

Gull Lake Sewer & Water Authority

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

1

MINUTES OF THE JUNE 28, 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, Executive Assistant Anne Richmond, and Engineer Tom Wheat.

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

MINUTES OF THE MAY 31, 2017 REGULAR MEETING: A motion was made by Harma and seconded by Dykstra to accept the regular meeting minutes of May 31, 2017. **Motion carried; all ayes.**

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

CORRESPONDENCE:

MDEQ SAW Submittal Final Submittal Sent to MDEQ on May 31
Pierson sent the SAW Certificate of Completion to David Worthington at the MDEQ on May 31st.

Dennis McKee Ross Twp Hall Damage Claim/Possible Combining Projects?
In a May 24th email, Pierson asked Dennis McKee of Consumers Energy the status of the damage claim that GLSWA had submitted in February and also asked Mr. McKee to discuss CMS plans for gas main on 37th Street in Ross Township as GLSWA has an upcoming project along the west side of 37th Street from M-96 south to Galesburg. Pierson followed up on these questions in an email on June 14 as Mr. McKee has not yet responded.

Hawks Hollow-Czuk-Smith \$4,000 Contribution if Contractor Fixes 6" Lead
Pierson recommended that GLSWA contribute \$4,000 to Hawks Hollow if, in the process of connecting 501/507 South Gull Lake Drive to public sewer, Hawk's Hollow repairs our broken 6" service line. This is in lieu of GLSWA having to spend \$4,000 to repair our broken 6" from inside the mainline sewer. A motion was made by Kahler and seconded by Dykstra to approve contributing \$4,000 to Hawks Hollow

if they fix our broken 6" service line when they connect 501/507 South Gull Lake Drive to sewer and cap the unused sewer lead. **Motion carried; all ayes.**

Bowman-Alarm System Approve \$1,300-Printer Record of Alarms
Pierson recommended approval of \$1,300 for a program modification to the I/I software which would be unique to GLSWA to allow us to printout a hard copy of what is in the alarm history. This will be necessary should there ever be a wide scale outage. Harma made the motion to approve \$1,300 for a software change to the I/I software to allow GLSWA to get a hard copy printout of what is in the alarm history. Motion was seconded by Dykstra. **Motion carried; all ayes.**

Baldwin-Charleston Twnp Assistance to Out-of-District Homeowner
A homeowner outside of our district attempting to connect to sewer contacted GLSWA for assistance locating their sewer lead. We sent Aaron to assist and the homeowner was very appreciative.

Campbell-Prairieville Boat Park Complaint about Boat Washing Requirement
A resident asked GLSWA questions about the sewer connection at the Prairieville Park Boat Wash and expressed concern that people were being forced to wash their boats.

Wallace-Gull Lake Ministries Flushable Wipes + Property Consolidation
Pierson notified Daniel Wallace of Gull Lake Ministries that we are noticing additional amounts of flushable wipes accumulating at our pumping stations and asked him to remind his cleaning staff that these are not to be disposed of in the toilet. He also reminded Daniel that the consolidation of property issue has not yet been resolved. Commissioner Dykstra reported that as a result of the proposed road repair assessment on parcels in Ross Township, Gull Lake Ministries is motivated to work towards combining parcels.

Jon Scott-Gull Lake View Inquiry-Sewer Pipe Easement + Future Development
Pierson asked Mr. Scott about moving along with the easement for the new pipe out of LS #27. Engineer Wheat stated that a survey was needed to complete the easement. *Pierson to contact Surveyor Greg Jensen.* Pierson asked about any new development and also let Mr. Scott know that "non-flushable wipes" had plugged a pump at LS #27.

Weckler-568 EGLD Request for 4" Private Camera Work
A homeowner requested a copy of the video for the 4" private camera work that GLSWA had recorded of his sewer connection at 568 E Gull Lake Drive.

Ross Twnp CMS Damage Claim Reject CMS Denial of Ross 6" Damage Claim
GLSWA received a denial (June 14th) from CMS in the matter of the Ross Township 6" lateral Damage Claim. Pierson rejected their denial and outlined his reasoning in a memorandum to Hillary Hogart, asking that she reconsider the denial. Harma made the motion to reject CMS's denial of the Ross Township Damage Claim. Motion was seconded by Stoneburner. **Motion carried; all ayes.**

Warner, Norcross, Judd-legal Approve "No Interest" Signoff
 GLSWA was named as a defendant in a Complaint for a Vacation of a Channel Action concerning Pine Lake. Pierson asked for approval to sign the complaint as GLSWA has no interest in the property. Kahler made the motion to authorize Pierson to sign the Complaint for a Vacation of a Channel Action. Motion was seconded by Stoneburner. **Motion carried; all ayes.**

NEW BUSINESS / PROJECTS UPDATE

Asset Management Plan (SAW)

- Asset Management Plan: Pierson reviewed an executive summary of the Asset Management Plan with the Board. Working with our rate consultant, GLSWA projects that annual rate increases of 3.95% will be necessary starting on 4/1/2018.
- Mission Statement: A new Mission Statement was written as part of the Asset Management Plan. Pierson reviewed the new Mission Statement with the Board. Pierson is waiting further input from the staff on the Mission Statement and will review this again at a future meeting.
- Level of Service: Pierson reviewed statements defining the level of service that GLSWA will provide with the Board. This will be reviewed again at a future meeting.
- Letter to Customers: Pierson reviewed a draft newsletter to be sent to GLSWA customers in the Fall informing them of the necessity of a rate increase.
- Ordinance Revisions: Review highlights from Rob Thall – for Fall ratification or 1st Quarter 2018. To be reviewed at next meeting.
- Radios: Inflow/Infiltration: BB implementing new protocols for personnel notification.
- Camera Footage Update: Camera'd 157,840 feet (673 segments); short 18,434 feet (160 segments) = 89%
- Vactor Footage Update: Cleaned 145,606 feet (645 segments); short 30,670 feet (188 segments) = 82% At \$0.70 per foot = \$110,488 + \$101,924 reimbursed from MDEQ SAW grant

- GIS Work-A. Hartwick: Planned demonstration at August 1st Board Meeting
- Manhole Repairs: Scheduling 40-80 annually, 2017 - 20 more to go on “inaccessible list” from 2015. Pierson requested Board approval for the purchase of a new Cement Mixer for Manhole repairs. A motion was made by Harma and seconded by Dykstra to approve the purchase of a new Cement Mixer for Manhole Repairs at a cost of \$2,200. **Motion carried; all ayes.**

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

- Riverview-Keyes Drive: 170 homes - 2019
- Prairieville Gull Lake Boat Launch; Boat washing station
- Gilmore Farms-next phase of 240 homes +/-; easement signature required. After Pierson reviewed Attorney Thall’s concerns with the easement, a motion was made by Dykstra and seconded by Harma to authorize Pierson to sign the CMS easement for the Gilmore Farms project. **Motion carried; all ayes.**
- Gull Lake Condos – project moving forward slowly-Woodhouse’s Next Phase
- New 4500 sq ft bldg behind existing Mission Pte Restaurant: On-hold
- N. 32nd St: North of McDonalds - Proposed Nursing Home: On-hold
- E DE Avenue-Richland T: Twnp Bd meeting authorized Advisory Petition. Pierson noted that he is going to add an additional parcel to the district previously approved by Richland Township based on the reported interest of the resident in connecting to sewer.

Richland Village

Letter forwarded to Village

Pierson sent a letter to Richland Village recapping historical sewer & water information for the Village.

Director-Staffing Update

Timeline + Draft Search Methodology

Pierson reviewed a proposed job posting, job description, and timeline for the hiring of the new Executive Director. The Board had a few modifications and asked Pierson to continue with this planning for the next meeting.

Healthcare “Cap” Update

Meeting with BCBS Representative on Renewal

On initial review, the new GLSWA BCBS rates effective in September 2017 are below the Public Employer Contribution to Medical Benefit Plan Annual Cost Limitation.

Work Orders over \$2,000

Manager Plus Restarted with New Database

There were no work orders over \$2,000 valuation this month.

OLD BUSINESS: ACTIVE...but NO CHANGE

Pole Barn To Be Bid
Pole Barn will be prepared for bidding by the end of July/1st Week of August.

Charleston Draft Letter of Intent Met w/ Charleston Twp Bd on 5/23-Workshop
No action planned or taken by Charleston as of yet.

Gull Lake Condos – Easement Pierson & Wheat Reviewed Application
Pierson and Engineer Wheat reviewed the easement application-to be prepared and submitted.

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

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

(3) Repairs Discovered a 2nd Broken Wye
Discovered a 2nd broken wye or lead based upon 4" reuse policy.

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.	

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 Dykstra and seconded by Kahler to file the financial reports as presented, approve the standard bills paid through May 31, 2017, and pay the Prein & Newhof bill. **Motion carried; all ayes.**

CLOSING COMMENTS:

Commissioner Harma expressed appreciation for the excellent work of Executive Director Pierson and Authority staff.


ADJOURN.

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

Next Meeting: Tuesday, August 1 at 10:00 a.m. – Regular Meeting

The meeting will begin with a presentation of GLSWA's GIS / IT integration capabilities. Other municipalities will be invited to participate in this part of the meeting. There will be a luncheon in honor of Paul Dykstra's retirement following the meeting.

Submitted for approval



Paul Dykstra – Secretary

Attch: Old Business / Inactive list

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

Old Business 187
6/15/2017

No.	Item	Status
1	DEQ Purge Well discharge RP sent reminder: 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 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 easement.
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	: Within main agenda : Postponed this work - anticipate new Regional Agmt in 2018 will resolve this: Pipe Repair needed
6	PICA See Snake Investigation May 10th postponed - due to internal corrosion	: 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 RP at Charleston Township 5/23 Board meeting	: 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 RP attended 6/12 meeting; to set up mtg with JS + DG	: 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 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
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 These will be rebuilt when we replace LS#1 forcemain	: 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 RP briefed Richland Twmp 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
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 AGhas taken this over: Will need reauthorization	: 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 2017 seasonal repairs
21	4 Repair sites: to be bid 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
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)