

Gull Lake Sewer & Water Authority

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MINUTES OF THE MAY 3, 2012 REGULAR BOARD MEETING

Authority Board Meeting

1:00 P.M.

CALL TO ORDER/ ROLL CALL: Chairman Bither called the meeting to order at 12:58 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 MARCH 27th, 2012 REGULAR BOARD MEETING: A motion was made by Kahler and seconded by Light to accept the regular meeting minutes of March 27, 2012 as presented. **Motion carried; all ayes.**

HEAR THOSE PRESENT (Non-Agenda Items): Mrs. Debra Mumy of 7833 N. 37th Street stated that if N. 37th Street is going to be left as is until the Road Commission is able to resurface it, then it needs to be maintained. She is unable to use her front porch due to the dust and continuously needs to wash her driveway due to material washing onto it. *Pierson to investigate products that could keep the dust down with Tustin's, investigate some type of erosion barrier to protect her driveway, and ask the Road Commission for a more specific estimate of the timing for the paving project.*

CORRESPONDENCE: Pierson reviewed the following correspondence:

To: Byrnes, John – Kal Co Road Commission Three issues of concern
We informed Mr. Byrnes that we will locate our forcemain on either side of Gull Creek to confirm horizontal and vertical locations. This was completed and the Road Commission can work around us.
We requested to maintain the emergency road cut we made on 37th Street with gravel until the 2012 paving project for 37th Street and also indicated that we would like to extend the MDOT curb up to our driveway to get rid of a puddle with the 2012 paving project. The Authority Board directed Pierson to proceed on these two items as discussed.

To: Wendzel, David – Gull Prairie Farms Potential Sewer Connection
Mr. Wendzel was provided a draft concept and cost summary for a direct and indirect connection to the public sewer off of DE Avenue/Gull Road.

To: Cook, Patty – Interlochen B-Dry System Sewer Discharge / Copper Sulfate
 Pierson summarized the current status of the Clean Water Elimination program for Ms. Cook and advised that we would contact her later this year regarding the proposed requirements to install a flow meter on the sump pump discharge and on the incoming well water to appropriately charge for gallons discharged to the public sewer.

To: Lawicki, Thomas – 7821 N. 37th St Settlement Agreement
 GLSWA proposed and Mr. Lawicki agreed to a settlement of the issues related to the ‘destroyed sewer lead’ and ‘reconnection’ as it pertains to his rental house at 7821 N. 37th Street. A motion was made by Stoneburner and seconded by Kahler to approve the Settlement Agreement. **Motion carried; all ayes.**

To: Dan Wood Co – Plumbing/Excavating Invoice for Sewer Lead Search
 GLSWA received an invoice for \$11,815.02 from Dan Wood Co. for 7821 N. 37th St. Sewer Lead Search and Repair. We anticipated \$3,582 per the agreement we reached by phone on February 15th, memorialized in writing on February 16th. *Pierson to meet with Ron Major of Dan Woods Co. to go through the invoice and invoices from the vendors and come to an agreement.*

To: Norg, Stephanie – Realtor 12055 S. Sherman Lake Drive
 Ms. Norg was provided an estimate of \$15,680 to connect 12055 S. Sherman Lake Drive to the public sewer. Pierson noted there were ‘unknowns’ with this estimate so it is conservative.

UTILITY SERVICE REPORT – Update

No. 37 – 5204 N. 37th Street Grinder Overflow
 Water was escaping the lid of the public grinder. The pump had failed and was replaced.

No. 39 –LS #20 Call Out Pump Overload
 It was determined that if a power outage or blink occurs when the pump is running at LS 20 (and others?) the pump running trips an overload, causing a lag alarm to be set off – and the pump overload needs to be reset manually.

PROJECT UPDATE - New:

Mumy – Restoration Sketch Vacant Lot was disturbed by 7821 N. 37th Work
 The sewer lead work at 7821 N. 37th St. resulted in damage to the vacant lot across the street -- owned by Mr. and Mrs. Mumy. GLSWA agreed to replace destroyed plantings and smooth, rake and add topsoil and grass seed as needed.

McBain – Quote for Restoration Projects 6599 N. 37th; 7821 N. 37th both sides
 McBain Lawn Service completed restoration projects at 6599 N. 37th Street
 (restoration of a February Grinder Pump Installation) and 7821 N. 37th St. – both sides
 of the road (restoration of damage from the sewer lead work at 7821 N. 37th Street).

7821 N. 37th St. Sewer Lead Project 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 \$13,525, assuming we can wait
 for the 37th street paving project and have no costs thereafter.

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. *Pierson to attend the May 14 Richland Village Council
 Meeting to discuss this.*

Office Remodel & Improvements Update
 Front entrance sign/flagpole yet to be acquired; front entrance landscaping; three
 additional chairs.

PROJECT UPDATE:

Grinder Lines (37th Street Only)
 There is a corrosion issue with copper to ductile iron connections. A total of 11
 grinder connections will be investigated and fixed by replacing the copper ‘tailpiece’
 with plastic at a total cost estimate of \$5,000-\$7,000. 4 grinder lines were excavated
 and the tailpiece replaced or wrapped with plastic in April.

Lift Station Guide Rail Replacement Project
 Lift Station #11, Lift Station #6 and Lift Station #4 guide rails have been rebuilt. 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. Materials were ordered for \$4,000 to complete all the
 stations

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. We have
 purchased one rain gage and plan on purchasing more. Pierson is working with
 Attorney Sparks to determine necessary ordinance changes to address copper sulfate
 additions to sump pump discharge.

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.

OLD BUSINESS: ACTIVE

Software – GIS – M-Power – Scanning Review Update on 2012 IT Plans
We have purchased Antero Maintenance Software. We will likely purchase the Microsoft Search Server and “on-ramp” software, and may replace 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.

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
FOIA lawsuit has been filed as a result of City refusal to share rate model. Meetings with the attorney and rate consultant are ongoing.

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

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.

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

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). Comstock Township took bids to contract out water service connections and Scott Taylor was the low bidder. The Township set a water connection price that township residents pay based on the average cost of the two street sides. Customers pay this in advance and then the township pays Scott Taylor the actual cost when the work is done. *Pierson to put a proposal together for Richland Township based on this framework.*

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 Stoneburner 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.

Pierson reviewed the outstanding sewer connection fee contract balances with the Board.

NEW BUSINESS

Budget Packet for Distribution Review of Capital Items to be Considered
Pierson reviewed the budget as approved at the March 27, 2012 Board Meeting and discussed the capital items that will likely be purchased this fiscal year. These include a possible third light duty truck, work on our existing pole barn, an additional locator, completion of the front entrance sign and landscaping, additional rain gages and data collection equipment, scanning/filing software, copier replacement, billing software, and 2-way radio equipment.

Pierson may recommend in the fall of 2012 the purchase of a tractor camera and trailer mounted jetter, which would necessitate construction of the 3rd Pole Barn. Pierson noted that he would request authorization for specific items from the Board prior to purchase.

Pierson requested authorization to purchase an additional locator for \$1,250, additional rain gages and data collection equipment for \$5,000, and replace our 2-way radio equipment for \$4,200. A motion was made by Light and seconded by Kahler to authorize purchase of these items. **Motion carried; all ayes.**

FYE 2013 Action Items / Discussion Items:

Purchase of Replacement Copier for 'Back-Filing'

Pierson recommended the purchase of a new copier with keyboard for \$11,490 to accomplish our scanning and back-filing project. A motion was made by Light to authorize Pierson to purchase a new copier with keyboard for a price not to exceed \$11,490. Motion was seconded by Stoneburner. **Motion carried; all ayes.**

Hire Part-Time Maintenance Assistant to start on October 1, 2012.

Pierson discussed hiring a 2-day per week part-time maintenance assistant to assist with manhole rehabilitation, pipe repair, clean water elimination and lift station checks. *Pierson will bring this back to the table in August +/-.*

Approve Modifications to the Personnel Policy as Presented.

The personnel policy was amended to eliminate the Employee Incentive Fund, address PA 152 (Health Care) restrictions plus miscellaneous minor changes. A motion was made by Light and seconded by Kahler to approve the modifications to the personnel policy as presented. **Motion carried; all ayes.**

Approve the Resolution for the Health Care Plan Adoption Agreement and its Attachments.

With the advent of PA 152, at the March 22nd Budget Meeting the Authority Board approved a plan to transition employees to a high deductible coverage health plan with H S A's. Employee H S A contributions are not subject to tax if done through a Section 125 Cafeteria plan. It is necessary to formally approve the Resolution for the GLSWA Cafeteria Plan under Section 125 of the Internal Revenue Service. Kahler made the motion to approve the Resolution to adopt the Cafeteria Plan under Section 125 of the Internal Revenue Code (Attachment A) effective 5/1/2012 pursuant to the Adoption Agreement (Attachment B) and Cafeteria Plan (Attachment C) as presented without additional Attorney review. Motion was seconded by Light. **Motion carried; all ayes.**

Approve the Permit Policy for Tear-Down + Re-Building.

We continue to have 5-10+ tear-downs each year, most of which rebuild within a year. Our staff usually has two calls to the site, one for staking the sewer lead, and another to make sure the sewer lead is capped. We also allow the use of the existing 4" building sewer for the proposed new home, subject to having staff perform a closed circuit televising of the pipe to make sure it is acceptable. We are proposing a permit and rules for this with a \$75 fee to cover the cost of our inspection, plus an additional

\$75 for televising if they wish to leave the 4" in place for later use when a new home is constructed. *The Authority will notify the Township Building Inspectors that from now on a teardown requires a permit from the Authority. Pierson to present the Tear-Down form for the Board's consideration at the next meeting.*

Upgrade Billing Software

We are investigating moving to a ".net" version of billing software and possibly aligning the bookkeeping software with the billing software and are considering BS + A. The timing for this is likely April of 2013. We are also investigating accommodation of using imported water meter data to generate invoices.

New Permits Processed

During calendar year 2011, we processed less than 60 permits (34), resulting in no recognition of effort award (\$250 per each employee). We are hopeful that 2012 calendar year will be improving.

Rate Increase Necessary

The current fiscal year appears to be short by \$70,000 + and while we have reserves that could be used to pay for operations, it is not good fiscal policy; therefore, we will propose a rate increase for consideration in the next two months +/-, with an effective date by 9/1 +/-.

Approve Proposed Wages for 2013.

Pierson presented the annual employee review packet for review and discussion. After discussion, a motion was made by Light and seconded Stoneburner to approve the employee wages as recommended. **Motion carried; all ayes.**

CLOSING COMMENTS

ADJOURN. NEXT MEETING THURSDAY MAY 24, 2012 at 1:00 p.m. Pierson noted we may cancel the May 24th meeting and have a single meeting in the first two weeks of June instead. Chairman Bither adjourned the meeting at 2:36 p.m.

Submitted for approval


Jacqueline Light – Secretary