

# **Gull Lake Sewer & Water Authority**

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## **MINUTES OF THE MAY 31, 2017 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, Lysanne Harma and Paul Dykstra. None absent. Also present were Executive Director Rich Pierson and Executive Assistant Anne Richmond.

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

**MINUTES OF THE APRIL 26, 2017 REGULAR MEETING:** A motion was made by Harma and seconded by Kahler to accept the regular meeting minutes of April 26, 2017. **Motion carried; all ayes.**

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

## **CORRESPONDENCE:**

C. Ortega: Woodhouse Attorney                      Update on Recent Meeting  
Pierson sent a memorandum to Cynthia Ortega, Legal Counsel for the developer of Gull Lake Condos, recapping what was discussed at a May 4<sup>th</sup> meeting with Ms. Ortega and Gull Lake Condos engineer Tim Woodhams regarding both existing and future easement issues for Gull Lake Condos.

C. Ortega: Woodhouse Attorney                      Question - Easement/Homeowner Clarification  
Attorney Ortega questioned the necessity of notifying Gull Lake Condo property owners that the developer, Dave Woodhouse, constructed their homes in the GLSWA easement area. Pierson informed Ms. Ortega that the Authority has already notified several homeowners that their homes are encroaching and in some cases, recorded the notifications at the Kalamazoo County Registrar of Deeds, therefore, the Authority believes that a letter releasing them is an appropriate action.

Gilmore Car Museum                                      Emailed Copies of GLSWA Prior Work  
Pierson provided the new executive director of the Gilmore Car Museum information regarding preliminary work done by GLSWA to review sewer options, and subsequently met with him to review in greater detail.

Behnke - Vactor Use

Inquiry on 'Hiring Out' Vactor

In response to an inquiry on 'hiring out' our vactor services, Pierson informed Mr. Behnke that GLSWA is not likely to 'hire out' or loan our vactor equipment and personnel outside of our district for private purposes. We do assist some of our direct commercial customers connected to our sewer system and neighboring municipalities.

Complaint – Vactor Use

GLSWA Vactor in Use – Grace Springs Church

GLSWA received a complaint about our vactor cleaning the Grace Springs Church parking lot. GLSWA was cleaning the sewer lines which are located directly under the church.

Mike & Kathy Gallagher

GLSWA Assistance to Gull Lake Quality Organization

Andrew Hartwick, GIS Specialist, assisted Mike Gallagher of the Gull Lake Quality Organization with the development of a map to show contamination levels around Gull Lake.

Flook, David

Prairieville Park-Boat Wash Station Backflow Preventor

Pierson advised Dave Flook that if sewer gas odor is prevalent at the boat washing station at Prairieville Park, the Authority will install a flapper valve in the wet well of the public pumping station and charge the Park Commission. The expected cost is \$500 or less.

Miller, Kevin

Current Vactor Storage Invoice + 1 More Year

GLSWA requested the invoice for vactor storage and advised Mr. Miller that we likely will want one more year of storage for the vactor.

Rob Thall

Recap of Items Discussed with Legal Counsel

Pierson sent an email to Attorney Thall asking him to review the Charleston Township Letter of Intent and Pierson also summarized items discussed at a recent meeting with Attorney Thall.

Clark, Jodi

Teardown 2 Homes/Rebuild 1-Abandonment at 6" Complications

In the process of enforcing GLSWA's policy of capping the sewer at the 6" sewer lead and connecting new construction to the 6" sewer lead, when the contractor requested a waiver of the requirement, the Authority camera'd the two sewer leads and discovered a broken sewer lead. This demonstrates that the policy is necessary and will, over time, yield positive results. Pierson provided options to the developer to resolve the situation.

3 Contractors

Bridge/Pipe Structure Painting-Gull Creek

The Authority is putting together specifications for prepping and painting our pipe and supports suspended over Gull Creek just south of Gull Lake. Pierson emailed 3 contractors and asked them to send their credentials and contact information if they are interested in the work. There has been one response.

Dennis McKee      Ross Twp Hall Damage Claim/Possible Combining Projects?  
 Pierson asked Dennis McKee of Consumers Energy the status of the damage claim that GLSWA had submitted in February. In addition, Pierson asked Mr. McKee to discuss CMS plans for gas main on 37<sup>th</sup> Street in Ross Township as we have an upcoming project along the west side of 37<sup>th</sup> Street from M-96 south to Galesburg.

## NEW BUSINESS / PROJECTS UPDATE

### SAW Correspondence / Update / Schedule

- DEQ Submittal: A server is not eligible for reimbursement, but software can be. In reviewing our reimbursement submission, the DEQ had forgotten that our SQL software contained the name 'Server' within it.
- DEQ Final Report: A motion was made by Harma and seconded by Kahler to authorize Pierson to send the Certification of Project Completeness for the SAW Grant work by GLSWA to the DEQ. **Motion carried; all ayes.**
- LS#1 FM Strategy: Upon further review, internal corrosion is likely to have occurred.
- LS#1 FM Replacement: Estimate of Cost-\$1.75 million for 20,000 feet replacement with PVC open-cut; rate impact 4.5% rather than 3.25%; cancelled May 10 Dig Verifications; kept Anode Bags for \$2,585.
- Radios: Inflow/Infiltration: still fine tuning; additional flow meter not fully reimbursable so purchase was postponed.
- PACP-Cleaning + Camera: Kubota/Camera trailered to Georgia and repaired internal board; back in service. AG worked hard on the final 25,000 feet of eligible camera work, but it will be completed in the upcoming months.
- Level of Service-Capacity: A motion was made by Kahler and seconded by Dykstra to authorize Engineer Wheat to perform flow study updates at an estimated cost of \$10,000. As this is an eligible SAW Grant expense, the cost to GLSWA will be \$1,000. **Motion carried; all ayes.**
- List of Items to be done: List of items planned to be completed by 5/31-updated 5/25.

- Other (24) DI Forcemains: Revisited Asset Management Plan on replacement, not knowing internal / external, means the replacement will be scheduled sooner, rather than later, in order to meet the Level of Service the Board desires (no spillage with failed pipes).
- GIS Work-A. Hartwick: Excellent work on “integrating” databases, training, etc.
- SAW Asset Mgmt Plan: Asset Management Plan is 95% complete RP/AH/WAI to complete “shelf” version.
- Manhole Repairs: Scheduling 60-80 annually, 2017 = 80 +/- in the asphalt, 10 yr project
- MACP-Manhole Inspection: 90% completed, may be completed by May 2017 – Thanks Dave Quick
- Manager Plus (Work Order): Continued use of updated Manager Plus Work Order System
- Level of Service: Contracts with Comstock/Galesburg, etc.; Letters to homeowners, etc. Ordinance rewrite-R.Pierson + R. Thall draft by 5/31, adopted by 4/1/18.
- Financial Update: Planned 4/1/18 rate increase hopefully under 4% when revisited with latest info

Projects-Miscellaneous                      2017-2018 Various Projects and On-Going Work

- Riverview-Keyes Drive: 170 homes - 2019
- Prairieville Gull Lake Boat Launch; Boat washing stations
- Gilmore Farms – next phase of 240 homes +/-; requires sewer + water ext
- Gull Lake Condos – project moving forward again-Woodhouse’s Next Phase
- New 4500 sq ft bldg behind existing Mission Pte Restaurant: On-hold
- N. 32<sup>nd</sup> St: North of McDonalds - Proposed Nursing Home: On-hold
- E DE Avenue-Richland T: Met with L. Harma/ M. Drouin / D LaDuke;  
*Pierson to schedule follow-up meeting*

Charleston Draft Proposal  
No action planned or taken.

Met w/ Charleston Twp Bd on 5/23-Workshop

Work Orders over \$2,000

In process – to be reviewed at June Meeting.

Manager Plus Restarted with New Database

## OLD BUSINESS: ACTIVE...but NO CHANGE

Director-Staffing Update                      Timeline + Draft Search Methodology  
This will be updated at the June meeting.

Gull Lake Condos – Easement                      Encroachment/Remedy/Future Request

Logo: Proposed Logo Selection                      Yet to be Selected  
New proposed logo for GLSWA documents – yet to be selected by staff.

Metered Billing Project                      Proposed Ordinance Change  
Proposed timeline for metered billing project – Ordinance adoption by 4/1/18.

(3) Repairs                      Discovered a 2<sup>nd</sup> Broken Wye  
Discovered a 2<sup>nd</sup> broken wye or lead based upon 4” reuse policy.

CMS Easement Acquisition   Design Completed for Alternate Sewer Installation  
The design has been completed for the alternate sewer construction behind the existing Gull Lake Condos and the Authority will move forward to acquire the easement from CMS.

Cooper Proposal                      Similar to Charleston Proposal  
Cooper Proposal is envisioned to be similar to Charleston proposal.

Rosenberger-Havens Condos                      No Action on Proposed Settlement Agreement  
The phone response was positive, but there has been no further action on the proposed settlement agreement.

DEQ-Purge Well Discharge                      Receipt Acknowledged; No Further Action  
Email sent to DEQ 5/23 to remind them, but no action on proposed settlement agreement.

Pole Barn                      To Be Bid  
The Pole Barn is not yet “out to bid”. Pierson proposes to bid the project for 12 month construction.

Regional Commission                      Update  
As there currently is no water contract with Kalamazoo for Richland Village and Township, Pierson noted that his work with the Regional Commission has discussed that communities can choose their own operations agents (other than Kalamazoo). Also, when the well field in Ross Township is developed, GLSWA would be the agent on behalf of Ross Township (as we were in prior discussion 1997).

**OLD BUSINESS: INACTIVE** (see attached list). The Board acknowledged receipt of the Old Business / Inactive list.

## **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 through April 30, 2017, and pay the Prein & Newhof bill. **Motion carried; all ayes.**

## **CLOSING COMMENTS:**

Commissioner Harma thanked Director Pierson for his excellent work and all that he and staff have accomplished in regard to the SAW Grant.

## **ADJOURN.**

Chairman Stoneburner adjourned the meeting at 2:10 p.m.

Next Meeting: Wednesday, June 28 at 1:00 p.m. – Regular Meeting

Submitted for approval

  
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Paul Dykstra – Secretary

Attch: Old Business / Inactive list



No.	Item	Status
1	DEQ Purge Well discharge <b>RP sent reminder:</b> Document forwarded to MDEQ	: Wells turned back on - still plan to be shut down in 2017; New Agmt to be drafted; Lease pay't-yes : Overall revenues for Authority FYE 2018 will likely be reduced 8% (\$100,000 +/-)
2	Rob Thall - Property Acquisition/Easements <b>RP + TW to prepare CMS paperwork early June</b>	: 2-Properties: Consumers / Gull Lake Condos + Consumers at Auth offices : DEQ construction permit obtained; CMS paperwork to be initiated - Intent to acquire easement.
3	Gull Lake Authority Property Development <b>Plan for June out-for-bid</b>	: Pierson to meet with Harma + Dykstra to make recommendation to Board on future Pole Barn / Office area expansion needs: rent space again winter 2017-18 if needed
4	Gull Lake Ministries <b>New laundry bldg accents need to combine parcels</b>	: 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	Galesburg - Comstock Interceptor	: Within main agenda : Postponed this work - anticipate new Regional Agmt in 2018 will resolve this: Pipe Repair needed
6	PICA See Snake Investigation <b>May 10th postponed - due to internal corrosion</b>	: Within main agenda ; Completed - results are in, need dig verifications + assumptions input into SAW Dig verifications + strategy implementation scheduled for May 10th
7	Charleston Township Sewer <b>RP at Charleston Township 5/23 Board meeting</b>	: 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.
8	1980-1990 Easement Releases Continue to work on these one-by-one: 2 year window	: 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).
9	Village of Richland Contract <b>Letter "recap" sent; RP to attend 6/12 Council mtg</b>	: Contract drafted. To be reviewed and forwarded to Village for their January meeting Emailed D. Greve suggesting meeting w/him on Village Richland sewer/water issues
10	Sherman Lake Easement 'clean-up / verify' SAW eligible - Anne, Cheri, Rich + Andrew on-going	: Pierson to review easements and check for accuracy - file in GIS system SAW extension requested to do this work - Extension denied. Work continues on these
11	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
12	Kalamazoo Regional W / WW Commission Pierson discussed with legal counsel the Richland/Ross water issu	: GLSWA is party to a lawsuit (now withdrawn) regarding rates and charges New water and wastewater agreements are being worked on the the Commission
13	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
14	37th Street Grinder lines tapped into D Iron <b>These will be rebuilt when we replace LS#1 forcemain</b>	: Corrosion issue with copper corrosion. : We have rebuilt 6 of these - 4 additional in Charleston Township to be rebuilt
15	30th Street Gravity Sewer - Future Gilmore Farms - 500 new homes will drive this proj	: 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
16	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
17	Commercial Review / Apartment/ Metered Project scheduled for implementation throughout 2017	: 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.
18	Miscellaneous Customer Fees	: Sump pump violations : Pierson to pursue with certified mail and Misc Customer fee procedure
19	Emergency Fuel Acquisition <b>AGhas taken this over: Will need reauthorization</b>	: Authorized last year but never purchased due to space concerns / reconfiguration : Pierson to follow up in 2015 -- now 2016 - now 2017
20	Manhole raising Project	Info: 160+ inaccessible; 83 + in yards, 73+ in road; Work continues: 90 in yards + 11 in road done: Preparing estimates for <b>2017</b> seasonal repairs
21	4 Repair sites: to be bid <b>3rd repair needed SGLD: to be 2017</b>	LS 24 Air Release, LS 24 gravity drop repair under asphalt (Matt); Burlington wye (Matt) Possibly be in-situ (inside pipe) repairs : \$6000 each instead of \$8000 - \$10,000 each
22	Articles of Incorporation - to be reworked Done: Awaiting spring 2017 ordinance / contracts to be proposed	: Requires ratification by each municipal board.
23	Rosenberg : on Connection Fee + Eng Inv. Awaiting Rosenberg to come in to discuss	: Said he would meet with Director Pierson in the near future (this was early January)