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## MINUTES OF THE JUNE 30, 2011 REGULAR BOARD MEETING

1:00 P.M.

To: David Bernier, MERS administrator      Question on equity purchases  
The new retirement plan allows for equity purchases through Schwab, similar to  
Nationwide with Ameritrade. Pierson is questioning the minimum investment and  
maximum annual contribution regulations to this portion of the portfolio. *Pierson  
will report back if any answer is received.*

To: Eric Reid

Inquiry response

Mr. Reid had asked if the public would be able to access any GIS information. Pierson responded that the Board hadn't made a determination, but if so it would be limited. Tom Wheat suggested linking from our website to the County's, as it has GIS and Tax roll data. The Board supported a "link-out" to the other site.

To: Kelly Blacken, Realtor

Tanner easement for Newman

Ms. Blacken is the listing agent for the Tanner property, where we are attempting to acquire an easement over a small triangular piece of the property (7801 N. 39<sup>th</sup> Street) in Ross Township, Michigan. Pierson is now dealing with the potential buyer. New information is that the septic has failed the inspection. Pierson is anticipating cooperation from the new buyer for providing the easement and connecting to the proposed sewer lead up the hill that also provides service to Mr. Newman. *Pierson to obtain a second quote for the pipe up the hill as the first estimate was high.*

To: Bruce Dean, Building inspector

Request to meet

Pierson had requested a meeting with the building department of Ross Township (AGS services) to discuss the inspection of homes for improper ground water connections (sump pumps) -- under the plumbing permit process for any construction/remodeling in our sewer district area. No response yet. *Pierson to meet with him and with the other township building officials in this regard.*

To: Ron Harvath, Cooper resident

Sump pump payment

Pierson had written to Harvath thanking him for disconnecting the sump pump. We have processed payment to Harvath for 50% of his \$2,000 interior modification, which is at our maximum participation set by policy.

To: Crandell, David and Lisa

Sump pump 90-day notice

Pierson provided the Crandell's with a 90-day disconnect notice for their six sump pumps that are connected to the public sewer.

To: Crandell, David and Lisa

Response to their response

The Crandell's have objected to having to disconnect an 'illegal' connection made by others before they purchased the home. Pierson had responded after discussing the matter with legal counsel Ken Sparks. Our proper recourse is with the property owner. (Also see policy discussion below under New Business)

To: Joe Milan

ACH (auto-debit) customer

Mr. Milan has been waiting for us to implement the ACH system, and we have had two sign up thus far.

To: Button, William – AVB

Sump Pump disconnect required

Bowman had discovered a sump pump connection at 15437 M-43 while videoing a sewer lead to locate the homeowner's 4" for a contractor. In 2004, AVB's plumber had connected the homes underdrain (groundwater) system into the sewer. In 2008,

with high water issues, a second sump was installed and plumbed into the creek by the home. The homeowner and the Authority had thought that both sumps were tied together into the creek. Pierson indicated the homeowner was going to make the plumber or AVB make the correction, so Pierson has not noticed the homeowner as yet. *Pierson to follow-up with the homeowner to have the disconnect accomplished.* (See policy discussion below under New Business)

### **CORRESPONDENCE – Service records**

Pierson noted this is a new agenda category for information about service calls, as we are attempting to standardize our service calls and link them with our GIS system.

Uldricks	37 <sup>th</sup> street grinder light	Float repaired – no basement back-up (nbb)
Schofield	Idlewild private sewer problem	Required Authority assistance (nbb)
Ellenbaas	Idlewild private sewer problem	Authority 1 <sup>st</sup> suspected sump pump (nbb)
Behnke	Purchasing property on EGLD	Requested if sewer were available - no

### **NEW BUSINESS**

Sump Pump Policy -

Continued policy discussion

Pierson noted that we had reviewed a ‘discussion document’ last month in an attempt to provide clarity on the ground-water intrusion issue, known as inflow/infiltration within our own system through manholes and pipes, coupled with the challenge of property owners improper connection of sump pumps, downspouts (not common), and driveway drains (not common). We are labeling our program the “Clean Water Elimination Program”, and Pierson noted the challenges just this past month in following up on the initial b-dry list of 24 homes, the Crandells and a new discovery noted above (AVB).

For long-term remedy/inspection, he noted we had hoped the Kalamazoo Area realtors would assist in adding a “check box” to the buy-sell agreement disclosure statement for ground-water intrusion/sump pumps, but they chose not to at this time. As a methodology to move forward at point-of-sale inspection, Pierson presented a letter packet/concept for the Board’s approval -- where we would access homes-for-sale off the internet, then send a polite letter to the owner and realtor stating the potential problem that may exist, suggesting they call us to schedule an inspection, or send in a disclosure form. This approach has been approved by our legal counsel. Pierson noted this would immediately impact the 47 homes-for-sale on Gull Lake, plus we could do street by street in the other areas. The downside is that this would significantly occupy staff time for the remaining summer-fall season just to tackle the initial list of homes-for-sale. However, after that, it would just be new homes on the market.

After discussion, motion by Stoneburner, seconded by Light, to proceed with the homes-for-sale approach. **Motion carried, all ayes.**

Additional discussion on the challenge of budgeting for Cooper repairs on their system as we have viewed 100% of their system with our camera and know what needs to be done to 'tighten' up the system. Then we can measure the results. *The Board directed Pierson to proceed to meet with Cooper and Wheat on the major repairs that need to be accomplished and report back on the costs and the anticipated cost-benefit.*

Grand Rapids area sewer rates

Chart of area rates

As we move towards proposing rate increases for our district, Pierson will gather information from neighboring communities as to their rates and charges.

Commercial Review

Annual or Biennial review

Pierson explained that each year, we obtain the water consumption records from the City of Kalamazoo for the Richland area commercial sewer customers to ensure that our "unit factor" (residential equivalent unit) is accurate for each customer, based upon 200 gal/day per single family residential equivalent unit. He presented the proposed changes for 12 properties (out of 93 +/-). After discussion, motion by Kahler, seconded by Light, to adjust the units for the respective customers as presented. **Motion carried, all ayes.**

Village of Richland asphalt repair

Request for financial participation

The Village has requested a 50/50 split of three repair areas on 32<sup>nd</sup> street where the road has settled around the sewer system manholes. Pierson had reviewed the areas and noted only two were sewer related, and recommended we split two-thirds the proposed cost, our cost being \$826 total. Motion by Stoneburner, seconded by Light, to approve. **Motion carried, all ayes.**

MML Board election

Annual election resolution

Each year the MML Board that oversees the Workers Comp plan requests we participate in the uncontested elections for Board of Directors. The Authority chose not to participate as it has no connection with any of the proposed candidates (even if they are uncontested).

## **PROJECT UPDATE:**

Sump Pump Elimination Tracking

Additional Discussion

Pierson reviewed the current status of the clean water elimination tracker and B-dry list. He noted that although we had eliminated several more sump pumps, our May pumpage through lift station #1 was the highest it has ever been, even higher than when we experienced the 9-11 inches of rain in August 2008; so, it may be that the success of our efforts is not measureable in the short-run. He again noted we would be postponing additional manhole inspections for one summer to focus on repair and rehab of Cooper Township's system to hopefully measure the impact of the effort and its cost-effectiveness as best as possible.

Office Remodel & Improvements                      Update  
 Budget Update: Pierson noted no change. We are planning to purchase chairs for the front office staff and the front entrance sign/flagpole.

30<sup>th</sup> Street South Gravity Design                      Easement Pursuit  
 Easement pursuit to be accomplished by Pierson.

## **OLD BUSINESS: ACTIVE**

Comstock Township Sewer + Water Update on Rates: Begin Cost-Benefit Analysis  
 Tim Hudson and Chad Meints from Comstock Township proceeded to explain to the Board how the service issues for sewer (and water) have become more pronounced over the past 5 years as the City of Kalamazoo has cut back on its service personnel. They expressed appreciation for the Authority's willingness to study the cost-benefit of having the Authority absorb the operation, maintenance and administration of the Comstock sewer system under the Authority. Mr. Meints is hoping to obtain additional billing information to assist Pierson in completing the analysis of cost-benefit to the Comstock customer and to the Authority. Pierson has received customer information from Comstock and expects to complete a preliminary review of the Comstock information to share at a future meeting.

Charleston Township Sewer                      Update on Rates: Begin Cost-Benefit Analysis  
 Pierson has received customer information from Charleston and will review it at a future meeting.

Kalamazoo Regional Water + Wastewater Comm.      Update  
 The Commission is moving forward on rate and other issues, and FOIA #4 has been prepared --again requesting the model. The Authority has budgeted approximately \$10,000 for this year's dues (Ross, Richland Townships + Richland Village) and we expect dues at this level or greater for the ensuing year as well.

Easement for Jim Newman-above EGL Drive                      Need easements for service  
 (Discussed above). An easement has been requested from Marglen Tanner that, with a second easement requested from Kevin Miller, would allow a sewer connection to be made to Mr. Newman's home.

IT Improvements / Upgrades                      PNC Bank Card for Signature / ACH July 1  
 (This will be removed from the agenda next meeting). ACH now available.



## OLD BUSINESS: STATUS UNCHANGED

CMOM-Collection System Requirements Pending / Self Assessment: On-Going  
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. Self Assessment is on-going.

Purchase of Consumers Energy Property      No Further Action

Pierson contacted Sandra Wigent of Consumers Energy about potentially purchasing Consumers Energy property lying adjacent to M-89, providing Consumer’s (and METC) keep an easement over the entire property for electric and gas transmission. Pierson received a response that it is unlikely that GLSWA can purchase this property as METC has first refusal rights. *Pierson will continue discussions with Consumers about the possibility of eliminating the billboard on the property as a minimum.*

Water Connection Fee Issues      Ongoing Project

On-going project to review and establish appropriate fees in Township/Village. 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). Also, need to establish adequate connection fees to provide for the replacement of watermain in the future.

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

Sewer Connection Fee Issues      No response; \$8,900 Eng Fees not Paid  
There has been no response from Attorney Ken Sparks letter to Attorney Swenarton as of yet. In addition, Rosenberger still owes GLSWA engineering fees of approximately \$8,900.

Manholes on Pattiwood + Macywood      Completed-Invoices Sent

Tustin’s lowered the manholes on Pattiwood at a cost of \$1,800. In addition, Tustin’s repaired two manholes in the Village bike path along M-43: South of McDonald’s (at a cost of \$675) and North of McDonald’s (at a cost of \$735). The Village has paid for ½ of the total cost. Pierson sent a letter and invoice to Dave Woodhouse requesting reimbursement of the Pattiwood manhole repair cost. There has been no response.

Tammy England      Lien Filed per Direction of Authority Board  
(This will be removed from the agenda next meeting.) Lien filed per Authority Board direction.

Gentry-High Ground Water Table Issues      30<sup>th</sup> Street – Legal Action Pending?  
(This will be removed from the agenda next meeting – no change). Tennie Gentry of 7873 N. 30<sup>th</sup> Street in Richland Township asked GLSWA and we provided information on historic water table levels. Pierson indicated the Gentry’s mentioned



Prein and Newhof Invoice Summary	
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Authority Board Meeting of 6/30/2011	6/20/2011
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Acct.#	Billing Period	Type of work	Prior Fiscal Year Engineering	Current Year Engineering Running Total	Current Month		
					Authority Project Non-reimbursable	Developer Project Reimbursable	Total
	Project						
605	General Engineering	Gen.Eng. For 11/12	\$ 5,922.74	\$ 1,687.20	\$ 267.60		\$ 267.60
615	Water Service Connections	Potential Contract	\$ -	\$ -			\$ -
670	GIS	Updates & Maintenance-Ross	\$ -	\$ 1,552.65	\$ 1,199.00		\$ 1,199.00
734	D Ave Road Reconstr. + Sewer	Engineering Design	\$ 8,073.50	\$ -			\$ -
738	Macywood	Plan review and pump station	\$ 209.75	\$ -			\$ -
744	GIS	Contours, Sherman Lake; Implementation	\$ -	\$ -			\$ -
745	Gilmore Farms Sanitary Sewer		\$ -	\$ -			\$ -
745.1	30th St. South Assmt		\$ 5,290.84	\$ -			\$ -
745.2	30th St. North to AE	Engineering Design	\$ -	\$ -			\$ -
747	Richland Condo's (New Hope)	Site plan review	\$ -	\$ -			\$ -
750	GLSWA Site Plan		\$ 383.75	\$ -			\$ -
	Total this period		\$ 19,880.58	\$ 3,239.85	\$ 1,466.60	\$ -	\$ 1,466.60