

Gull Lake Sewer & Water Authority

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MINUTES OF THE JUNE 20, 2018 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 Gary Moore. None absent. Also present were Executive Director John Crumb, Deputy Director Rich Pierson, Executive Assistant Anne Richmond, Charleston Township Supervisor Jerry VanderRoest and Engineers Alan Smaka and Paul Schram.

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

MINUTES OF THE MAY 23, 2018 REGULAR MEETING: A motion was made by Harma and seconded by Kahler to accept the regular meeting minutes of May 23, 2018 as presented. **Motion carried; all ayes.**

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

CORRESPONDENCE:

Verizon Wireless Master Price Agreement for Cooperative Contract
Gull Lake Sewer & Water Authority entered into a Master Price Agreement with Verizon Wireless. The price is \$50.05 per line and it includes unlimited data, unlimited minutes and use of the phone as a hot spot. This is a 25% savings to what GLSWA was previously paying.

Sherman Lake & 39th Estimate to Connect Grinder Pump to Public Sewer
Mr. William Statler at 12540 N. Sherman Lake Drive requested a quote to connect to public sewer and Lorene Taylor, a realtor, requested a quote to connect 6217 N. 39th Street to sewer. Crumb noted that GLSWA is receiving consistent inquiries on connecting to public sewer, a good indicator for growth in our system.

6138 W Sherman Lake Dr Grinder Pump Red Light
GLSWA responded to a customer message letting us know that their Red Light was on and followed up to let the customer know the problem was taken care of and provided further information on the Grinder Pump operation. Crumb noted that changes were

made to our website to improve communication of problems after hours and this is an example that changes to our emergency contact process works.

David Worthington MDEQ Request for SAW Grant Pictures

David Worthington of the MDEQ requested pictures of GLSWA's Asset Management Planning Program funded with the SAW Grant for use in a presentation. David commented that GLSWA was his favorite SAW applicant to work with.

7415 N. 37th St M/M Botyrius Courtesy Notice on Intent to Install Lateral
GLSWA informed Mr. & Mrs. Botyrius of a future sewer connection for the new home at 11697 E DE Ave that will require a contractor to be within the utility easement that abuts their north property line.

10830 S. Interlaken Dr Request to Properly Cap 6" Public Lead

GLSWA notified Mr. Bill Vandersalm of the requirement to hire a contractor to excavate the public sewer lead, disconnect the private lateral and properly cap the public lead at 10830 S. Interlaken Drive. In November of 2011, GLSWA allowed the disconnection at the private lateral with the stipulation that rebuilding would commence by May of 2012. GLSWA is allowing 90 days to comply with the policy.

Parker Hannifin City of Kalamazoo Contact for Audit Purposes

GLSWA provided the name of the City of Kalamazoo Contact for Industrial Surveillance, Steve Rochow, to David Herwick at Parker Hannifin. David had contacted Crumb regarding audit findings related to discharging industrial wastes.

3508 Oakdale St. Review of Property to Determine Dwelling Units

GLSWA was requested to review a property to determine if it is a "dwelling unit". GLSWA's policy is to bill a "dwelling unit" consisting of bedroom, bathroom, and kitchen components. Without these three components, it is more of an Accessory Building than a dwelling unit and GLSWA does not bill the property for sewer, pending the proximity of the parcels and whether the structure is on one parcel. Crumb determined after visiting the property that it was not a dwelling unit but a garage with a sink and toilet. GLSWA will no longer bill the property.

4949 Ridgewood Letter of Concern Relating to Construction

After GLSWA notified affected property owners of proposed 2018 Construction plans, Mr. John Lawrence responded with a letter of concern due to strong springs that exist on the property. Crumb, Pierson and Schram plan to meet with Mr. Lawrence to address his concerns at his home on June 20 at 5:00 p.m. The Lawrence's also noted that their address should be 4949 Ridgewood rather than 4949 Ridgewood Drive. *GLSWA will update the address in BS&A.*

NEW BUSINESS / PROJECTS UPDATE

9638 WGLD-Ritz Sewer Relocation with Easement Changes
 The proposed new house plan for the Ritz's is over the existing sewer pipe. In consideration of the existing easement language stating that the use of the property shall "not be unreasonably withheld", Pierson proposes moving the sewer pipe and charging the Ritz's for the construction cost with GLSWA paying for design, easement document creation and recording, and inspection of the construction. A commitment will be required via a contract signed by the Ritz's to incur \$25,000 in sewer main relocation cost along with an intent to change the existing easement and create a new easement. A contract will be drawn up for the Ritz's signature. Pierson requested that the Ritz's be allowed to build a slab garage on the relocated sewer pipe easement. A motion was made by Harma to authorize Wightman to design the sewer relocation with easement changes, put it out for bid, and manage the project at a cost (for GLSWA) not to exceed \$5,000. Motion was seconded by Moore. **Motion carried; all ayes.** Crumb noted that there may be a cost savings by including this bid with other projects GLSWA is bidding in mid-July.

Galesburg Ford/MTech Approve Purchase of 2019 F-550 + Crane Truck
 Crumb reviewed quotes that he had received for the truck and maintainer body with crane and recommended that GLSWA purchase a new Crane Truck. Mike Chamberlin at Galesburg Ford was very helpful and assisted GLSWA in reactivating our government purchase code resulting in a significant savings. Harma made the motion to approve the purchase of a 2019 F-550 from Galesburg Ford for \$38,216 and the Maintainer Body with Crane in the amount of \$53,918 for a total of \$92,134. Motion was seconded by Moore. **Motion carried; all ayes.** The amount originally budgeted in the Capital Improvement Plan for the purchase of the Crane Truck with Maintainer Body with Crane was \$81,600. GLSWA has received an offer to purchase our existing Crane Truck for \$8,000 resulting in a potential net increase to budget of \$2,534.

Bill Clancy/Dick Boris Interest in Public Sewer for EGLD
 Crumb has been communicating with Bill Clancy on the process to connect parcel 3904-06-330-060 located on EGLD near PS23 to sewer. Further conversations with Bill Clancy and Dick Boris indicated that there may be interest in connecting neighboring properties to sewer as well. Crumb and Pierson recommended that Wightman develop a cost proposal for gravity sewer at that location. A motion was made by Kahler to authorize Wightman to develop a cost proposal for gravity sewer at the described location. Motion was seconded by Moore. **Motion carried; all ayes.**

Charleston-Ross Battle Creek Meeting Update on Meeting Held
 A meeting was held with Charleston Township Supervisor Jerry VanderRoest, Ross Township Supervisor Gary Moore, John Crumb, Rich Pierson and the City of Battle Creek to discuss current and future sewer in Ross Township and Charleston Township. Battle Creek currently services parts of Charleston Township without an agreement.

Charleston Township Calculation Assistance Sewer Connection 12034 E Michigan
Deputy Director Pierson and Engineer Wheat assisted Charleston Township
Supervisor Jerry VanderRoest with the sewer connection calculation for a Mobile
Home Park in his district of \$147,000.

Zoetis Crumb, Harma, Pierson Visit with New Introductions
A meeting was held on May 24, 2018 to introduce John Crumb and to review the
sewer operations at Zoetis.

South County Visit Crumb, Pierson, Stoneburner, Smaka Tour of Facilities
Crumb, Pierson, Stoneburner and Smaka toured the service area and facilities of South
County Sewer & Water Authority on May 22, 2018. Vicksburg DPW has been doing
the Operations & Maintenance since inception in 2000, and has indicated they would
prefer to not renew the contract to handle the sewer operations & maintenance any
longer. Stoneburner believes that GLSWA could provide better service for South
County without negatively impacting GLSWA's operations. Crumb noted that a
contract with South County for Operations & Maintenance could partially fund an
additional employee for GLSWA. Kahler made the motion to authorize Crumb to
develop a draft proposal for an Operations & Maintenance Contract with South
County to review with the Board. Motion was seconded by Moore. **Motion carried;**
all ayes.

Charleston Township Pressure Sewer Estimate Review and Project Start
Charleston Township Supervisor Jerry VanderRoest indicated that there was not a
project start date yet and bids had not gone out. Revisions were made to lower the
estimate. Jerry listed 5 items that GLSWA and Charleston continued to work on.

- Projects-Miscellaneous 2017-2018 Various Projects and On-Going Work
- Gilmore Car Museum authorized Excel Engineering to do the on-site
evaluation.
 - Pole Barn-Scheduling Update: Estimated Completion 7/25/2018; Change
Order approved for 2 Ceiling Fans.
 - Riverview-Keyes Drive-Engineer Smaka reported that Cooper Township
passed the Resolution of Intent for the project on June 11 and the Public
Hearing is scheduled for July 15.
 - Gilmore Farms-Engineer Schram reported that they are currently laying pipe;
Crumb agreed with Prein & Newhof to relinquish the requirement for external
tar on any manhole that doesn't sit within the water table.
 - Ross Township Road Project coordination-Ongoing Coordination. Labelle Dr.
(private drive) condition concern was not sewer related

Work Orders over \$750 Manager Plus Work Order System
 Crumb reviewed Work Order 188 for LS28 to move the generator bypass plug at a
 cost of \$2,495.

OLD BUSINESS: ACTIVE (no change in status unless red)

7911 Foxwood **Poor install on 6" riser; GLSWA responsible for repairs;** Crumb noted
 this is the reason GLSWA needs to be present to inspect sewer connections.
 Cooper Township Asset Mgmt Schedule limited pole camera on known pipe issues
 Charleston Township AMP Schedule Manhole inspections and camera work
 July/Aug; *Pierson to send letter to James Baker regarding needed contract with
 Charleston (similar to Galesburg?)*
 Ritz-WGLD **See project update**
 Absolute Air **10 Day Compliance or C of O revoked**
 Galesburg Pipe Under M-96 RP to write letter after review by WAI
 Engel (Spruce Lane Apts) Pierson and Crumb to set up meeting with Mr. Engel
 Little Long Lake Sewer Ext Pierson to pursue easement along road for sewer ext
 McDonald Street Easement Obtain Easement /Extend Sewer Lead **(Signature);**
Crumb to meet Mr. Arendt to discuss sewer installation end of July
 Testing of Grinder Pump Lines **Letter for Health Department Prepared**
 Ordinance-Metered Billing Discussing Challenges & Logistics
 Gull Lake Condos Easement To Be Prepared and Submitted
 (3) Repairs for 2018 Season Completed 5/14/2018. **Costs to be reviewed on WO's.**
 DEQ-Purge Well Discharge **Agreement out for signatures-City of Kalamazoo;** Purge
 Well Discharge to be shut down due to PFOS
 Ordinance Revisions Ordinance revisions for all municipalities (on-going review)
 Richland Water Conn Fees Review and Make Recommendation

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

FINANCIAL REPORT

Financial Report / Bills Paid + Payable / Engineering Billing
 A motion was made by Kahler and seconded by Moore to file the financial reports as
 presented and approve the standard bills paid through May 31, 2018. **Motion carried;**
all ayes.

CLOSING COMMENTS

Harma informed the Board that the Kalamazoo County Road Commission has an initiative to share information to foster better coordination of sewer, road, and Consumers Energy replacements.

Crumb congratulated Engineer Schram for passing his PE Exam.

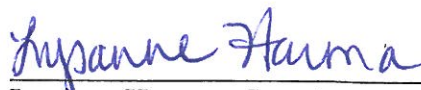
ADJOURN.

Chairman Stoneburner adjourned the meeting at 2:45 p.m.

NEXT MEETING:

WEDNESDAY, JULY 25, 2018, at 1:00 P.M.

Submitted for approval



Lysanne Harma
Lysanne Harma – Secretary

Attachment A: Old Business Items-

OLD BUSINESS ITEMS (Miscellaneous projects / Items carried over) / No change in status unless Red

6/20/2018

No.	Item	Status
1	DEQ Purge Well discharge Out for signatures. Currently with City of Kalamazoo	: 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 \$36 (\$100,000 +/-)
2	Rob Thell - Property Acquisition/Easements RP + TW met to review - RP to prepare	: 2-Properties: Consumers / Gull Lake Condos + Consumers at Auth offices : DEQ construction permit obtained; CMS paperwork to be initiated - Intent to acquire easements.
3	Gull Lake Authority Property Development Plan for June out-for-bid	: 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 Reminded GLM of the need to consolidate	: 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 Pierson to write letter	: Within main agenda : Postponed this work - anticipate new Regional Agent in 2018 will resolve this: Pipe Repair needed
6	Charleston Township Sewer Signed Letter of Intent in hand 3/22/2018	: 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.
7	1980-1990 Easement Releases Continue to work on these one-by-one: 2 year window	: On-going filing / File/audit 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).
8	Village of Richland Contract Proposed final Contract signed by Parties 3/12/2018	: Contract drafted. To be reviewed and forwarded to Village for their January meeting Emailed D. Grove suggesting meeting while on Village Richland sewer/water issues
9	Sherman Lake Easement "clean-up / verify" SAW eligible - Anna, Cheryl, 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
10	Kalamazoo Regional W / WW Commission Pierson discussed with legal counsel the Richland/Ros water issue	: GLSWA is party to a lawsuit (now withdrawn) regarding rates and charges New water and wastewater agreements are being worked on the the Commission
11	Air Release Valve Rebuilding. Updated:	: 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
12	37th Street Grinder lines tapped into D Iron These will be rebuilt when we work on L503 for-cannain	: Corrosion issue with copper corrosion. : We have rebuilt 6 of these - 4 additional in Charleston Township to be rebuilt
13	30th Street Gravity Sewer - Future RP briefed Richland Twp on this potential project	: 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
14	Water Connection Fees (Village / Township) RP beginning to work on these - thanks Anne.	: 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
15	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.
16	Miscellaneous Customer Fees	: Sump pump violations: Pierson to pursue with certified mail and Misc Customer Fee procedure
17	Emergency Fuel Acquisition AG has taken this over: Will need reauthorization	: Authorized last year but never purchased due to space concerns / reconfiguration : Crumb to follow up in 2018
18	Manhole raising Project	Info: 160+ inaccessible; 83 + in yards, 73+ in road; Work continues: 50 in yards + 11 in road done: Preparing estimates for 2017 seasonal repairs
19	4 Repair sites: Completed 3rd repair needed SGLD: to be 2017	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
20	Articles of Incorporation - to be reworked To be ratified in March - published	: Requires ratification by each municipal board.