipe Budget Authorize Additional \$3,000

Pierson asked the Board to approve an additional \$3,000 contingency on the E DE Avenue Sewer Project for the addition of a manhole + 8" pipe to be in compliance with DEQ requirements. Harma made the motion to amend the E DE Avenue Sewer budget to add an additional \$3,000 contingency for a manhole and 8" pipe for DEQ Compliance. Motion was seconded by Dykstra. **Motion carried; all ayes.**

R. Pierson Conf Exp Summ.

Information

Pierson reviewed his conference attendance expense summaries with the Board.

Asset Management – DEQ Budget Summary of Recent Meeting

Pierson reviewed a summary of his March 24th meeting with the DEQ on SAW Grant Issues and the Authority's Budget Adjustment Request. This was accepted by the DEQ.

GIS Specialist - Anderwylde, LLC Authorize Working with Anderwylde, LLC

Pierson requested approval to authorize the contract with Anderwylde, LLC for GIS Services for a period of 12 months (Pierson had previously emailed to the Board). Pierson estimates that 50% of this will be SAW eligible. Kahler made the motion to authorize Pierson to sign the proposed contract for GIS Services with Andrew Hartwick, principal member of Anderwylde, LLC for a period of 12 months. Motion was seconded by Stoneburner. **Motion carried; all ayes.**

Projects-Miscellaneous 2015-2016 Various Projects and On-Going Work
 Cottages of Gull Lake View (Golf Course)-Completed: Minor punch list
 Plat east of Stage Coach Inn – Balwat Cottages: Ongoing – 1st Connection Made
 Gull Lake Condos – On Hold: Woodhouse Next Phase Not Yet Approved
 Cooper's Landing – 2 or 3 new buildings for 2016 – 19 Units per Building
 New 4500 sq ft bldg behind existing Mission Pte Restaurant: Ongoing
 Proposed Nursing Home Facility north of McDonalds: Site Plan Review Process
 New Wildermuth School-will require extension under M89

OLD BUSINESS: ACTIVE

Amendment to Articles of Incorporation Updates
 Voting and other proposed updates to be done in the next few months.

Employee Review Formal Review of Staff Scheduled for May Meeting

Presentation: 2015-2016 State of the Sewer Presentation

Pierson continued his 2015-2016 State of the Sewer Discussion in conjunction with SAW update. This discussion will be continued at the next meeting – Clean Water Elimination.

Review spreadsheet of tasks + estimated costs
 Review Fleis & Vandenbrink proposal for ESRI clean-up project
 Update on Barry's metering project + other SAW activities
 Update on SAW staffing – no GIS intern student needed - A. Hartwick, GIS Specialist
 Last year, we hired Kenny (with Brad's help) to expose 80+ manholes, repair and inspect. This year we propose to hire an assistant for Kenny instead of the student intern to expose 80+ manholes covered by asphalt, rebuild and inspect (see Capital Budget)

OLD BUSINESS: INACTIVE (see attached list). The Board reviewed the Old Business / Inactive list. Item #14, Lift Station Guiderail Replacement, was removed from the list as all of the Lift Station Guiderails have been replaced.

FINANCIAL REPORT

2016-2017 Budget Packet Review
 Completed Budget Packet to be Handed Out at the Next Meeting
 Pierson reviewed the Capital Budget and the Repair and Replacement Budget on Sheet 8 of the Budget Packet. Stoneburner made the motion to authorize the Repair and Replacement and Capital items as reviewed by Pierson on lines 66-73 in the amount of \$76,950. Motion was seconded by Dykstra. **Motion carried; all ayes.**

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

A motion was made by Stoneburner and seconded by Dykstra to file the financial reports as presented and approve the standard bills paid through March 31, 2016.

Motion carried; all ayes.

A motion was made by Kahler and seconded by Dykstra to pay the Prein & Newhof bill. **Motion carried; all ayes.**

CLOSING COMMENTS:

ADJOURN. NEXT MEETING TUESDAY, MAY 24, at 11:00 a.m. Chairman Stoneburner adjourned the meeting at 2:15 p.m.

Submitted for approval



Paul Dykstra – Secretary

Attch: Old Business / Inactive list

No.	Item	Status
1	DEQ Purge Well discharge	: Wells to be shut down Spring 2016; New Agreement to be drafted; Lease payment invoiced. : Overall revenues for Authority FYE 2017 will be reduced 8% (\$100,000 +/-)
2	Rob Thall - Property Acquisition/Easements <u>Upcoming mtg with Ross: Lauderdale + Gale</u>	: 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	: Pierson to meet with Harma + Dykstra to make recommendation to Board on future Pole Barn / Office area expansion needs
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	Gilmore Car Museum - Sanitary Sewer <u>Need to clarify voting issue - send revised letter?</u>	: GCM is "technically" within the SW BC Sewer / Water Authority jurisdiction, although GLSWA can provide gravity sewer at equal to or less than the cost for SWBCSWA to serve them
6	Galesburg Interceptor	: Within main agenda
7	PICA See Snake Investigation <u>Now scheduled for July</u>	: Within main agenda
8	Charleston Township Sewer	: 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.
9	1980-1990 Easement Releases <u>SAW eligible - Anne, Cheri, Rich + Andrew on-going</u>	: 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).
10	Village of Richland Contract <u>: Now awaiting May vote (not related to delay)</u>	: Contract drafted. To be reviewed and forwarded to Village for their January meeting : Pierson / Thall propose to draft Richland Sewer Agrmt renewal to be a Utility Agrmt incl. water
11	Sewer Connection Fee financing option	: Pierson to propose short-term Connection Fee Financing Plan for Conn Fees > \$_____
12	Sherman Lake Easement 'clean-up / verify' <u>SAW eligible - Anne, Cheri, Rich + Andrew on-going</u>	: Pierson to review easements and check for accuracy - file in GIS system
13	Botryus - Gleason easements DE Ave <u>All easements obtained and recorded.</u>	: Proposed easements + project to provide sewer to 4 properties along E. DE Avenue where Gull Creek flows under. Received DEQ + Soils permit; Amend budget + begin soon
14	Lift Station guide-rail replacement <u>: Staff COMPLETED last one Fall 2015 !!</u>	: Guided rails allow pumps to be lifted in / out: : Started in 2005, 24 stations to be done: All but LS#15 (minor station) are now completed.
15	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
16	Kalamazoo Regional W / WW Commission <u>Seeking direction from Auth Bd on water options</u>	: GLSWA is party to a lawsuit (now withdrawn) regarding rates and charges : New water and wastewater agreements are being worked on the the Commission
17	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
18	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
19	30th Street Gravity Sewer - Future	: 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
20	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
21	Mr. / Mrs. Cooper - 15968 Woodlawn <u>Lot for sale: Rich wrote letter to realtor to advise</u>	: Portion of private sewer on someone else's property (after the property was split) : Pierson proposed an easement for the seller to sign to remedy the private pipe - no response
22	Commercial Review / Apartment/ Metered <u>Pierson sent 2nd follow up to City for BS+A to coord.</u>	: 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.
23	Miscellaneous Customer Fees	: Sump pump violations : Pierson to pursue with certified mail and Misc Customer fee procedure
24	Emergency Fuel Acquisition	: Authorized last year but never purchased due to space concerns / reconfiguration : Pierson to follow up in 2015 - now 2016
25	Manhole raising Project	Info: 160+ inaccessible; 83+ in yards, 73+ in road; Work continues: 90 in yards + 11 in road done: Preparing quotes for 2016 seasonal repairs
26	4 Repair sites: to be bid <u>We are receiving quotes for budgeting purposes</u>	Info: 2 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
27	Articles of Incorporation - to be reworked	: Requires ratification by each municipal board.
28	Rosenberg : on Connection Fee + Eng Inv.	: Said he would meet with Director Pierson in the near future (this was early January)