

Gull Lake Sewer & Water Authority

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

1

MINUTES OF THE JUNE 14, 2016 REGULAR BOARD MEETING

Authority Board Meeting

1:30 P.M.

CALL TO ORDER/ ROLL CALL: Chairman Stoneburner called the meeting to order at 1:36 P.M. Commissioners present were Jimmy Stoneburner, Wes Kahler, Lysanne Harma and Paul Dykstra. None absent. Also present were Executive Director Rich Pierson, Executive Assistant Anne Richmond and Engineer Tom Wheat.

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

MINUTES OF THE APRIL 28, 2016 REGULAR MEETING: Pierson noted that a correction to the Capital Budget motion was needed to clarify that Repair and Replacement and Capital items as reviewed by Pierson on lines 66-73 in the amount of \$76,950 was authorized. The motion as originally recorded stated only the Repair and Replacement items in the amount of \$59,950 as authorized. A motion was made by Harma and seconded by Kahler to accept the regular meeting minutes of April 28, 2016 with the above correction. **Motion carried; all ayes.**

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

CORRESPONDENCE:

Fran Bell-Charleston Twp Letter to Fran Bell, Retiring Supervisor
Pierson congratulated Fran Bell, Charleston Township Supervisor, on his retirement and welcomed returning Supervisor Jerry VanderRoest. Pierson suggested a meeting to discuss the benefits and logistics of having GLSWA perform the wastewater service for the southerly sewer district (80+ customers south of the railroad) and possible GLSWA ownership of the public sewers south of the railroad, including 2 pumping stations and their respective forcemains.

Andrew Hartwick-GIS In-House Capability
Andrew Hartwick created a manhole accessibility map in ArcGIS Online for the Collector app. This is an example of how Andrew is expanding the GIS Online In-House capability for GLSWA.

Becky East-8228 Pattiwood

Public Sewer Backup

On May 25 we were advised that a plumber working at 8228 Pattiwood Lane believed there was a problem with the public sewer in the street. GLSWA discovered a plugged 8" sanitary sewer at the south end of Pattiwood due to pieces of asphalt. We vacuored the pipe and will televise it. A letter was sent to Pattiwood residents to inform them of the situation and reminding them to contact GLSWA if they experience problems with their sewer drains so that we can determine if the problem is with private plumbing or in the street. Our website has a tab, SSO (Sanitary Sewer Overflow), where we track each incident. In our 30 years, we have had very few of these incidents.

Tom Wheat-SAW Question

Prein & Newhof Response to SAW Questions

Tom Wheat responded to questions on the SAW invoices. Pierson found the answers to be acceptable and expressed his appreciation for the effort and cooperation in this matter.

Bert Gale-AGS-Ross Twp

Summary of Meeting with AGS + Ross Twp

A meeting was held to discuss GLSWA's need for additional buildings to house rolling stock, equipment and future field staffing. Our previous submittal to the Planning Commission for Site Plan Review was for an "accessory building" and the building eaves and roof were taller than permitted for accessory buildings within our special exception use within an R-3 zone. Also, the location was considered to be in "the front yard". Proposed solutions were discussed. As GLSWA is a permitted commercial use by special exception, GLSWA would be allowed to have more than one "principal building" and principal buildings are allowed to have higher eaves and roof peaks and be in the front yard. GLSWA would like to move forward with the site plan review using this approach.

BS&A-Mitchell

Proposal Requested for Sewer Billing Using Water Meter Reads

GLSWA asked BS&A for a proposal to use the City of Kalamazoo Water Meter Reads for sewer billing.

Gelfand-11958 Yorkshire

Final Settlement on Grinder Pump Installation

The Grinder Pump installation at 11958 Yorkshire was completed at a total cost of \$940 over the estimate including \$355 for interior wiring. GLSWA had returned \$700 to Mr. and Mrs. Gelfand as they were to pay for the interior wiring cost directly, but GLSWA was subsequently billed \$355 by Cavalier Electric for the interior wiring. We agreed to absorb the cost overage if the Gelfand's reimbursed GLSWA \$355 for the interior wiring. We have received this.

Sullivan-Gull Harbour Pte

Easement Costs to be Forwarded to Mr. Sullivan

Mr. Sullivan chose to cut across Unit 3 to provide sewer service to Unit 2 rather than cut the 12 foot width concrete in the public space resulting in the need for an easement over Unit 3. Mr. Sullivan was advised that the draft easement he had provided was insufficient and the Authority Board had authorized our engineer and lawyer to

provide the appropriate easement across Unit 3 and rebill the associated costs to Mr. Sullivan.

Hoefflerle-Alarm System Configuration **Bowman Email to Manufacturing Rep**
Bowman sent an email to the manufacturing representative regarding data transfer issues with the new alarm system. There is a meeting scheduled for June 17 to further investigate these communication issues.

Renwick-Interlaken Sump Pump **Reminder of Sump Pump Violation**
Mr. & Mrs. Renwick were again asked to contact GLSWA (previously contacted in July of 2014) regarding our belief that their home has a groundwater sump pump connected to the public sewer. Pierson has an appointment to discuss this with the Renwick's on June 16.

AGS Building Inspector-Renwick **Email to Township Building Official**
The Richland Township Building Inspector was asked to make Mr. & Mrs. Renwick aware that it is illegal to have a groundwater sump pump connected to public sewer.

Schurr-Vacant D Ave Property **Sewer Connection Inquiry**
Pierson responded to an inquiry regarding the sewer connection requirements and cost for a vacant parcel on D Avenue including the conditions that may necessitate the use of a Grinder Pump.

D'Agostino-7846 N. 37th **Property Acquisition Inquiry**
Ms. D'Agostino was advised that GLSWA may have an interest in purchasing her property behind her 37th Street residential property should she ever consider selling it.

Rosenberger-Richland Condos **Reminder of Need to Meet on Issues**
GLSWA recently heard that Mr. Rosenberger may be beginning home construction in his Richland Condo development. Mr. Rosenberger was reminded of the need to meet to discuss the September 14, 2015 Memorandum sent to him regarding unpaid engineering invoices, gravel & dirt in the pipeline, and connection fees. In addition, and perhaps more importantly, the sanitary sewer has not yet been completed or accepted. Prior to any connections occurring, there needs to be a discussion of the Memorandum that was sent, the 7 manholes need to be completed, the pipeline must be cleaned and videotaped and accepted by the Authority, and the plug needs to be removed.

NEW BUSINESS / PROJECTS UPDATE

Pole Barn **Approve Redesign to Add Offices-Estimate \$1,000**
Pierson reviewed the proposed 2016 Pole Barn design with the Board. It included revisions to the original design for office space, storage and 1 restroom. Pierson asked for authorization to redesign and resubmit the Pole Barn site plan at an estimated cost of \$1,000. Kahler made the motion to authorize the redesign/resubmission of the Pole

Barn site plan which included additional square footage, office space and a bathroom at an estimated cost of \$1,000. Motion was seconded by Dykstra. **Motion carried; all ayes.**

Asphalt Repair

Approve D Avenue Asphalt Repairs

Pierson asked for authorization to repair the asphalt behind the Richland plaza where the sewer crosses. He had obtained a quote in September of 2015 of \$11,116 to make the 2 asphalt repairs. Dykstra made the motion to authorize the 2 asphalt repairs to fix the road behind the Richland plaza for an amount not to exceed \$13,000. Motion was seconded by Kahler. **Motion carried; all ayes.** *Harma asked Pierson to obtain an additional quote.*

CMS Easement Acquisition Approve Procurement of CMS Easement in Richland Gull Lake Condominium Association (across from Schools within Village): GLSWA permitted a 10 foot variance, then the developer encroached additionally. GLSWA then shifted the pipe, and now open-cut replacement of the pipe is not economically feasible as it would seriously disturb 7 existing homes. The proposed solution is to acquire an additional 30 ft easement from Consumers Energy which requires meeting a number of minimum requirements (must be valid reason, must be no other viable option, must be designed, may need to be constructed). Pierson asked for approval to proceed to procure the easement with an estimated budget of \$11,500 not including condemnation proceedings.

A 60 foot easement was obtained over the south 60 feet and the east 60 feet in (circa 1992). The southerly easement description is not correct per say, but legally defensible. Pierson recommended that the southerly easement description be corrected.

Harma made the motion to:

1. Proceed as recommended by Pierson to procure the CMS easement including approval of the estimated budget with the stipulation that no further variances would be allowed to the developer if he continues to build, and
2. Correct the southerly easement description.

Motion was seconded by Dykstra. **Motion carried; all ayes.**

Staffing Review

Simplified Staffing Chart

Pierson reviewed a simplified GLSWA staffing chart. Pierson proposed a bonus for David Quick who was made full time effective May 2, 2016. Harma made the motion to authorize the bonus as proposed by Pierson. Motion was seconded by Dykstra.

Motion carried; all ayes.

Articles of Incorporation

Review of Proposed Changes

This will be reviewed at the next meeting.

Credit Card-Accept Payments

Payment Ability without Penalty

GLSWA receives several calls per week requesting payment ability without penalty. Information on fees to be presented at a future meeting.

MPOWER Renewal Now Use ESRI
 MPOWER software was intended to "bring it all together" and we renewed for 2016.
 Now we are using ESRI.

4 Outstanding Repairs Update
 1 Manhole is already repaired; 2 drop manholes + 1 wye yet to be repaired.

Projects-Miscellaneous 2015-2016 Various Projects and On-Going Work
 Cottages of Gull Lake View (Golf Course)-Completed: Minor punch list
 Plat east of Stage Coach Inn – Balwat Cottages: Ongoing – 1st Connection Made
 Gull Lake Condos – On Hold: Woodhouse Next Phase Not Yet Approved
 Cooper's Landing – 2 or 3 new buildings for 2016 – 19 Units per Building
 New 4500 sq ft bldg behind existing Mission Pte Restaurant: Ongoing-stalled?
 Proposed Nursing Home Facility north of McDonalds: Site Plan Review Process
 New GL Schools Admin Bldg-Still awaiting payment before taking bids
 E DE Avenue-Gleason-to be constructed by Gates with assistance from Staff
 Rosenberger-Richland Condos – awaiting resolution of manhole issues

SAW Schedule	Updates
ArcGis Online	A. Hartwick working out well-Demo mid-August
PICA Forcemains	Mid-July target for See Snake + Wall Thickness
Inflow/Infiltration	Working on Challenges with Data Transfer
Cleaning + Camera	111,733 Completed; Remainder TBD
Manhole Repairs	2 days per week; New Employee began June 8
Clean-up of GIS	A. Hartwick working on this
Develop Asset Mgt Plan	RP + AH to begin 1 day/wk
Level of Service	Contracts with Comstock/Galesburg; Letters to homeowners
Financial Impact/Plan AM plan	to be completed; forward to rate consultant by 9/7

OLD BUSINESS: ACTIVE

Employee Review Formal Review of Staff Scheduled for July Meeting

Presentation: **2015-2016 State of the Sewer Presentation**
 This discussion will be continued at the next meeting – Clean Water Elimination.

OLD BUSINESS: INACTIVE (see attached list). The Board reviewed the Old Business / Inactive list.

FINANCIAL REPORT

2016-2017 Budget Packet Packet + Update

The complete budget packet was handed out and Pierson briefly reviewed it. Pierson asked the Board to approve the recommended year end transfer of \$141,460 from working capital to Board Designated Repair & Replacement. A motion was made by Dykstra to set working capital at \$350,908 and transfer \$141,460 from working capital to Board Designated Repair & Replacement. Motion was seconded by Harma.

Motion carried; all ayes.

Financial Forecast

Projected Budget Forecasts (w/o SAW)

This will be reviewed at a future meeting.

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

A motion was made by Dykstra and seconded by Harma to file the financial reports as presented, approve the standard bills paid through April 30, 2016, and pay the Prein & Newhof bill. **Motion carried; all ayes.**

CLOSING COMMENTS:

ADJOURN. NEXT MEETING THURSDAY, JULY 28, at 1:00 p.m. Chairman Stoneburner adjourned the meeting at 3:07 p.m.

Submitted for approval


 Paul Dykstra – Secretary

Attch: Old Business / Inactive list

No.	Item	Status
1	DEQ Purge Well discharge RP corresponded with MDEQ to initiate this.	: Wells to be shut down Spring 2016; New Agreement to be drafted; Lease payment invoiced. : Overall revenues for Authority FYE 2017 will be reduced 8% (\$100,000 +/-)
2	Rob Thall - Property Acquisition/Easements Successful meeting to move this forward.	: 2-Properties: Consumers / Gull Lake Condos + Consumers at Auth offices : Intent to acquire easement and to purchase property in front of Authority;
3	Gull Lake Authority Property Development	: Pierson to meet with Harma + Dykstra to make recommendation to Board on future Pole Barn / Office area expansion needs
4	Gull Lake Ministries	: 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	Gilmore Car Museum - Sanitary Sewer	: GCM is "technically" within the SW BC Sewer / Water Authority jurisdiction, although GLSWA can provide gravity sewer at equal to or less than the cost for SWBCSWA to serve them
6	Galesburg Interceptor	: Within main agenda
7	PICA See Snake Investigation Now scheduled for July	: Within main agenda
8	Charleston Township Sewer RP sent letter; RP/JS to meet with FB/JV on 7/12	: 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.
9	1980-1990 Easement Releases SAW eligible - Anne, Cheri, Rich + Andrew on-going	: 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).
10	Village of Richland Contract : RP to attend June 13th + July 11th mtgs	: Contract drafted. To be reviewed and forwarded to Village for their January meeting : Pierson / Thall propose to draft Richland Sewer Agrmt renewal to be a Utility Agrmt incl. water
11	Sewer Connection Fee financing option	: Pierson to propose short-term Connection Fee Financing Plan for Conn Fees > \$ _____
12	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
13	Botyrius - Gleason easements DE Ave All easements obtained and recorded.	: Proposed easements + project to provide sewer to 4 properties along E. DE Avenue where Gull Creek flows under. Received DEQ + Soils permit; Amend budget + begin soon
14	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
15	Kalamazoo Regional W / WW Commission RP seeking direction from Auth Bd on overall issues	: GLSWA is party to a lawsuit (now withdrawn) regarding rates and charges : New water and wastewater agreements are being worked on the the Commission
16	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
17	37th Street Grinder lines tapped into D Iron	: Corrosion issue with copper corrosion. : We have rebuilt 6 of these - 4 additional in Charleston Township to be rebuilt
18	30th Street Gravity Sewer - Future	: 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
19	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
20	Mr. / Mrs. Cooper - 15968 Woodlawn Lot for sale: Rich wrote letter to realtor to advise	: Portion of private sewer on someone else's property (after the property was split) : Pierson proposed an easement for the seller to sign to remedy the private pipe - no response
21	Commercial Review / Apartment/ Metered Pierson sent 3rd follow up to City for BS+A to coord.	: 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.
22	Miscellaneous Customer Fees	: Sump pump violations : Pierson to pursue with certified mail and Misc Customer fee procedure
23	Emergency Fuel Acquisition	: Authorized last year but never purchased due to space concerns / reconfiguration : Pierson to follow up in 2015 -- now 2016
24	Manhole raising Project	Info: 160+ inaccessible; 83+ in yards, 73+ in road; Work continues: 90 in yards + 11 in road done: Preparing quotes for 2016 seasonal repairs
25	4 Repair sites: to be bid We are receiving quotes for budgeting purposes	Info: 2 drop manholes under asphalt, 1 wye under asphalt, 1 Air release Possibly be in-situ (inside pipe) repairs : \$6000 each instead of \$8000 - \$10,000 each
26	Articles of Incorporation - to be reworked	: Requires ratification by each municipal board.
27	Rosenberg : on Connection Fee + Eng Inv. RP sent letter to RR on sewer issues	: Said he would meet with Director Pierson in the near future (this was early January)