

Gull Lake Sewer & Water Authority

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MINUTES OF THE JUNE 26, 2014 REGULAR BOARD MEETING

Authority Board Meeting

11:00 A.M.

CALL TO ORDER/ ROLL CALL: Chairman Bither called the meeting to order at 11:00 A.M. Commissioners present were Jeff Bither, Alan Bussema, Jimmy Stoneburner and Wes Kahler. None absent. Also present were Executive Director Rich Pierson and Executive Assistant Anne Richmond.

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

MINUTES OF THE MAY 21, 2014 REGULAR MEETING AND MAY 29, 2014

SPECIAL MEETING: A motion was made by Bussema and seconded by Kahler to accept the regular meeting minutes of May 21, 2014 and the special meeting minutes of May 29, 2014 as presented. **Motion carried; all ayes.**

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

CORRESPONDENCE:

Spinden-10530 Wildwood Circle Winter Freeze-Up; Discovery of Sump Pump
Mr. Spinden had a frozen line this winter. After investigation, the back flow preventer likely stuck, the groundwater sump pump filled the line with water then froze and broke the pipe. Mr. Spinden has disconnected the sump pump from the sewer and it is now pumping outdoors.

Boyd-12232 N. Sherman Lake Drive Sewer Connection Fee Estimate
A new home is being constructed at 12232 N. Sherman Lake Drive. Pierson provided an estimate and explained the process for the sewer connection.

FOIA Request-Weatherstone Village Individual Billing of Residents
John Poremba, President of the Weatherstone Village Homeowners Association, requested detailed sewer usage charges to residents at Weatherstone Village and justification of flat charges by the Gull Lake Sewer & Water Authority for sewage charges.

FOIA Response-Weatherstone Village FOIA Response
 Pierson responded to John Poremba's, President of the Weatherstone Village
 Homeowners Association, FOIA request.

Monaweck-11673 Ambling Ave Toilet Affected by Vactor
 GLSWA was pressure cleaning (with water) the 8" sewer line in Ambling Avenue and
 the homeowner at 11673 Ambling Avenue reported that both of her toilets 'blew
 water' through the bottom wax ring and/or overflowed. We retained Petro Plumbing
 to investigate. Petro reported that the toilets are not leaking and the vent appeared to
 be working fine. The plumber was going to change the wax rings, but was told by the
 homeowner not to do so. Pierson noted that typically this does not happen, that the
 homeowner's upper lateral is partially plugged or in heavy use at the same time we
 were there, or that the vent stack is partially plugged or located too distant from the
 stools.

Burnham-Youngs/Percival-5273 Wayne St. Property Status Inquiry
 An inquiry was sent to Mr. Richard Burnham regarding the current status of 5273
 Wayne St. The property has a groundwater sump pump that needs to be disconnected
 from the sewer now that the soils are remediated. We were advised by the DEQ that a
 possible sale is pending.

Village of Augusta-Julie Glenn, Village Clerk Augusta Forcemain Cancellation
 The Village of Augusta was officially notified that GLSWA has cancelled the
 proposal to re-route the forcemain near the Galesburg High School (to eliminate a
 build-up of solids settling out in our 24" pipeline) as we now have purchased a vactor
 to maintain and clean the pipe through the Galesburg School parking lot.

Hoffman Brothers Construction Augusta Forcemain Cancellation
 Hoffman Brothers Construction was officially notified that GLSWA has cancelled the
 proposal to re-route the forcemain near the Galesburg High School (to eliminate a
 build-up of solids settling out in our 24" pipeline) as we now have purchased a vactor
 to maintain and clean the pipe through the Galesburg School parking lot.

Cobra Technologies-CCTV Camera Thank You-National Advertisement Piece
 Pierson wrote a letter thanking Cobra Technologies for the quality of the equipment
 and the startup process. Cobra Technologies is using the letter for advertising.

Kalamazoo Gazette-Press Release SAW Grant Press Release
 Pierson sent a press release to the Kalamazoo Gazette regarding the \$1.2 Million
 MDEQ Grant that GLSWA will receive. It does not appear to have been published.
Pierson to resubmit to the Gazette.

Information Flyer/Newsletter-SAW Grant Draft Notice
 Pierson reviewed a draft notice to property owners that would inform them that
 GLSWA will be cleaning, inspecting, and recording (camera) our entire network of
 manholes, piping, and lift stations due to receipt of the grant. *Pierson to consider*

options for getting the information to the affected properties without mailing a formal notice (due to the expense).

DEQ Office-SAW Grant Award #1489-01 DEQ Letter with Signed Agreement
GLSWA received the original signed copy of the SAW Grant Agreement and approval to request disbursements.

NEW BUSINESS/PROJECTS:

Asset Management Implementation Update on Schedule & Progress
Pierson presented an update on the Asset Management plan and scheduling. Aaron and Dave are on track with GPS'ing the manholes. The delivery and installation of the Camera & Kubota + software was successful and we have CCTV'd 10,200 feet to date. GLSWA has hired Brad Howe to operate the Vactor that we purchased and 2000 feet have been cleaned to date. Pierson is interviewing WSU students for possible Work Order/ESRI work. *Pierson to proceed as indicated with the hiring of a student (and possibly replacement of the existing work order system).*

Pipe Repair Systems – Quotation Approve \$8,000 for Leak Stoppage
Pierson reviewed a proposal to spend \$8,000 for leak stoppage at 7 locations. The estimated annual savings is \$19,000. Stoneburner made the motion to authorize Pipe Repair Systems to make the repairs as reviewed at a cost not to exceed \$8,000. Motion was seconded by Kahler. **Motion carried; all ayes.**

New Employee-Brad Howe Approve Job Structure + Description
Pierson reviewed the updated Authority Staffing Chart and the job description for the new Field Assistant #4 position for Vactor Operator / Field Assistant that was recently filled by Brad Howe. Bussema made the motion to approve the job description and staffing as reviewed. Motion was seconded by Stoneburner. **Motion carried; all ayes.**

Pole Barn-Site Plan and Plans Update
Pierson expects to apply for the building permit June-July 2014. The preliminary cost estimate is \$110,000. GLSWA will request quotes from reliable contractors.

Election of Officers Jeff Bither Retirement
Due to the retirement of Jeff Bither, the current Chairman of the GLSWA Board, Pierson recommended election of officers. Bither made the motion to elect Jimmy Stoneburner as Chairman, Wes Kahler as Vice Chairman, and Alan Bussema as Secretary/Treasurer effective 6/27/2014. Motion was seconded by Bussema. **Motion carried; all ayes.**

Asset Management-Cobra Camera Demonstration
Pierson reviewed videos recorded by our new Cobra Camera with the Board and informed them that we were able to find evidence of sump pumps with it.

Vactor Truck	Delivered
The new Vactor Truck has been delivered.	

Spring Cleaning of Pole Barn	Completed
The Pole Barn has been cleaned.	

OLD BUSINESS: ACTIVE

Prein & Newhof Contract for Asset Management	Completed & Signed
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Director's Contract	Completed & Signed
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Regional Commission – City of Kalamazoo	Update
Response (denial) from the City. Meeting with operations persons on Miss Dig + Delinquent Accounts.	

Proposed Billing + Accounting Software	Authorized; Feb 2015 Implementation
GLSWA authorized and plans to implement new Billing + Accounting Software from BS & A in February of 2015.	

Air Release Valve Rebuilding	Rebuild 10 Air Release Valves
As a result of the SSO incident in July 2013 with the galvanized nipple on an air release valve, GLSWA has rebuilt 8 Air Release Valves. There are 2 yet to be rebuilt.	

Grinder Lines (37 th Street Only)	Corrosion – Erosion Prevent
There is a known corrosion issue with ductile iron next to copper grinder line connections -- and these are being remedied (wrapped or replaced with plastic). We have completed 6, and there are 4 in Charleston and 1 in Ross Township yet to do. These are to be done yet in 2014.	

Update on Connections + Development	Update
Last year we processed 56 permits in total and 15 by the end of May. In 2014, we have processed 21 permits by the end of May.	

OLD BUSINESS: INACTIVE

Morsman – 2852 Arctic	Letter Offering up to \$1,800 – Driveway Settlement
There is a public sewer manhole in the concrete drive and the area around the manhole has settled, cracking the drive. GLSWA offered to reimburse up to the first \$1,800 to repair this. Ms. Morsman contacted us to let us know that she will get quotes and get back to us. We have had no contact from the owners at 3006 Arctic.	

Personnel Policy + Ethics Policy

Updates

Proposed updates to be reviewed in Feb-March 2014 – now to be forthcoming. Target date August 28th.

Televising 4" Building Sewers

Summary + Cost Update

Pierson is comfortable with the \$85 televising fee at this time. We will continue monitoring and prepare a summary of findings to date for televising 4" building sewers and an update on the estimated cost in the future.

Telephone Consolidation / Savings

Investigating Options

GLSWA is investigating options for a new phone system that would consolidate phones, internet and cell phones.

Apartment Flow Data-Preliminary

Compilation of Data and Water Use

Ms. Nancy Troff had contacted GLSWA regarding the sewer billing for the Rolling Pines Apartment Complex, as she believes the sewer bills are high there compared to her other properties and high based on the amount of water used. At a previous meeting, Pierson presented a preliminary analysis comparing our flat rate billing assumption with actual metered water consumption for all of the multi-family complexes in our districts that are on water meters. On average, compared to metered water consumption, the flat rate charges are approximately 25% more for these properties. Pierson attended a rate study workshop on January 29 and 30th to evaluate possible rate structures as we pursue the possibility of changing to metered billing. In addition, he is studying other alternative billing methods. There is no guarantee that any of these methods would result in a lower rate. *Pierson will come back with more information over the next several months.*

Gull Lake Ministries

Review of Residential Units + New Construction Plans

Tammy (GLM) and Bonnie (GLSWA) will prepare a map and address list and we will advise GLM if we have been billing inappropriately. If GLM could combine parcels, then they could remove single-family homes and construct new homes, duplexes or other (ie. Rec Center) and use the credits for reconnecting. *Pierson will lend assistance to them -- to attempt to make 4 or 5 large parcels from GLM's existing property holdings, update the map with how many sewer connection credits are on each of the parcels, allowing GLM to use the credits for new connections. Pierson will meet with our engineer and Township officials to make sure that combining existing parcels is the right thing to do for GLM and the Township, as he believes that tracking by parcel number is the best methodology, and the old parcel maps have many obsolete 40 and 60 foot width parcels.*

Emergency Fuel Acquisition

Awaiting Spring Before Purchase

GLSWA needs to have fuel readily available in an emergency for the portable generators and for our vehicles. We had been relying on local gas stations for truck gas and diesel fuel for portable generators, but a significant power outage could find us short on fuel. At a previous meeting, Pierson presented a quote for \$2,270 for 2 new 550 tanks, pumps, gages, and E vents. We received a letter from Crystal Flash

regarding their emergency generator fueling. *Awaiting reorganization and cleaning of the pole barn and outside storage before purchasing.*

EF Ave Sewer-Old Plug Company Project Still Not Finalized
This was constructed during the week of 9/3 and inspected by Prein & Newhof and GLSWA staff. Project is not yet finalized.

Entrance Sign-Landscaping Proposal Authorization for Landscaping-Sign
The initial plantings are in and flags for the pillars will be purchased.

Malpass, Sherman Lake Grinder Customer Sewer Back-up Liability Concern
Mr. Malpass is concerned about GLSWA's limited liability under the statutes for sewer back-ups for Grinder Pump customers where the tank, pump, and line to the street are publicly owned. *Pierson to discuss this issue with Mr. Malpass and present alternatives at a subsequent meeting to better serve our grinder pump customers if feasible.*

30th Street Gravity Sewer-Future Design Completed; Need Easements
Per our 2008 agreement, GLSWA is obligated to construct necessary downstream infrastructure (capacity) to handle the Allen Edwin development and beyond, likely to involve a 30th Street force main and/or gravity sewer. *Pierson needs to obtain 7 easements prior to starting this gravity sewer project.* The project timeline is dependent upon the developer's build out of their phase II, which has not yet begun.

Lift Station Guide Rail Replacement Project Update
Lift Station #5 was done on 9/20/12; #16 was completed on 12/18/12; #13 was completed on 5/15/13; #8 was completed in June and #18 has recently been completed. We were budgeting for 3 per year.

Charleston Township Sewer Update on Rates: Begin Cost-Benefit Analysis
80 homes +/-, +2 pumping stations; Pierson to continue with cost-benefit analysis. Their sewer contract expires 2016.

Comstock Township Sewer + Water Update on Rates: Begin Cost-Benefit Analysis
Discussed briefly with incoming Supervisor, Ann Nieuwenhuis; Sewer contract on a year-by-year basis. *Pierson indicated this would be removed from our potential customer base, pending Comstock's own SAW grant investigations as to their pipe condition.*

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

1980 – 1990 Easement Releases Ongoing Project-coordinate w/ scanning files
Established format for filing easements.

Sewer Connection Fee Issues No response; \$8,700 Eng Fees not Paid
 There has been no response from Attorney Ken Sparks letter to Attorney Swenarton as of yet. In addition, the developer still owes GLSWA engineering fees of approximately \$8,700.

Water Connection Fee Issues Ongoing Project
 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). *Pierson to make recommendations.*

Also, need to establish adequate connection fees to provide for the replacement of watermain in the future, as the Township owns the watermain. Pierson acquiring data on the assets.

Sherman Lake Easement-Clean-up and Check Review
Pierson to review easements and check for accuracy – file in GIS system. Pierson has started this.

Zoetis – Sewer Meter Inaccuracy Sewer Meters Improperly Installed
 A meeting was held at Zoetis on 4/2/2014 to further discuss how to address the differential between the sewer meters and the water in + rain runoff. Pierson outlined some of the follow up items in an email to Zoetis. Next steps may include additional testing or monitoring, or relocating the sewer meters to new manholes that will be positioned such that the installations comply with the meter manufacturer's requirements.

FINANCIAL REPORT

Financial Report / Bills Paid + Payable / Prein & Newhof Billing
 A motion was made by Bussema and seconded by Stoneburner to file the financial reports as presented, approve the standard bills paid, and pay the Prein & Newhof bill.
Motion carried; all ayes.

CLOSING COMMENTS – All thanked Jeff Bither for 11 years of service and congratulated him on his retirement. A noon luncheon was held for the Authority Board in recognition of Jeff Bither's 11 years of service.

ADJOURN. NEXT MEETING THURSDAY, JULY 24, 2014 at 1:00 p.m. Chairman Bither adjourned the meeting at 11:57 a.m.

Submitted for approval


 Alan Bussema – Secretary