

Gull Lake Sewer & Water Authority

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MINUTES OF THE MAY 14, 2015 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, Paul Dykstra and Lysanne Harma. None absent. Welcome Lysanne Harma, Richland Township Supervisor. Also present were Executive Director Rich Pierson and Executive Assistant Anne Richmond.

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

MINUTES OF THE APRIL 30 2015 REGULAR MEETING: A motion was made by Kahler and seconded by Harma to accept the regular meeting minutes of April 30, 2015 as presented. **Motion carried; all ayes.** Pierson noted that the closed session meeting minutes from April 30, 2015 would be kept on file at the Authority.

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

CORRESPONDENCE:

Ad Vatta-6291 N. 37th Street Asking to Connect to Public Sewer
This property had previously been connected to sewer but was disconnected (lawsuit with prior owner). At the request of the new owner, Ad Vatta, Pierson provided a cost estimate and a summary of what was necessary to connect to public sewer.

Geoff Bullard-11720 E D Ave Possible Incentive to Connect?
Pierson proposed splitting the estimated \$8,000 cost to connect 11720 E D Avenue to public sewer with the owner as an incentive for him to hook to sewer since the house is greater than 200 ft. from public sewer and it is the only house on Gull Lake not connected to sewer.

Mr. Albert Kimball-8135 Robinbrook Researched Storm Drain Issue
At the request of the property owner and Richland Village Police Chief Mattioli, the Authority was asked to lend assistance to a storm drain/ "bubbling water" issue.

Sid Durham-1358 Burlington Thank You/Comment on Convenience Fees
Mr. Durham thanked the Authority for making his sewer repair/hookup easy. He also objected to the convenience fee associated with paying the sewer bill via credit card.

Mulholland-1489 Shoal Drive Garden Hose Inquiry
The Authority received an inquiry regarding a garden hose through a storm grate on West Gull Lake Drive that appeared to run to the lake and asked the owner what the purpose was. It is used to water the lake.

Orlando-4159 N. 37th Street Grinder Pump Connection Estimate
Pierson provided an estimate for the cost of a Grinder Pump connection for a potential 2nd home north of Mr. Orlando's property with Mr. Orlando doing most of the install.

Rooney-9162 Richland Woods Dr. Vactor Operations-Plumbing Pressure Incident
Mr. Rooney contacted the Authority to inform us that our jetting operation of the public sewers caused differential pressures that "burped" his 3 toilets and/or displaced water in his p-traps. Pierson apologized, provided a link that explained how this could happen, and offered to camera Mr. Rooney's private pipe to see if there is any blockage.

NEW BUSINESS/PROJECTS:

Forcemain Evaluation-Terra Invoice Approve Recommended Adjustment
The original quote from Terra for the See Snake Bypass Operation was \$27,578.67. The Authority received an invoice in the amount of \$32,986.86. Pierson requested reconsideration and the Authority was given a credit of \$3,386.86 making the total due Terra \$29,600.00. Pierson calculated the credit to be \$9,735 based on his analysis of the actual work done. The difference between the credit Pierson calculated and the credit given by Terra is \$6,348.14. Pierson proposed splitting this difference and paying Terra the adjusted invoice of \$29,600 less ½ of the \$6,348.14 calculated credit difference which is equal to \$26,425.93. Dykstra made the motion to pay Terra \$26,425.93 for the See Snake Bypass Operation as recommended by Pierson. Motion was seconded by Kahler. **Motion carried; all ayes.**

2015-16 Budget-Staffing Projections Approval
As part of the annual employee review and discussion, Pierson reviewed the 2015-2016 "State of the Sewer". This included a review of the financial forecast projecting future revenues and expenses and any necessary changes to the rate. For FYE 2016 & 2017, through the term of the grant, we project holding the rate steady at \$26 per unit per month. The Authority may make two revenue shifts during 2016 and 2017 as we move towards metered billing and lower the divisor for commercial non-metered units from 200 gal per day/unit to 175 or 150 gpd/unit. A 10-20% rate increase may be required in 2018 due to the grant and/or our expenses.
Pierson reviewed the job descriptions, staff evaluations, and proposed wages for the Authority employees. Pierson recommended that the Field Superintendent position

have a truck 24/7 for on-call activities. Pierson also recommended an offer of full time employment be made to Bradley James Howe effective June 1.

Pierson reviewed the amended expense budget (wage line item and repairs/replacement line item) as of 5/15/2015 and the tentative capital spending (including repair and replacement) budget.

A motion was made by Kahler to approve the job descriptions and employee wages as presented, a truck 24/7 for the Field Superintendent to use for on-call activities, the offer of full time employment to Bradley James Howe, the amended expense budget and the tentative capital spending budget as presented. Motion was seconded by Harma. **Motion carried; all ayes.**

Personnel Policy-Amendments Proposed Approval

Pierson requested approval of the revisions to the GLSWA Personnel Policy and Manual of Ethics to be effective June 1, 2015. Harma made the motion, seconded by Dykstra, to approve the revised Personnel Policy to be effective June 1, 2015. **Motion carried; all ayes.**

Pole Barn #3 (and #4)

Future Building Needs

Pierson to schedule a committee meeting to review the building site and future building needs.

OLD BUSINESS: ACTIVE

Repairs + Rehabilitation

Starting manhole raising – 156 manholes.

New temporary employee Ken Simonds with Brad Howe raising inaccessible manholes on Wed / Thurs -- Pierson will be sending notification out to the property owners ahead of the work advising them we are obligated to inspect the manholes, and then do regular inspections thereafter, so manholes that were buried in the grass need to be raised to be accessible by staff.

Projects

Update

New Strip Mall south of Mission Pointe Restaurant

Proposed plat east of Stage Coach Inn

Proposed Gull Lake Condos – Woodhouse development

OLD BUSINESS: INACTIVE (Reviewed briefly by the Authority Board – discussion items bulleted and noted in bold)

Work Order Training

Training Session Held With Staff

The first work order training session was held with the staff for preparing unscheduled – responsive work orders.

Gilmore Car Museum

Draft Agreement for Service Boundaries

On hold pending actions taken by Southwest Barry County SW Authority.

Galesburg to Kalamazoo Trunk Sewer Inquiry

GLSWA may be obligated for replacement costs for the System 3 Trunk Sewer from Kalamazoo Township through Galesburg. The pipe is to be evaluated this year by Comstock Township under the SAW grant -- and we will be kept informed of its condition analysis, and be reviewing and meeting with Comstock, Augusta, Galesburg and Kalamazoo Township in this regard.

PICA See Snake Main Forcemain Investigation Next Steps

GLSWA to excavate and verify that the corrosion identified by PICA is exterior corrosion, then plan for repair and/or replacement. Since Phase I of PICA came in over budget, GLSWA does not currently have enough money in the SAW budget for Phase II. This will be re-evaluated in 2016. Also, there are 23 remaining forcemains 4" or greater ductile iron pipe that may be similarly corroded. The estimated cost for See Snake Evaluation of these pipes is \$410,000. *Pierson to develop alternative plan for testing of these forcemains.*

Charleston Township Sewer

Discussion w/ Fran Bell, Supervisor

Discussion with Fran Bell - Charleston Township as contract customer - initially for Miss Dig Service. Charleston Township sewer contract with Kalamazoo expires in 2016. *Pierson to put together an analysis evaluating having GLSWA take over the small portion of sewer and two pumping stations currently serviced by the City of Kalamazoo.*

Village of Richland Contract

Expired Agreement

The Village/Authority Wastewater Agreement has expired and needs to be renewed. *Pierson to proceed to update the Village agreement and present it to the Authority and the Village Council for approval.*

Connection Fee Financing Plan

Proposal

Pierson to propose short-term Connection Fee Financing plan for certain Connection Fees.

Commercial Review/ Apt Usage/ Metered Billing Rate Study

Pierson met with T. Traciak to initiate the rate study phase of the SAW grant – moving towards metered billing.

Miscellaneous Customer Fees

No New Information

Pierson to follow up with Thall with letters + resolutions for Board consideration.

Emergency Fuel Acquisition

Awaiting Reorganization Before Purchase

Awaiting reorganization and cleaning of the pole barn and outside storage before purchasing-Target Date August 28th.

Billboard/Purchase of Consumers Energy Property Pierson Met With Representative
Pierson requested an opportunity to discuss two property issues with CMS Energy:

1. Acquire the property in front of our office and grant back to CMS/ITC a permanent easement for electrical power and any other existing uses. This would enable us to monitor and control the truck traffic and parking that occurs on the gravel drive and provide for a safer entrance and exit for our staff.
2. Acquire a 30 foot easement along the north line of the power line property in Richland Village in order to properly service and/or replace the pipeline in the future.

Pierson to pursue each of these as time permits, with an initial focus on the latter.

Sherman Lake Easement-Clean-up and Check Review

Pierson to review easements and check for accuracy – file in GIS system. Pierson has started this.

Regional Commission – City of Kalamazoo Update

Lawsuit filed by out-city municipalities (Regional Commission Members). Round 7 of discussions on 4/1.

Botyrius-7415 N. 37th Street

DE Ave Easement Request

GLSWA requested easement access for the vacant lot and address 11654 East DE Avenue. Potentially 4 houses could connect to sewer if this easement is granted. The future use of the “for sale” property is now in question. *Pierson to follow-up with the Botyrius’s and make a reasonable offer for the necessary easement to pursue potential 3 connections with a sewer lead extension from the manhole on Botyrius’s property.*

EF Ave Sewer-Old Plug Company

Project Still Not Finalized

This was constructed during the week of 9/3/14 and inspected by Prein & Newhof and GLSWA staff. Project is not yet finalized.

Malpass, Sherman Lake Grinder Customer Sewer Back-up Liability Concern

Insurance grinder pump liability if grinder pump fails – considering additional alarm telemetry.

Lift Station Guide Rail Replacement Project

Update

Lift Station #5, #16, #13, #8, and #18 have been completed. We were budgeting for 3 per year.

Air Release Valve Rebuilding

Rebuild 10 Air Release Valves

As a result of the SSO incident in July 2013 with the galvanized nipple on an air release valve, GLSWA has rebuilt 8 Air Release Valves. There are 2 yet to be rebuilt.

Grinder Lines (37th Street Only)

Corrosion – Erosion Prevent

There is a known corrosion issue with ductile iron next to copper grinder line connections -- and these are being remedied (wrapped or replaced with plastic). We have completed 6, and there are 4 in Charleston yet to do. These will be done in 2015.

30th Street Gravity Sewer-Future Design Completed; Need Easements
 Per our 2008 agreement, GLSWA is obligated to construct necessary downstream infrastructure (capacity) to handle the Allen Edwin development and beyond, likely to involve a 30th Street force main and/or gravity sewer. *Pierson needs to obtain 7 easements prior to starting this gravity sewer project.* The project timeline is dependent upon the developer's build out of their phase II, which has not yet begun.

1980 – 1990 Easement Releases Ongoing Project-coordinate w/ scanning files
 Established format for filing easements.

Sewer Connection Fee Issues No response; \$8,700 Eng Fees not Paid
 There has been no response from Attorney Ken Sparks letter to Attorney Swenarton as of yet. In addition, the developer still owes GLSWA engineering fees of approximately \$8,700.

Water Connection Fee Issues Ongoing Project
 Plan to be developed for administering water connections for Richland Township and Richland Village in order to cost-average short-side and long-side taps to the water main, preventing one side of the road paying more than the other side (where the water main is located). *Pierson to make recommendations.*

Also, need to establish adequate connection fees to provide for the replacement of watermain in the future, as the Township owns the watermain. Pierson acquiring data on the assets.

B. Babcock-PPP Flow Meter Discrepancy
 GLSWA hired Prein & Newhof to insert a flow meter to measure the discharge from the State's facility for PPP (Production Plated Plastics). Preliminary results indicate a constant flow of less than 40 gpm – while their meters read 57 gpm. Bill Babcock, DEQ contractor, was contacted to discuss this situation further. For budgeting purposes, we will use 47 gpm.

Gull Lake Ministries Reconciliation of Units + Conn Fee Process
Pierson to determine if any of the 37 single family homes we currently bill GLM for are large residential multi-bed structures that should be re-rated. A remaining issue is the tracking of the Capital units. From an Authority perspective, in order for assessment credits to be used, they must be used on the same parcel. *Pierson offered to meet with the GLM this coming fall to work with GLM on consolidating parcels in order for them to have access to the Capital unit credits.*

Drop Manhole Repairs Quote Proceed to Get Quotes
 The Authority camera work from 2014 has identified (2) drop manholes and (1) broken wye connection that must be repaired. Pierson presented a quote of \$23,015.60 from Hoffman Brothers for the (2) Drop Manhole repairs. *Pierson to get competing quotes for repairs to the drop manholes and the broken wye.*

FINANCIAL REPORT

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

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

CLOSING COMMENTS :

ADJOURN. NEXT MEETING WEDNESDAY, JUNE 24, 2015 at 1:00 p.m.

Chairman Stoneburner adjourned the meeting at 2:28p.m.

Submitted for approval



Paul Dykstra – Secretary