

Gull Lake Sewer & Water Authority

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MINUTES OF THE JUNE 27, 2013 REGULAR BOARD MEETING

Authority Board Meeting

1:00 P.M.

CALL TO ORDER/ ROLL CALL: Chairman Bither called the meeting to order at 1:00 P.M. Commissioners present were Jeff Bither, Alan Bussema, Jimmy Stoneburner and Wes Kahler. None absent. Also present were Executive Director Rich Pierson, Executive Assistant Anne Richmond, Field Superintendent Aaron Grogg, and Office Assistant Bonnie Shiffer.

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 MAY 21, 2013 REGULAR MEETING: A motion was made by Kahler and seconded by Bussema to accept the regular meeting minutes of May 21, 2013 as presented. **Motion carried; all ayes.**

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

CORRESPONDENCE: Pierson reviewed the following correspondence:

Gilmore, Susan-8904 WGLD Shared Drive Repair Cost
GLSWA uses Ms. Gilmore's driveway to access Lift Station 6. Ms. Gilmore has asked GLSWA to share in the cost to make repairs to the driveway. She received an estimate of \$410 to clean out and fill existing cracks and \$325 to patch several places. A motion was made by Kahler and seconded by Stoneburner to contribute up to \$735 toward driveway repairs in any area that GLSWA would be using. **Motion carried; all ayes.** *Pierson to evaluate and authorize driveway repair areas.*

Jeffrey-The Dock at Bayview Camera Work to Locate Grease Trap
New restaurant opening (former Bayview Gardens): We informed Ms. Jeffrey that Barry Bowman would assist with camera work to determine where the pipes go and where a grease separator may be located in the future. The cost for this service is \$85. Ms. Jeffrey was also told that she had nine months to install the grease separator and that sewer billing at the higher rate would begin July 1.

White-New Construction Vacant Lot Inquiry-Sewer Availability
GLSWA recalculated the installation cost to reduce the complete estimate for sewer connection to be just under \$7,400 for the proposed new home construction for Todd

& Michelle White. The Whites initially claimed that they did not know about sewer availability but it was discovered the real estate listing noted 'sewer availability'.

Orlando, Tony-4159 N. 37th Street Request for Grinder Connection
Mr. Orlando owns a house that is 215 ft. from the sewer and wanted information on connecting to the sewer. After GLSWA provided this information and Mr. Orlando chose to connect, GLSWA was able to quickly facilitate connection of his residence to the sewer.

Lambert, Roland-4192 Saratoga Connection Fees Paid by GLSWA?
GLSWA confirmed that connection fees were paid to Comstock Township and arrangements were made to connect 4192 Saratoga to sewer and water during the Weatherstone project.

NEW BUSINESS:

Zoetis Meeting Summary 6/17/2013 Meeting Summary
The current Sewer Assessment Agreement with Zoetis (formerly Pfizer) contains allowed maximum capacity for sewer discharge, unless additional connection fees are paid. A meeting was held on 6/17/2013 to discuss their current and future flows. Pierson reviewed a summary of the meeting with the Board. Zoetis does not believe that their in-line sewer meters are reading correctly. GLSWA and Zoetis will review the issues that were discussed and reconvene in 3-4 months.

Water Environment Federation Conference Update
Pierson summarized for the Board what he learned at the National Collection Systems Conference that he attended in Sacramento, June 10-12. The conference confirmed that GLSWA is on the right path with our efforts in regards to the technology we are trying to implement, tackling I/I (Clean Water) from the sewers (both private and public portions), and implementing asset management practices.

Commercial Review Adjustment Unit Calculation Based on Water Consumption
Biennial review: Pierson expects that 30 units will be lost due to reduced water use and 15 units will be added due to increased water consumption based on his initial Commercial Review assessment. Additional data from the City is needed to finalize the study which he expects to complete by next month.

Quotations for Sealing Structures Seal 4 Valve Vaults + 1 Manhole-Groundwater
Groundwater is currently able to get into 4 valve chambers and 1 manhole and this is a safety concern. Pierson reviewed quotes that GLSWA obtained to seal the 4 valve chambers and (1) manhole and recommended that Pipe Repair Systems perform the work. A motion was made by Kahler and seconded by Bussema to authorize Pipe Repair Systems to seal the 4 valve chambers and 1 manhole for a cost not to exceed \$5,300. **Motion carried; all ayes.**

Scanning-Back Filing Update

Demonstration

As background, Pierson updated the Board on the status of our technology “chase” to improve customer service and in-house efficiencies. Pierson, Richmond, and Shiffer demonstrated to the Board how GLSWA is implementing the FileBound Document Management System and updated them on our progress to date.

Entrance Sign-Landscaping Proposal

Authorization for Landscaping-Sign

Pierson is working on a proposal for landscaping around the new GLSWA sign. A motion was made by Kahler and seconded by Stoneburner to authorize Pierson to go forward with the sign landscaping for a cost not to exceed \$1,500. **Motion carried; all ayes.**

4” Building Sewer Policy Discussion

At the last meeting, the Board asked *Pierson to investigate if our charge for televising 4” sewer lines should be modified and to make a recommendation.* This is still under review.

PROJECT UPDATE:

D. Avenue West Project

Invoice to Richland Village

GLSWA requested reimbursement from the Village of Richland for the cost of the Information Packets exceeding the planned 43 packets (\$1,359) and for 50% of the Engineering costs (\$482.25). We have not received a response.

EF Avenue Sewer-Old Plug Company

Possible 400 ft Sewer Construction

A proposed sewer design is expected to be submitted for the Old Plug Company on the corner of Gull Road and EF Avenue.

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. There are 5 lift stations left to complete and #9 will be scheduled next.

Grinder Lines (37th Street Only)

There is a corrosion issue with ductile iron next to copper grinder line connections and these are being remedied (wrapped or replaced with plastic). *There are 4 in Charleston and 1 in Ross Township yet to do.*

Office Construction Items

Update

The new sign is completed and Pierson is working on a proposal for landscaping around it. The Board deferred the decision on whether GLSWA should have a flagpole to the next meeting. *Pierson to verify lighting requirements for a flagpole.*

30th Street Gravity Sewer-Future

Design Completed; Need Easements

Pierson reminded the Board that per our 2008 agreement, the 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 a gravity sewer project.*

Forcemain to Galesburg-12" Ductile Iron Researching Testing Method + Price
Pierson emphasized to the Board that any failure in this forcemain would have serious consequences and he recommends testing the entire length of the pipe. *He is currently researching testing methods and prices and will bring this information back for the Board's review.*

Asset Management (SAW) Grant Kick Off Meeting Held
There was good discussion at the initial meeting on the Asset Management (SAW) Grant with Tom Wheat and Brian Vilmont of Prein & Newhof.

Prairieville Park-Relocate Generator Plug Request Permission from Parks Comm.
GLSWA needs to request permission from the Prairieville Township Parks Commission to relocate the plug on our generator for better access to the Lift Station, especially if the park is full. *Pierson to verify this request has been made.*

OLD BUSINESS: ACTIVE

Bedford – 6291 N. 37th Street Follow-up Discussion
The hearing for the Motion for Summary Disposition was held on May 9 and the judge granted our motion, dismissing the case. The appeal period expired June 1st and no appeal was filed by Ms. Bedford.

Kalamazoo Regional Water + Wastewater Comm. Update
The settlement was finalized on the FOIA case and the models were obtained. The review of the models and files is on-going.

Industrial Flow-Zoetis + MDEQ (PPP) Update
A meeting was held on 6/17/2013 with Zoetis (See discussion under New Business-Zoetis Meeting Summary). Pierson made an inquiry to the MDEQ regarding their planned flow and budgets. Mark DuCharme of the MDEQ responded that their current plans and budget include operation of the groundwater extraction system for an additional year and they will re-evaluate additional need at that time.

Percival – Sump Pump Reconnection DEQ Matter
The property reconnected the sump pump to the public sewer due to a fuel oil spill. This is a DEQ matter. We have been awaiting DEQ remediation plan documents to see if we can disconnect his sump pump, however, we may work around this by changing our ordinance to create a minimum monthly charge of \$100 or more for non-compliance with a sump pump connection. *Pierson met with Sparks in this regard and will report back at the next meeting.*

Clean Water Elimination Program (CWEP)

Update

Pierson met with Attorney Sparks on enforcement options when we find clean water entering the sewer system. He is considering changing the ordinance in stages. As a first step to be completed this year, GLSWA may begin billing customers if they have received notification to stop the clean water flow into the sewer system and did not take action. In addition, for sump pumps that have a chemical feed additive, we may require metering to bill the customer for the appropriate flow into the sewer system. Pierson may recommend in later ordinance revisions that each home sold in our district have a complete camera inspection of the private building sewer, beginning within the home to the tap at the street.

Grease Inspection + Enforcement

Update on Ordinance Revisions

Pierson met with Attorney Sparks to discuss ordinance revisions for strengthening grease enforcement.

OLD BUSINESS: STATUS UNCHANGED

CMOM-Collection System Requirements Pending / Self Assessment:

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. It is anticipated Michigan will adopt a requirement for public sewer systems to adopt and adhere to these practices. Self Assessment is on-going.

- Manhole Inspection/Inflow/Infiltration Project Update
Postpone manhole inspections + repair of piping until Spring 2013 - staffing issues/\$\$
- Gravity Sewer Pipe Videotaping Update
Determine level of repair, replacement.
- Groundwater – Clean Water Elimination Project Update
All weather stations installed (4 purchased); LS date-time stamp devices installed.
- Grease Ordinance + Enforcement Update
Pierson to review ordinances and initiate program for grease enforcement.
- CMMS-Computerized Maintenance Management System Update
Performance, inventory, pictures, etc.
- Connection Inspections + 4" Pipe Inspections Home Sale Requirement
There are approximately 800 homes around Gull Lake that were connected to sewer prior to inspections by GLSWA (1993 to present). The state plumbing division inspectors performed, based on our knowledge, only cursory

inspections. We have found multiple significant deficiencies in these un-inspected connections recently (and historically). Pierson is contemplating a recommendation that the municipalities within the Authority district require each home sold in our district to have a complete camera inspection of the private building sewer, beginning within the home to the tap at the street. Such a policy would protect buyers from having problems and from contingent liability for the Authority that may occur, plus it would identify sump pumps, gravity stormwater connections and 4" pipes that have infiltration evident.
Pierson to continue to develop policy recommendations going forward.

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.*

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 expired.

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

Billing Software Upgrades Update
 Investigating use of meter data to generate sewer use bills for customers with water.

Easement Releases Ongoing Project-coordinate w/ scanning files to GIS.
 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.

FINANCIAL REPORT


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

CLOSING COMMENTS

ADJOURN. NEXT MEETING THURSDAY JULY 25, 2013: 1:00 pm

Chairman Bither adjourned the meeting at 2:25 p.m.

Submitted for approval



Alan Bussema – Secretary