

Gull Lake Sewer & Water Authority

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MINUTES OF THE JULY 23, 2015 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, Paul Dykstra and Lysanne Harma. None absent. Also present were Executive Director Rich Pierson and Executive Assistant Anne Richmond.

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

MINUTES OF THE JUNE 24, 2015 REGULAR MEETING: A motion was made by Harma and seconded by Dykstra to accept the regular meeting minutes of June 24, 2015 as presented. **Motion carried; all ayes.**

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

CORRESPONDENCE:

Houtkooper, Charlene-11070 Greer Drive SSO Concern
Mrs. Houtkooper was concerned that the SSO incident might be harmful to her as she was in Gull Creek after the incident occurred at our Lift Station 1. Pierson informed her that the Health Department tests resulted in normal levels of E. coli bacteria and there could not be any harm that far downstream from the incident.

Sewer Backup-9820 M-89 Plugged Mainline Sewer Resulted in Sewer Backup
A plugged 8" sewer main in front of 9820 E M-89 resulted in a sewer backup at 9820 E M-89. The vacuator was dispatched to clear the line and we provided cleanup services. A letter was written to Mr. Dave Reynolds apologizing for the incident and advising him of his rights under Act 222 if he had any damages to claim.

FOIA Request Customer Data for Gull Lake Quality Organization
The Gull Lake Quality Organization requested a list of property owners serviced by Gull Lake Sewer & Water Authority on Gull Lake. A listing was provided to them that included Parcel Number, Service Address, Customer Name and Customer Mailing Address.

Snelling-Temporary Employment Agency Agreement Signed
 The Authority entered into an agreement for Direct Hire with the Snelling Employment Agency so that we could review additional resumes for the Office Assistant position. The candidate that they provided did not meet our requirements and we continued with our in-house process.

Sherman Lake Septic Overflow Complaint County Notified
 The Authority received a complaint from a homeowner regarding a suspected septic overflow on a neighboring property and asked the Health Department to investigate.

Ad Vatta-6291 N. 37th Grinder Connection
 Mr. Vatta was advised that the Board authorized his reconnection to public sewer at his cost, absent any redundant Connection Fee. The cost to reconnect was estimated at \$3,200.

Duke-NE Ohio Regional Sewer District Assist with Learning GIS On-Line
 Pierson is convinced that ESRI should be "one-stop shopping" for document management, asset information, lift station data, work orders, camera/video work, MACP, PACP, and property information and believes that ESRI / Arc GIS On-Line has out-of-the-box tools to make this happen. He and Aaron Grogg visited the NE Ohio Regional Sewer District to see how they use GIS. *Pierson plans to discuss this further with Tom Wheat and also hopes to have a workshop in September to roll out where we want to go with ESRI.*

Letter to Plumbers / Waterproofers Clean Water Sump Pumps
 Due to the heavy rains, the Authority will be sending a letter to Plumbers and Waterproofers reminding them that it is illegal to connect clean water sump pumps to the sewer.

Comcast-Intrusion into Sanitary Sewer Fall 2014
 While cameraing our sewer pipes, we recently discovered that our sewer pipe at 12086 M-89 had been drilled through and suspect that it was done by the contractor for Comcast when they installed cable at Ross Township in the Fall of 2014. The estimated cost of repair is \$2,200. A motion was made by Dykstra and seconded by Harma to authorize up to \$2,200 to repair the damaged sewer pipe near Ross Township Hall. **Motion carried; all ayes.** Pierson noted that we may bill Comcast for the repair or negotiate the equivalent amount in services as we are considering a change of internet provider.

NEW BUSINESS/PROJECTS:

Comcast Proposal-Phone/Internet Current Internet Too Slow for New Processes
 The Authority has requested a proposal from Comcast for phone / internet service. Our current TDS internet service is DSL and is too slow for new processes. *Pierson to pursue alternatives and report back to the Board.*

Kalamazoo Road Commission Additional Milling of Road Surfaces
 The Kalamazoo County Road Commission (KCRC) requires additional milling of road surfaces which will cost the Authority an additional \$5,000 per site. *Pierson to meet with KCRC to determine if we can establish an agreement with them to fix the road instead on an as-needed basis for a 5-year period.*

2015-16 Budget-Staffing Projections Approval
 Pierson introduced Ms. Cheri Rose, our new Billing Clerk / Office Assistant, as Bonnie has announced her retirement. A motion was made by Kahler and seconded by Dykstra to approve hiring Cheri Rose for the Billing Clerk / Office Assistant position at the rate proposed by Director Pierson with a review in 90 days. **Motion carried; all ayes.**

Update on Staffing Reviews + Strategic Planning + Sustainability
 Pierson plans to have a workshop in September to discuss this.

Office Improvement-Automatic Generator Start Approval
 At the last Board Meeting, Pierson received approval for the capital purchase of an automatic transfer switch for the office generator in the amount of \$6,000. An additional \$2,000 is needed. A motion was made by Kahler to approve an additional \$2,000 for the purchase of an automatic transfer switch for the Authority office generator. Motion was seconded by Dykstra. **Motion carried; all ayes.**

Asset Management Implementation Update on Schedule & Progress

- Beginning Vactor & Camera Work on April 13th:
 - 2014 Vactor: Completed 113,544 out of 191,000 eligible; additional 100,000 ft non-eligible. Brad primary single operator 2 day/week 6,000 ft/week = 13 weeks eligible / 17 weeks not eligible.
 - 2014 Camera: Completed 66,500 out of 191,000 eligible; additional 100,000 ft non-eligible. Aaron (w/ Patrick or Dave if needed) 4 day/week 6,000 ft/wk = 21 weeks eligible / 17 weeks not eligible.
 - 2015 Vactor: Thru June: 134,000 out of 191,000
 - 2015 Camera: Thru June: 102,000 out of 191,000 Camera was 'held up' as Vactoring is necessary before cameraing.
- Trimble repeatability: Pierson reported his disappointment that Trimble GPS data collection is not "repeatable" or "accurate enough". Pierson reported he investigated ESRI On-Line opportunities at the ESRI conference and he and Aaron Grogg visited an Ohio Sewer District in order to determine how best to proceed to collect, use and interpret data directly, without using the Trimble and having a three step process to upload and correct the data. Pierson presented expenses requesting approval of up to \$2,000 for these two trips. A motion was made by Dykstra and seconded by Kahler to approve the expenses as presented by Pierson to investigate ESRI by attending the conference in San Diego and visiting the Ohio Sewer District. **Motion carried; all ayes.**

- 2014-2015 Lead locations – to be generated by camera ‘witness’ and manual line drawn perpendicular; ‘end of lower lateral’ to be field verified as we go; 3-5 years project.
- ESRI-Patrick: GIS integration / plan work / mapping / Work Order System integration 3 day/week
- Inflow / Infiltration- flow measurement + Forcemain location + Forcemain evaluation; recent heavy rains have raised Gull Lake to 13-16 inches above normal summer levels; NEW: Considering purchasing new control systems at 10 Pump Stations in lieu of temporary insert flow measuring; Need to understand how the data can transmit and “flow” into ESRI.

PICA See Snake Follow-up on Phase I Investigation Meeting on June 10
Need to excavate 3-4 sites, verify the pitting, make repairs and determine next steps, scheduled for third week in August.

Pole Barn #3 (and #4) Future Building Needs
Pierson has retained R. King to sketch options. Continue to investigate property acquisition surrounding office property. *Pierson to schedule a committee meeting to review the building site and future building needs.*

OLD BUSINESS: ACTIVE

Cooper-15968 Woodlawn Portion of Sewer on Neighboring Property
Pierson proposed a possible solution which would entail the granting of an easement from the owner of lot 4 to the Authority in order to provide the proper service. There has been no response from the owner to meet to create a solution.

PICA See Snake Phase II on LS#1 Forcemain On Hold
On hold based on review of first phase investigation.

PICA See Snake Alternative on Remaining Forcemains On Hold
On hold based on review of first phase investigation; on hold for further investigation of 23 DI Forcemains.

Repairs + Rehabilitation Starting manhole raising – 156 manholes.
2 days/week – 2 men. 51 since April 20.

Digging up 4 locations: Manhole repairs To Be Scheduled
Repairs need to be scheduled on 4 necessary dig sites (2 drop manholes/1 wye/ Air Release)

Projects	Update
Cottages of Gull Lake View (Golf Course)	
New Strip Mall south of Mission Pointe Restaurant	
Proposed plat east of Stage Coach Inn – Cottage Pointe – 50 homes initial phase + 30 phase II	
Proposed Gull Lake Condos – Woodhouse development	
Cooper's Landing – 2 or 3 additional buildings proposed	
New 4500 sq ft bldg behind existing Mission Pte restaurant	

Arcflash-Regulations and Implementation Reviewing Obligations
 We are reviewing our obligations for Personal Safety Equipment and Procedures for ArcFlash. New shirts may be required.

OLD BUSINESS: INACTIVE (Reviewed briefly by the Authority Board – discussion items bulleted and noted in bold)

Easement Adjustment-Gull Lake Condos	Documents Received
Received documents from CMS to process for right-of-way acquisition.	

Gilmore Car Museum	Draft Agreement for Service Boundaries
On hold pending actions taken by Southwest Barry County SW Authority.	

Galesburg to Kalamazoo Trunk Sewer	Inquiry
GLSWA may be obligated for replacement costs for the System 3 Trunk Sewer from Kalamazoo Township through Galesburg. The pipe is to be evaluated this year by Comstock Township under the SAW grant -- and we will be kept informed of its condition analysis, and be reviewing and meeting with Comstock, Augusta, Galesburg and Kalamazoo Township in this regard.	

PICA See Snake Main Forcemain Investigation	Next Steps
GLSWA to excavate and verify that the corrosion identified by PICA is exterior corrosion, then plan for repair and/or replacement. Since Phase I of PICA came in over budget, GLSWA does not currently have enough money in the SAW budget for Phase II. Upper ½ possibly to be scheduled for 2016; Est \$240,000. Also, there are 23 remaining forcemains 4" or greater ductile iron pipe that may be similarly corroded. The estimated cost for See Snake Evaluation of these pipes is \$410,000. <i>Pierson to develop alternative plan for testing of these forcemains.</i>	

Charleston Township Sewer	Discussion w/ Fran Bell, Supervisor
Discussion with Fran Bell - Charleston Township as contract customer - initially for Miss Dig Service. Charleston Township sewer contract with Kalamazoo expires in 2016. <i>Pierson to put together an analysis evaluating having GLSWA take over the small portion of sewer and two pumping stations currently serviced by the City of Kalamazoo.</i>	

Village of Richland Contract

Expired Agreement

The Village/Authority Wastewater Agreement has expired and needs to be renewed.

Pierson to proceed to update the Village agreement and present it to the Authority and the Village Council for approval.

Connection Fee Financing Plan

Proposal

Pierson to propose short-term Connection Fee Financing plan for certain Connection Fees.

Commercial Review/ Apt Usage/ Metered Billing Rate Study

Sent Rate Consultant City meter data – awaiting Rate Consultant response.

Miscellaneous Customer Fees

No New Information

Pierson to follow up with Thall with letters + resolutions for Board consideration.

Emergency Fuel Acquisition

Awaiting Reorganization Before Purchase

Awaiting reorganization and cleaning of the pole barn and outside storage before purchasing-Target Date August 28th.

Billboard/Purchase of Consumers Energy Property Pierson Met With Representative
Pierson requested an opportunity to discuss two property issues with CMS Energy:

1. Acquire the property in front of our office and grant back to CMS/ITC a permanent easement for electrical power and any other existing uses. This would enable us to monitor and control the truck traffic and parking that occurs on the gravel drive and provide for a safer entrance and exit for our staff.
2. Acquire a 30 foot easement along the north line of the power line property in Richland Village in order to properly service and/or replace the pipeline in the future.

Pierson to pursue each of these as time permits, with an initial focus on the latter.

Received documents from CMS to request purchase of property.

Sherman Lake Easement-Clean-up and Check

Review

Pierson to review easements and check for accuracy – file in GIS system. Pierson has started this.

Regional Commission – City of Kalamazoo

Update

Working on 40-yr agreements after lawsuit was dismissed with a tolling agreement (can be refiled at any time)

Botyrius-7415 N. 37th Street

DE Ave Easement Request

GLSWA requested easement access for the vacant lot and address 11654 East DE Avenue. Potentially 4 houses could connect to sewer if this easement is granted. The future use of the “for sale” property is now in question. *Pierson to follow-up with the Botyrius’s and make a reasonable offer for the necessary easement to pursue potential*

3 connections with a sewer lead extension from the manhole on Botyrius's property.
Wrote 2nd letter requesting easement – as property owner requests public sewer.

EF Ave Sewer-Old Plug Company Project Still Not Finalized
This was constructed during the week of 9/3/14 and inspected by Prein & Newhof and GLSWA staff. Project is not yet finalized. Awaiting easement signatures to finalize project – **Done, awaiting return of documents from Reg of Deeds.**

Malpass, Sherman Lake Grinder Customer Sewer Back-up Liability Concern
Insurance grinder pump liability if grinder pump fails – considering additional alarm telemetry.

Lift Station Guide Rail Replacement Project Update
Continued progress; **LS #9 completed; only LS #15 remains.**

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 (37th 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 yet to do. These will be done in 2015.

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.

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.

Gull Lake Ministries

Reconciliation of Units + Conn Fee Process

Pierson to determine if any of the 37 single family homes we currently bill GLM for are large residential multi-bed structures that should be re-rated. A remaining issue is the tracking of the Capital units. From an Authority perspective, in order for assessment credits to be used, they must be used on the same parcel. Pierson offered to meet with the GLM this coming fall to work with GLM on consolidating parcels in order for them to have access to the Capital unit credits.

FINANCIAL REPORT

Financial Report / Bills Paid + Payable / Prein & Newhof Billing

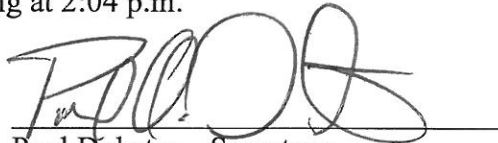
A motion was made by Stoneburner and seconded by Harma to file the financial reports as presented, approve the standard bills paid, and pay the Prein & Newhof bill.

Motion carried; all ayes.

CLOSING COMMENTS :

ADJOURN. NEXT MEETING THURSDAY, AUGUST 27, 2015 at 1:00 p.m.
Chairman Stoneburner adjourned the meeting at 2:04 p.m.

Submitted for approval


Paul Dykstra – Secretary