

Gull Lake Sewer & Water Authority

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MINUTES OF THE MAY 26, 2011 REGULAR BOARD MEETING

Authority Board Meeting

10:00 A.M.

CALL TO ORDER/ ROLL CALL: Chairman Bither called the meeting to order at 10:00 a.m. Commissioners present were Jeff Bither, Jackie Light, Jimmy Stoneburner and Wes Kahler. None absent. Also present were Director Rich Pierson, Administrative Assistant Anne Richmond, and Engineer Tom Wheat.

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

MINUTES OF THE APRIL 28, 2011 REGULAR BOARD MEETING: A motion was made by Kahler and seconded by Light to accept the regular meeting minutes as presented. **Motion carried; all ayes.**

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

CORRESPONDENCE:

To: Parfet Gilmore Trust Groundwater Sump Separate
Mr. Theo Parfet's home at 15626 Bunbury Lane was inspected for groundwater discharging to the public sewer on April 28, 2011. The inspection confirmed that B-dry had properly installed the system, bypassing the existing floor drain sump pump that is connected to the public sewer, and installed a new groundwater sump pump that pumps outdoors.

To: Marglen Tanner Request for Easement #1 for Newman Home
An underground easement (no above ground excavation or disturbance) over a small triangular piece of the property at 7801 N. 39th Street in Ross Township, Michigan was requested from Ms. Tanner which would, along with an easement over parcel 3904-20-130-450, allow connection to the sewer on East Gull Lake Drive for a new house being constructed by Mr. Jim Newman on parcel 3904-20-140-081 to the North.

To: Kevin & Elizabeth Miller Request for Easement #2 for Newman Home
An easement over the "hillside" parcel 3904-20-130-450 was requested from Mr. and Mrs. Miller to allow connection to the sewer on East Gull Lake Drive for a new house being constructed by Mr. Jim Newman on parcel 3904-20-140-081. An easement would also be required on parcel 3904-20-140-110 which is currently owned by Marglen Tanner.

To: Mr. Troy Darnell 15588 M-43 Sump Pump Response-Not Connected
Mr. Darnell reported to GLSWA that his sump pump at 15588 M-43 does not receive any ground or storm water run-off. *GLSWA will schedule an inspection this summer to confirm this for our records.*

To: Ms. Sandra Cover 7699 Newport Sump Pump Response-Not Connected
Ms. Cover reported to GLSWA that her sump pump at 7699 Newport does not receive any ground or storm water run-off. *GLSWA will schedule an inspection this summer to confirm this for our records.*

To: Mr. Peter Beronja 8292 Silverado - B-Dry System Not Connected
Mr. Beronja reported to GLSWA that his B-dry system at 8292 Silverado is not connected to the public sewer system. A letter was written to Mr. Beronja to document this fact for our records.

To: Ms. Clara Jablonski 9219 E. DE Avenue - B-Dry System Not Connected
Ms. Clara Jablonski is not connected to the public sewer, therefore, her B-dry system that removes groundwater intrusion from her foundation/basement is not connected to the public sewer system. Ms. Jablonski was informed that at such time as she does connect to the public sewer, any groundwater B-dry system sump pump is not permitted to be connected to the public sewer system.

To: Mr. Fred Spencer 9851 W. Gull Lake - B-Dry System Pumps Outdoors
Mr. Spencer advised GLSWA that his B-dry system at 9851 W. Gull Lake Drive is not connected to the public sewer system, that it pumps outside as it is supposed to. *GLSWA will schedule an inspection this summer to confirm this for our records.*

To: Mr. Ed Overbeck 3442 Oakdale-B-Dry System Connected; 90 Day Notice
Mr. Overbeck was requested to call GLSWA to discuss whether he had a groundwater sump pump after a discharge of continuous clean water was noticed flowing from his connection into the public sewer. He called and indicated he had just purchased the home and that groundwater is connected to the public sewer. He plans to fix the problem within 90 days to qualify for financial assistance from GLSWA for 50% of the cost of internal plumbing alterations up to \$1,000.

To: Mr. David Sherk, KBS Bio Station Suspected Groundwater Inflow
Mr. Sherk was informed that we noted fairly steady "clean" water flowing into the 2nd manhole north of the carriage house and that we would like to investigate it further as we are actively trying to eliminate clean water inflow into our system.

To: Conn-Harleysville Insurance Notice of Intent to Discontinue
Mr. Joseph Conn and Harleysville Insurance were notified that we will be discontinuing Harleysville as our Life, AD&D, and Disability Insurance Plan carrier effective 5/31/2011 as we have chosen MERS for our retirement plan and are able to receive life insurance and disability insurance benefits from MERS (Standard Life) at a savings.

To: Ms. Amber Howes-Burnham & Flower Notice of Intent to Discontinue
 Ms. Amber Howes was notified we will be discontinuing Burnham & Flower + Nationwide as our retirement plan carrier as we have chosen the MERS Direct Contribution Plan for GLSWA's retirement plan.

Fr: Mark Doster, SWBCSWA Gilmore Car Museum
 In response to Pierson's request for an update regarding the Gilmore Car Museum, Mark Doster indicated he wants to see what the four townships are interested in doing before he does much investment in time or money on it.

To: Jason Brown, M-Power Letter Regarding Start-Up/Completion
 Mr. Jason Brown was advised that we consider the start-up and installation of our new M-Power Integrator software as not-yet-completed, and therefore, have not made payment on Invoice #1457 in the amount of \$3,725. We have yet to realize the functionality of our M Power System that was initially presented and purchased. A list of "base features" that M-Power should be able to deliver without us incurring additional expense was provided for clarification.

To: Tim Fredericks, FCC Letter Regarding Project Close-Out – Lighting Issue
 We have yet to pay the final \$2,000 due FCC for the work on the office remodeling and reconstruction project. The only outstanding item is the conference room lighting. FCC was advised that we would visit the office after dark to determine if the lighting is adequate at night. If it is deemed adequate, we will process the final \$2,000 payment and if it is inadequate, we will again need to discuss lighting upgrades/alternatives. Pierson tested the lighting after dark and determined that it is adequate.

To: Mark @ Y-Camp Grinder Pump for New Addition
 Pierson advised Mark that he does not support the new Y-Camp addition using an expensive exterior grinder pump system as proposed by the architect. Pierson recommended that if it is possible to access indoor plumbing, it would be better to keep it indoors and if necessary, use a small basement sump to pump up internally. The operation, maintenance and repair of a grinder, whether interior or exterior, would be the Y-Camp's responsibility. Pierson also requested water meter readings from the well system so that we can make sure we are charging the Y-Camp properly as part of the commercial review.

NEW BUSINESS

Personnel Policy – Proposed Revisions Reviewed by Attorney Sparks
 Attorney Sparks has reviewed and approved the final copy of the proposed changes to the Personnel Policy that were reviewed with the Board at the last meeting. These include: work day changes (may differ between front office vs. field staff); retirement benefit; vacation roll over and accumulation policy; part-time holiday pay/medical insurance reimbursement; and the incentive pay policy--all proposed to reduce costs

and/or increase efficiencies. *Pierson to distribute the Personnel Policy to the Employees for their review and signature.*

MERS Direct Contribution Retirement Plan Effective June 1, 2011
GLSWA is discontinuing the current Nationwide agreement and changing to the MERS Direct Contribution plan as approved at the April 28th Board meeting. The effective date is June 1, 2011.

Life Insurance + Disability Policy Change Effective June 1, 2011
GLSWA is discontinuing Harleysville as our life insurance and disability insurance carrier and changing to MERS (Standard Life) for a \$2,200 per year savings (>50%) as approved at the April 28th Board meeting. The effective date is June 1, 2011.

Blue Cross Blue Shield Rate Update
Pierson informed the Board that Blue Cross Blue Shield rates increased by 12%. The budget incorporated a rate increase of 8%, but allowed for other contingencies, so we will monitor this budget line item.

PROJECT UPDATE:

Sump Pump Elimination Tracking Additional Discussion
Pierson reviewed the current status of the clean water elimination tracker and B-dry list. Pierson provided a Discussion Document to review the goals, objectives and policy with regards to clean water elimination, especially when dealing with sump pump elimination and enforcement. The overall goal is to reduce clean water discharging to public sanitary sewer, with a cost savings of \$50,000 - \$100,000 per year (estimated at today's costs/budgets). Pierson reviewed 8 strategies and suggested implementing the strategies in Cooper where we can possibly measure the savings through the Cooper meter. *Pierson to put together costs to implement strategies in Cooper.*

At the February 24, 2011 Board Meeting, the Board adopted a policy to participate in the costs of alterations necessary to disconnect ground water sump pumps from the sanitary sewer system. This policy was further clarified at the April 28, 2011 Board meeting and is as follows: If a customer complies with the 90-day time frame for disconnection/alteration of the groundwater from the public sewer after official written notice, upon submittal of appropriate receipts for interior work only (10 ft perimeter), the Authority will reimburse 50% of the cost of the interior work, up to \$1,000 maximum. Pierson reported that per Attorney Sparks, if a homeowner challenges our right to make them change the sump pump, our costs would be \$1,000 - \$2,000 plus a 90 day infraction procedure in district court. *Pierson to follow up on the status of the Crandell sump pump at 9736 West Gull Lake Drive.*

Manhole Inspection/Inflow/Infiltration Preparing Summary of Work Tasks
 225 manholes inspected/ 1224 (1130 GL + 94); not including 96 cleanouts + 34 air release. Pierson has summarized his findings and estimated the repair work to be done based on the manhole inspections to date. He is using this to prepare a summary of work tasks and estimates of cost with Tom Wheat -- to bid out the repair work in the spring/summer. Manhole checks that were scheduled to resume in the spring will be postponed until 7/15/2011 +/- so that we can focus on implementing a work order system. GLSWA is working with Tom Wheat to use electronic rain gauges to help monitor the effect of infiltration. We may be postponing additional manhole inspections for one summer to focus on repair and rehab of Cooper Township's system to measure the impact of the effort and its cost-effectiveness.

Chemical Treatment of Forcemain Electronic Testing of Ductile Iron Forcemain
 Electronic testing of the forcemain showed no degradation after 28 years of service, therefore, GLSWA will discontinue chemical treatment and fight odor complaints one-by-one with charcoal filters and other odor strategies.

Office Remodel & Improvements Update
 Budget Update: Pierson provided a handout showing the current status of spending on the Office Remodel & Improvement project. GLSWA has spent \$364,688 versus a budget of \$376,999, leaving a balance of \$12,311. Pierson anticipates we will spend this remainder on the following items: the final payment to FCC in the amount of \$2,000; \$1300 to Stap Brothers for a phosphate feed system for sprinkler iron control; \$700 for window treatment; \$4,300 for an entrance sign; \$2,000 for entrance landscaping; \$2,000 for a flagpole assembly; and chairs for Dorothy and Anne.

Lighting Issue: Additional lamps have been purchased. Pierson tested the lighting after dark and determined that the lighting was adequate and therefore, recommended that we pay FCC the final \$2,000 outstanding. A motion was made by Stoneburner and seconded by Light to authorize the final payment to FCC for the Office Remodel & Improvement project in the amount of \$2,000. **Motion carried; all ayes.**

Lift Station #42-Plugging Pumps Issue New Pump/Converter Installed
 One half of the station was upgraded to three phase and 1 new pump was purchased to run in the lead position. The cost was estimated to be \$7,500 and the actual cost of installation was \$5,786.75. Installation was completed on May 3, 2011 and we have had no plugging problems since the installation. We have requested reimbursement for this expense from Cooper Township.

D Avenue West Project Bill Sent to Village
 If there is no grant or if the grant is rejected for this project, Richland Village will reimburse GLSWA \$6,000 in the spring of 2011. At the February Board meeting, Engineer Wheat stated that there will not be a grant for the project at this time, but the project will be ready if there is an opportunity in the future. Richland Village has reimbursed GLSWA the \$6,000.

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

OLD BUSINESS: ACTIVE

Comstock Township Sewer + Water Update on Rates: Begin Cost-Benefit Analysis
 Pierson has received customer information from Comstock and expects to complete a preliminary review of the Comstock information to share at a future meeting.

Charleston Township Sewer Update on Rates: Begin Cost-Benefit Analysis
 Pierson has received customer information from Charleston and will review it at a future meeting.

Kalamazoo Regional Water + Wastewater Comm. Update
 The Commission is moving forward on rate and other issues. The Authority has budgeted approximately \$10,000 for this year's dues (Ross, Richland Townships + Richland Village) and we expect dues at this level or greater for the ensuing year as well.

Easement for Jim Newman-above EGL Drive Letters to 2 Property Owners
 An easement has been requested from Marglen Tanner that, with a second easement requested from Kevin Miller, would allow a sewer connection to be made to Mr. Newman's home.

Gentry-High Ground Water Table Issues 30th Street – Legal Action Pending?
 Tennie Gentry of 7873 N. 30th Street in Richland Township asked GLSWA and we provided information on historic water table levels. Pierson indicated the Gentry's mentioned they are considering some type of legal action against the plat and that there is the potential GLSWA could be indirectly involved. Prein & Newhof received a request for information from a lawyer in this regard.

IT Improvements / Upgrades PNC Bank Card for Signature / ACH July 1
 PNC Bank submitted a proposal to GLSWA to provide us a check scanner for auto-deposit; plus provide us the ability to do ACH (auto-debit) from a customer's account for \$0.35 - \$0.50 per customer per transaction. The ACH feature will allow us to provide more payment flexibility for our customers. We hope to have this available by July 1, 2011.

New Office Hours Begin Monday, July 11
 Beginning Monday July 11, 2011 the GLSWA office will be open from 8:00 am to 5:00 pm Monday through Thursday and from 8:00 am to 12:00 pm Friday.

OLD BUSINESS: STATUS UNCHANGED

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.

Purchase of Consumers Energy Property No Further Action
Pierson contacted Sandra Wigent of Consumers Energy about potentially purchasing Consumers Energy property lying adjacent to M-89, providing Consumer’s (and METC) keep an easement over the entire property for electric and gas transmission. Pierson received a response that it is unlikely that GLSWA can purchase this property as METC has first refusal rights. *Pierson will continue discussions with Consumers about the possibility of eliminating the billboard on the property as a minimum.*

Water Connection Fee Issues Ongoing Project
On-going project to review and establish appropriate fees in Township/Village. 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.

Easement Releases Ongoing Project-coordinate w/ scanning files to GIS.

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.

Manholes on Pattiwood + Macywood Completed-Invoices Sent
Tustin’s lowered the manholes on Pattiwood at a cost of \$1,800. In addition, Tustin’s repaired two manholes in the Village bike path along M-43: South of McDonald’s (at a cost of \$675) and North of McDonald’s (at a cost of \$735). The Village has paid for ½ of the total cost. Pierson sent a letter and invoice to Dave Woodhouse requesting reimbursement of the Pattiwood manhole repair cost. There has been no response.

Tammy England Lien Filed per Direction of Authority Board
Lien filed per Authority Board direction.

FINANCIAL REVIEW/ PAY BILLS

A motion was made by Kahler and seconded by Light 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 23, 2011 at 1:00 p.m.
Chairman Bither adjourned the meeting at 10:49 a.m.

Submitted for approval



Jacqueline Light – Secretary