

# Gull Lake Sewer & Water Authority

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## MINUTES OF THE JULY 19, 2012 REGULAR BOARD MEETING

Authority Board Meeting

1:00 P.M.

**CALL TO ORDER/ ROLL CALL:** Chairman Bither called the meeting to order at 1:05 P.M. Commissioners present were Jeff Bither, Jackie Light, Jimmy Stoneburner and Wes Kahler. None absent. Also present were Director Rich Pierson and Administrative Assistant Anne Richmond.

**REVIEW AND SET THE AGENDA:** Kahler made the motion to accept the Agenda as amended, adding the discussion of new purchases under New Business. Motion was seconded by Stoneburner. **Motion carried; all ayes.**

**MINUTES OF THE JUNE 28, 2012 REGULAR MEETING:** A motion was made by Kahler and seconded by Light to accept the regular meeting minutes of June 28, 2012 as presented. **Motion carried; all ayes.**

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

**CORRESPONDENCE:** Pierson reviewed the following correspondence:

To: Ron Major, Dan Wood Company      Acceptance of Settlement Offer  
Pierson informed Mr. Major that at the June 28<sup>th</sup> Board Meeting, the Board approved the proposed settlement offer of \$7,331.15.

To: Melinda Titus, Boris Realtors      Confirmation of Sewer Connection  
Confirmation of the physical connection to the sewer was requested as part of the Buy-Sell Agreement for 725 S. Gull Lake Drive. Barry Bowman ran a dye test to confirm that 725 S. Gull Lake Drive is connected to the sewer and Pierson informed realtors Melinda Titus and Bill Clancy of this result.

To: Judith McMillan, 3017 E G Ave      Cooper-Water Meter Based Billing  
Mrs. McMillan made a recent inquiry regarding our progress towards meter based billing. Mrs. McMillan has asked about this previously as our flat rate billing of \$65 per quarter is higher than her prior bills where the City of Kalamazoo invoiced her for public sewer service based on her conservative water usage. Pierson responded that we believe by mid-to-late 2013 we will complete the transition to meter based billing.

To: Eric Russell, 7562 Yorktown      Richland-Water Meter Based Billing  
Mr. Russell asked if there is a way to be put on a limited billing or no water usage plan while trying to sell a house that is empty. Pierson responded that we do not currently

have such a plan as we cannot monitor a majority of our customers that do not have City of Kalamazoo water meters. We plan to implement water meter based billing in the future which would allow for this.

To: Bill Vandersalm, 10830 S. Interlaken                      Rebuild Status  
Mr. Vandersalm's home at 10830 S. Interlaken was torn down on November 22, 2011. At the time, we advised him that if he had not undertaken the rebuilding of his home by May of 2012, we would ask that he have an excavator properly abandon the 4" building sewer. Pierson contacted Mr. Vandersalm to follow up on the status of his plans to rebuild. *Pierson to follow up with Mr. Vandersalm.*

To: Michael Ambs, MLA Enterprises                      Gull Harbor Pointe  
Mr. Ambs, a contractor, checked with GLSWA regarding 6" sewer service extensions (from existing public sewer lead) to service lot 4 of Gull Harbor Pointe. Pierson informed him that no building sewer permit (for a future home within Gull Harbor Pointe) is to be issued until 6" services have been installed and inspected pursuant to the agreed upon method (sketch attached to packet) in 2003 with the developer. Pierson also attached the Authority Board minutes documenting this.

To: Eric Reid, Gull Lake Water Quality                      Clean Water Elimination Program  
Mr. Reid advised Rich Pierson that the Gull Lake Water Quality Board wanted to wait until the Clean Water Elimination policies were more "in place" before having Pierson speak to their membership at large. Pierson informed Mr. Reid that we are moving towards a fall implementation and plan an October 1 effective date for Ordinance revisions. Pierson reviewed the progression and levels of inspection that we will need to consider as we implement the CWEP. *Pierson to review with Sparks and report back (in conjunction with the proposed ordinance revisions).*

## UTILITY SERVICE REPORT

We intend to implement a routine monthly maintenance report for the Board using our Antero Work Order system. This has not yet been initiated.

## NEW BUSINESS:

Review of Municipal Presentation                      Update on Presentation + Schedule  
Pierson reviewed the proposed presentation for the rate increase he has prepared for the municipalities. *Pierson to scale back the material for the presentation and provide a copy of the presentation at least one week in advance to the municipalities. Pierson to add a slide showing other local municipality sewer rates for comparison to GLSWA's rate.*

Pierson also reviewed the current implementation schedule for the rate resolution and ordinance approval. The first review is scheduled for Barry Township on August 6,

2012. Pierson has decided to disconnect the rate resolution from the ordinance changes. The implementation schedule will be revised to reflect a target of November 1, 2012 for adoption of the new Ordinance. The rate change will still be effective October 1, 2012 and is not dependent upon the ordinance changes as the current ordinance already empowers the municipalities to set rates by resolution.

#### Review of Rate Recommendation

#### Finalization

GLSWA is proposing a \$5 per quarter rate increase to be effective October 1, 2012. The quarterly rate will go from \$65 per quarter (\$21.67 per month) to \$70 per quarter (\$23.33 per month). We anticipate each municipality adopting the rate increase in August or September; including provisions for a 2<sup>nd</sup> rate increase of \$4 per quarter effective October 1, 2013 and a 3<sup>rd</sup> rate increase of \$4 per quarter effective October 1, 2014. Should the budget projections change, the rate increases could be modified or not placed into effect. Kahler made the motion to recommend the rate increases to each municipality as presented. Motion was seconded by Light. **Motion carried; all ayes.**

#### Draft Letter to Customers

#### Rate Recommendation

Pierson reviewed with the Board 3 letters that update customers on several important issues and announce the rate increase. There is a letter for Commercial Customers, Grinder Pump Customers and Residential Customers. The Board authorized *Pierson to send the letter informing customers of the proposed rate change by the end of the month.*

#### Staffing Schedule + Updates

#### Discussion

Pierson informed the Board that our new hire, Aaron Grogg, is working out well so far and Pierson will update the Board on his performance at the end of his probationary period.

#### MML Worker's Compensation Fund

#### Annual Vote for Five Candidates

The Board chose not discuss this item as there are five candidates for the five positions, no action is necessary.

#### New Items for Purchase

#### Discussion

Pierson informed the Board that the Rycom locator cost for the new lateral sewer camera purchase had been omitted from the total approved to purchase the camera at the last meeting. The cost for this is \$900. Motion was made by Light, seconded by Stoneburner to approve the purchase of the Rycom locator up to \$1,000. **Motion carried; all ayes.**

Pierson informed the Board that we want to take advantage of road repaving projects on 37<sup>th</sup> Street and in Cooper to repair manholes. He and Bowman are working on this and estimate it could cost \$10,000. As time is of the essence, *Pierson to have additional information at next meeting and, if the purchase is needed prior to the next meeting, he will email the Board the recommended purchases for additional comment prior to ordering.*

## PROJECT UPDATE:

### 37<sup>th</sup> Street Repaving

Quote Requested

GLSWA will request Bailey Excavating to refurbish manhole “chimneys” and raise 11 cleanouts. This is covered in the discussion above.

### G. Avenue-Cooper Repaving

Manhole Repair

GLSWA is evaluating the repair of 5 manholes to be done while the road is being repaved. This is covered in the discussion above.

### Grinder Lines (37<sup>th</sup> 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). A total of 11 grinder connections will be investigated and repaired at a total cost estimate of \$5,000-\$7,000. There are 4 in Charleston yet to do and 1 in Ross with approximately \$3,000 of costs incurred for contracted services to date. The remaining Ross repair to be rehabilitated with the road paving project.

### Lift Station Guide Rail Replacement Project

We have done 13 out of 25 and still have 12 to go. We are averaging 3-4 per year at an average cost of \$2,200 each. This year we plan on replacing the guide rails at Lift Station 5 and 16 as a minimum. Others will be done as budget, time + staffing allow.

### Groundwater – Clean Water Elimination

Update

GLSWA will study Cooper Township rainfall and pump data + 3 areas on Gull Lake. We hope to use this study to justify spending money in other areas. All weather stations have been installed. Lift Station recording elapsed time meters have also been installed.

### Manhole Inspection/Inflow/Infiltration Project

Update

Postpone manhole inspections + repair of piping until 9/1/2012 or beyond due to staffing issues and our inability to complete the work discovered during inspections.

### D. Avenue West Project

Information Meeting This Fall

There was an opportunity for Richland Village to obtain MDOT funds for the D. Avenue West Sewer Project. The design is completed and shovel ready, but the Village has not gone through the informational meeting/assessment process. Pierson suggested for Village Council consideration that it might be appropriate for GLSWA to mail out information based on a “target special assessment” of \$7,000 and hold an informational meeting for the D. Avenue residents providing the Council feedback from the affected property owners so that the Village could commit to a project should funds become available again. Pierson and Lewis (P/N) presented the road and sewer

issues at the June 2012 Richland Village Council Meeting. The informational meeting will probably not be until October – November.

## Office Remodel & Improvements

## Update

Front entrance sign/flagpole yet to be acquired – the design is in process; front entrance landscaping; three additional chairs. Pierson indicated that the sprinkler system (iron sequestering) appears to finally be working consistently.

## OLD BUSINESS: ACTIVE

## Software – GIS – M-Power – Scanning Review

## Update on 2012 IT Plans

We will likely purchase the Microsoft Search Server and “on-ramp” software, and the board has approved replacing our copier 3 years ahead of schedule for our document management needs to be able to scan all of our paper files into electronic copies and be able to access them. We have tried out the Minolta copier and agreed to purchase it. We were able to save \$3,000 by purchasing the demonstration model.

## OLD BUSINESS: STATUS UNCHANGED

## Charleston Township Sewer

## Update on Rates: Begin Cost-Benefit Analysis

Pierson to continue with cost-benefit analysis. Their sewer contract expires 2016.

## Comstock Township Sewer + Water

## Update on Rates: Begin Cost-Benefit Analysis

This item is on hold.

## Grease Ordinance + Enforcement

Update

Pierson to review ordinances and initiate program for grease enforcement.

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.

## Kalamazoo Regional Water + Wastewater Comm. Update

The FOIA lawsuit is awaiting a court date. The discovery process is ongoing to obtain rate model. Pierson indicated the Commission's rate consultant is now turning his attention to the sewer rate model and there appears to be inconsistencies within the sewer model as well.

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

## 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.

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

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).  
 Also, need to establish adequate connection fees to provide for the replacement of watermain in the future, as the Township owns the watermain.

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

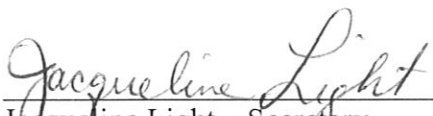
## **FINANCIAL REVIEW/ PAY BILLS**

A motion was made by Kahler and seconded by Light 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 AUGUST 23, 2012 at 1:00 p.m. Chairman Bither adjourned the meeting at 2:16 p.m.

Submitted for approval

  
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 Jacqueline Light – Secretary