

Gull Lake Sewer & Water Authority

7722 N. 37th Street
Richland, Michigan 49083
Phone: (269) 731-4595
Fax: (269) 731-2596
www.glswwa.org

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MINUTES OF THE MAY 24, 2012 REGULAR BOARD MEETING

Authority Board Meeting

1:00 P.M.

CALL TO ORDER/ ROLL CALL: Chairman Bither called the meeting to order at 1:00 P.M. Commissioners present were Jeff Bither, Jackie Light, Jimmy Stoneburner and Wes Kahler. None absent. Also present were Director Rich Pierson and Administrative Assistant Anne Richmond.

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

MINUTES OF THE MAY 3, 2012 REGULAR AND MAY 17, 2012 SPECIAL BOARD MEETING: A motion was made by Kahler and seconded by Light to accept the regular meeting minutes of May 3, 2012 and the May 17, 2012 special meeting minutes as presented. **Motion carried; all ayes.**

HEAR THOSE PRESENT (Non-Agenda Items): Ron Major, Service Manager, Dan Wood Co. was present to discuss the invoice for the work at 7821 N. 37th Street (See Project Update, Lawicki-Mumy restoration costs below)

CORRESPONDENCE: Pierson reviewed the following correspondence:

To: Jeff Sorenson – Cooper Twp Supervisor AGS Inspection Process
As of May 2, 2012, GLSWA will be ‘in responsible charge’ of the building sewer witness for Cooper Township instead of having two permits pulled and two separate entities on-site doing identical inspection/witness.

To: Joe Foss – Foss Police Equipment Vendor Inquiry
In a May 7th voicemail, Mr. Foss requested to become a vendor of police radio equipment and services to GLSWA. Pierson responded in a letter that we would be willing to meet with him to review our equipment and discuss what level of service he could provide.

To: Bill Clancy - Realtor Sherman Lake Inquiry
Pierson responded to Mr. Clancy’s questions regarding connecting 11906 Yorkshire to the sewer. The connection fee is in lieu of any other assessments and is a one-time payment due in full to the Authority at the time of permit (connection). All connections on Sherman Lake require a grinder basin and pump installation. There is not mandatory connection, but connection to the sewer is required on septic failure. The interior wiring is challenging and a new service may be required.

To: Lawicki – 7821 N. 37th St Additional Restoration Request Denial
GLSWA received an email from Mr. Lawicki requesting (through his tenant) that GLSWA perform additional restoration on his lawn to now include a 3-foot width stone edging. Our contractor finished the front yard restoration including a three-tier stone wall on April 24, 2012. Based on the agreement with Mr. Lawicki, Pierson recommended to the Board that no further work be done on the restoration.

UTILITY SERVICE REPORT

We intend to implement a routine monthly maintenance report for the Board. Pierson reviewed an example form.

NEW BUSINESS:

Ordinance + Rate Adjustment Time Schedule October 1st Effective Date
GLSWA is proposing changes to the ordinance and the implementation of a rate increase to be effective October 1, 2012. Pierson reviewed the schedule for implementation with the Board. On Thursday, June 28th, the Authority will have a workshop and make a recommendation with a letter to be sent out to all customers. Pierson will then present the recommendation at the Township and Village meetings per the proposed schedule for their approval prior to the proposed October 1, 2012 effective date.

Staffing Schedule + Updates Employee replacement process/schedule
Pierson updated the Board on the process and schedule for staff replacements.

The Maintenance Assistant full-time position is posted on our website and also advertised in the Kalamazoo Gazette for 10 days starting on May 18, 2012. Interview candidates will be selected on or about May 31, 2012 and Pierson will make a recommendation at the June 28th Board meeting. We hope to have the new Maintenance Assistant on board by July 9, 2012. Pierson indicated responses have been light for the full-time position. The Board directed Pierson to review the list of early retirees from Kalamazoo utilities and contact them directly if and when needed.

The Board discussed the Office Assistant position. Pierson indicated he and Ms. Hoover-Faul had been discussing her retiring as of December 31, 2012, and recommended entering into a separation agreement with her. A motion was made by Kahler and seconded by Stoneburner to enter into a separation agreement with Ms. Hoover-Faul. **Motion carried; all ayes.** Pierson indicated we will overlap the position for two months +/- so that Dorothy could provide training on the Springbrook software.

PROJECT UPDATE:

Lawicki-Mumy restoration costs Estimate Updated

Subject to settlement with Dan Wood Company, the estimate of the total costs for the lead search and installation for 7821 N. 37th St. is now \$13,317, assuming we can wait for the 37th street paving project and have no costs for road repair or thereafter.

Mr. Ron Major was present to discuss the revised Dan Wood Company Invoice of \$10,699.90 sent to GLSWA for the sewer lead excavation work at 7821 N. 37th St. After listening to Mr. Major and to the recommendation from Rich Pierson, Kahler made the motion to accept the Director's recommendations on page 2 of the 5/23/2012 letter, with approval of payment (payment-in-full) to Dan Wood Company in the amount of \$5,331.55 for the work done to find Mr. Lawicki's sewer lead. Motion was seconded by Stoneburner. **Motion carried; all ayes.**

Grinder Lines (37th Street Only)

There is a corrosion issue with ductile iron next to copper grinder line connections and these are being remedied (wrapped or replaced with plastic). A total of 11 grinder connections will be investigated and repaired at a total cost estimate of \$5,000-\$7,000. There are 4 in Charleston yet to do and 1 in Ross with approximately \$3,000 of costs incurred for contracted services to date.

Lift Station Guide Rail Replacement Project

We have done 13 out of 25 and still have 12 to go. We are averaging 3-4 per year at an average cost of \$2,200 each. This year we plan on replacing the guide rails at Lift Station 5 and 16 as a minimum. Others will be done as time + staffing allow.

Groundwater – Clean Water Elimination Update

GLSWA will study Cooper Township rainfall and pump data + 3 areas on Gull Lake. We hope to use this study to justify spending money in other areas. Two weather stations have been installed (out of 4 purchased). Lift Station recording elapsed time meters have been received and are soon to be installed.

Manhole Inspection/Inflow/Infiltration Project Update

Postpone manhole inspections + repair of piping until 9/1/2012 or beyond due to staffing issues and our inability to complete the work discovered during inspections.

D. Avenue West Project MDOT Funding Opportunity – No Action

There was an opportunity for Richland Village to obtain MDOT funds for the D. Avenue West Sewer Project. The design is completed and shovel ready, but the Village has not gone through the informational meeting/assessment process. Pierson suggested for Village Council consideration that it might be appropriate for GLSWA to mail out information based on a "target special assessment" of \$7,000 and hold an informational meeting for the D. Avenue residents providing the Council feedback from the affected property owners so that the Village could commit to a project should funds become available again. This meeting would probably not be until at least

September. Pierson to attend the June 11 Richland Village Council Meeting to discuss this.

Office Remodel & Improvements	Update
Front entrance sign/flagpole yet to be acquired – the design is in process; front entrance landscaping; three additional chairs.	

OLD BUSINESS: ACTIVE

Software – GIS – M-Power – Scanning Review Update on 2012 IT Plans
We will likely purchase the Microsoft Search Server and “on-ramp” software, and the board has approved replacing our copier 3 years ahead of schedule for our document management needs to be able to scan all of our paper files into electronic copies and be able to access them. We are currently evaluating copiers.

OLD BUSINESS: STATUS UNCHANGED

Charleston Township Sewer Update on Rates: Begin Cost-Benefit Analysis
Pierson to continue with cost-benefit analysis. Their sewer contract expires 2016.

Comstock Township Sewer + Water Update on Rates: Begin Cost-Benefit Analysis
This item is on hold.

Grease Ordinance + Enforcement	Update
Pierson to review ordinances and initiate program for grease enforcement.	

CMOM-Collection System Requirements Pending / Self Assessment: On-Going. CMOM stands for “Capacity, Management, Operations, and Maintenance” and is a framework for municipalities to utilize widely-accepted wastewater industry practices to better manage sewer collection systems. Self Assessment is on-going.

Kalamazoo Regional Water + Wastewater Comm. Update
The FOIA lawsuit is awaiting a court date. The discovery process is ongoing to obtain rate model.

Billboard/Purchase of Consumers Energy Property Pierson Met With Representative
Pierson met with a Consumers Energy representative regarding billboard removal
and/or relocation. Pierson to write a letter.

Easement Releases	Ongoing Project-coordinate w/ scanning files to GIS.
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Sewer Connection Fee Issues No response; \$8,900 Eng Fees not Paid
 There has been no response from Attorney Ken Sparks letter to Attorney Swenarton as of yet. In addition, Rosenberger still owes GLSWA engineering fees of approximately \$8,900.

30th Street South Gravity Design Easement Pursuit
 Easement pursuit to be accomplished by Pierson.

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).
 Also, need to establish adequate connection fees to provide for the replacement of watermain in the future, as the Township owns the watermain.

Sherman Lake Easement-Clean-up and Check Review
 Pierson to review easements and check for accuracy – file in GIS system.

FINANCIAL REVIEW/ PAY BILLS

A motion was made by Light and seconded by Stoneburner 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 THURSDAY JUNE 28, 2012 at 11:00 a.m workshop + luncheon + Board Meeting. Chairman Bither adjourned the meeting at 2:10 p.m.

Submitted for approval



 Jacqueline Light – Secretary