

## Gull Lake Sewer & Water Authority

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### MINUTES OF THE JULY 25, 2018 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 Gary Moore. None absent. Also present were Executive Director John Crumb, Deputy Director Rich Pierson, Executive Assistant Anne Richmond, Charleston Township Supervisor Jerry VanderRoest, Engineer Paul Schram, and Augusta Village Manager Jeffrey Heppler.

**REVIEW AND SET THE AGENDA:** Crumb noted two adjustments to the Agenda: the Village of Augusta/Ross Twp Sewer Request discussion was moved to the beginning of New Business and Commercial Review was deferred to the August 22, 2018 Board Meeting. Harma made the motion to accept the Agenda as revised. Motion was seconded by Kahler.  
**Motion carried; all ayes.**

**MINUTES OF THE JUNE 20, 2018 REGULAR MEETING:** Page 6 of the meeting minutes was corrected to state that the Kalamazoo County Road Commission, not Richland Township, has an initiative to share information to foster better coordination of sewer, road, and Consumers Energy replacements. A motion was made by Kahler and seconded by Moore to accept the corrected regular meeting minutes of June 20, 2018 as presented. **Motion carried; all ayes.**

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

#### **CORRESPONDENCE:**

4766 EGLD                      Inquiry on "Red" Emergency Truck  
 Crumb fielded a phone call from a homeowner concerned about a red "emergency" truck with a white "W" on the door. Crumb explained that our engineering firm was doing some site investigation for future capital improvements in the area.

9126 E DE Ave                Sewer Connection Fee Determination of \$3,250  
 The Sewer Benefit Fee for 9126 E DE Avenue was determined to be \$3,250 since it was originally part of parcel 3903-23-301-010.

604 Sunset View      Concern Regarding Strong Sewer Odor from Pumping Station  
GLSWA received a call from the homeowner at 604 Sunsetview regarding a strong sewer smell coming from our pumping station. We responded by changing the charcoal filter and putting a rubber mat over the opening.

8845 Tamarisk Circle      Inquiry on Email Bills  
Crumb let a customer know that GLSWA does offer its customers the option to receive their utility bill via email.

8807 Gull Road      Request for Single Inspection Fee for 5-day Project  
The sewer connection to 8807 Gull Road may require multiple sewer inspections as the sewer work for each day would be covered at the end of each day due to safety concerns. GLSWA would only charge a single sewer inspection fee.

37<sup>th</sup> and Sherman Lake      2018 Grinder Pump Overview and Information  
The Grinder Pumps Overview and Information document was updated for 2018 and posted on our website. We are in the process of reviewing and updating our website.

462 EGLD      Assistance Provided to Address Parking within ROW  
GLSWA fielded a concern from the owners at 462 EGLD regarding a new parking space across the road from their driveway. Crumb contacted the Kalamazoo County Road Commission to inquire if this is a No Parking area and if this new parking situation impedes the county ROW. Moore has also contacted the Road Commission and they are working on getting the new parking space removed.

34<sup>th</sup> St PPP Site      Timeline and Updates for Purgewell Pumping  
Crumb reviewed a handout with various communications regarding the PFOS discharge at the PPP purgewells. Crumb will provide further updates as they are available.

## **NEW BUSINESS / PROJECTS UPDATE**

MDOT      Authorization of Performance Resolution for Governmental Agencies  
Crumb recommended approval of the Performance Resolution for Governmental Agencies. This will allow GLSWA and its contractors to work in the state highway right of way. A motion was made by Harma to adopt the Performance Resolution for Governmental Agencies. Motion was seconded by Kahler. **Motion carried; all ayes.** *Crumb to complete Performance Resolution for Governmental Agencies and return to Paul Schram for submission to MDOT.*

8870 Sturtevant      Failed Sewer Line-Approve Sharing of Cost  
Damage to a sewer line resulted in a sewer backup at 8870 Sturtevant. GLSWA was not notified of the backup until the repairs were being completed. The failure appears to be the result of an ATT cable going through the 6" sewer lead approximately 10 years ago. Utility Contracting Company proposed splitting the cost of the

repairs/cleanup with GLSWA since Utility Contracting's contract contained only a 7 year liability/damage clause. The cost of the repairs/cleanup is \$3,195. A motion was made by Moore to approve splitting the cost of the \$3,195 sewer repair/cleanup cost at 8870 Sturtevant with Utility Contracting Company. Motion was seconded by Stoneburner. **Motion carried; all ayes.** *Richmond to issue \$3,195 check to the homeowner and invoice Utility Contracting Company for \$1,597.50. Crumb to evaluate if the cable may have pierced additional sewer leads for neighboring properties.*

To Do List-Updated/Prioritized      Review Transitional Master List / Old Business  
Pierson and Crumb reviewed and discussed the Master List of Old Business Items to be completed or initiated. The list is prioritized based by date. During the Charleston Township Sewer Expansion discussion, Supervisor Jerry VanderRoest asked if GLSWA would be interested in becoming the water operator for the Andrews Mobile Home Park. *Crumb will evaluate this and review any proposals with the Board.* The Kellogg Biological Station 40<sup>th</sup> Street School Sewer Project may not be happening.

Village of Augusta/Ross Twp      2 Ross Twp Residents Requesting Sewer  
(2) Ross Township residents have requested sewer adjacent to the Village of Augusta. The "Sewer Flow Through Agreement" of 2007 provided for the Authority to connect to the Village "System", subject to engineering submittal to Augusta. This agreement is not valid since the funding for the Hillcrest Development was never procured. *Crumb & Pierson to propose new agreement with Augusta.* GLSWA has requested Wightman to propose a reasonable district and a cost estimate. *Crumb to provide district and cost information to Augusta.*

Augusta Sewer Flow Thru Agmt      Approved but Project Never Constructed  
Pierson and Crumb reviewed the liability of the pump station repair with Rob Thall. *Crumb & Pierson to propose new agreement with Augusta.*

Commercial Review      Update Commercial Account REUs with Water Meter Data  
To be reviewed at the August 22, 2018 Meeting.

Policy Review-8205 N. 32<sup>nd</sup> St      Credit Card Policy of \$1,000 Max Transaction  
Crumb informed the Board that a customer had paid a sewer bill over \$1,000 by paying it in (3) separate transactions. No action will be taken at this time.

9638 WGLD-Ritz      Sewer Relocation with Easement Changes  
Mrs. Ritz indicates their project will not be ready to move forward this fall.

Gull Lake Ministries      Preliminary Calculation Shows 15-25 Credits  
Crumb and Pierson to review with Rob Thall and make recommendation at next meeting.



### Indian / Pickerel O&M Proposal In Draft Form

Crumb is developing the draft proposal which will be reviewed with Rob Thall and presented at the next meeting.

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

- Gull Lake Area Water Feasibility Study – WAI Status Update: Underway; the Task List has been provided and different options are being evaluated to see what makes sense.
- Gilmore Car Museum Site Evaluation-Ongoing.
- Watts-30<sup>th</sup> Street through to Cottonwood potential project
- Pole Barn-Scheduling Update: Expect Punchlist by end of next week; Change Order approved for Stair Treads (\$2,150).
- Riverview-Keyes Drive ++: Cooper Township Public Hearing Update-Engineer Schram reported that 20% of the land area objected to stop the project. It is hoped that a smaller project for Riverview/Keyes can be moved forward.
- Gilmore Farms-Engineer Schram told GLSWA to expect to see easements for sewer and water.
- Ross Township Road Project coordination-Ongoing Coordination. Meetings are being held every other Monday at 9:00.
- Sump Pump Report-now displayed on individual parcels in Utility Billing.

### Work Orders over \$750 Manager Plus Work Order System

Crumb reviewed the following work orders:

WO #199: PS#16 Generator Breaker Replacement

WO #200: 7911 Foxwood Lateral Repair

WO #203: 203 Valve Pit Rebuilds #3, #7, #10, #11, #15, #17

WO #211: PS#16 Generator Replacement

### **OLD BUSINESS: ACTIVE (no change in status unless red)**

New Crane Truck **New Crane Truck on order**  
 11657 E DE Ave **Awaiting Deed and Signatures for Easement Documentation**  
 Cooper Township Asset Mgmt **Completed**  
 Charleston Township AMP **Scheduled Pump Station visit w/Kalamazoo 8/7/18**  
 AbsolutAire **Invoice Paid in Full**  
 Galesburg Pipe Under M-96 RP to write letter after review by WAI  
 Engel (Spruce Lane Apts) Pierson and Crumb to set up meeting with Mr. Engel  
 Little Long Lake Sewer Ext Pierson to pursue easement along road for sewer ext  
 McDonald Street Easement **Will work with contractor in August to install lateral**  
 Testing of Grinder Pump Lines Letter for Health Department; **needs to be sent out**  
 Ordinance-Metered Billing Discussing Challenges & Logistics  
 Gull Lake Condos Easement To Be Prepared and Submitted  
 (3) Repairs for 2018 Season Completed 5/14/2018. **Costs to be reviewed on WO's.**  
 DEQ-Purge Well Discharge **PFOS concern may alter agreement (see correspondence)**  
 Ordinance Revisions Ordinance revisions for all municipalities (on-going review)  
 Richland Water Conn Fees Review and Make Recommendation

**OLD BUSINESS: INACTIVE** (see Attachment A). The Board acknowledged receipt of the Old Business / Inactive list.

## **FINANCIAL REPORT**

Financial Report / Bills Paid + Payable / Engineering Billing

A motion was made by Kahler and seconded by Moore to file the financial reports as presented and approve the standard bills paid through June 30, 2018. **Motion carried; all ayes.**

## **CLOSING COMMENTS**

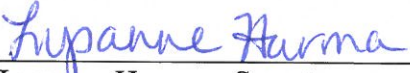
### **ADJOURN.**

Chairman Stoneburner adjourned the meeting at 2:47 p.m.

**NEXT MEETING:**

**WEDNESDAY, AUGUST 22, 2018, at 1:00 P.M.**

Submitted for approval

  
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Lysanne Harma – Secretary

## Attachment A: Old Business Items-

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

7/25/2018

No.	Item	Status
1	DEQ Purge Well discharge Out for signatures. Currently with City of Kalamazoo	: Wells turned off from 6/21/18 thru 7/14/18; New Agmt needed to address PFO's 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 GJM 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 Pierson to write letter	: Within main agenda : Postponed this work - anticipate new Regional Agmt in 2018 will resolve this: Pipe Repair needed
6	Charleston Township Sewer Transitional prep meeting 8/7/2018	: 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.
7	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).
8	Village of Richland Contract Proposed final Contract signed by Parties 3/12/2018	: Contract drafted. To be reviewed and forwarded to Village for their January meeting Emailed B. Grew suggesting meeting within on Village Richland sewer/water issues
9	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
10	Kalamazoo Regional W / WW Commission Pierson discussed with legal counsel the Richland/Bass water issue	: GLSWA is party to a lawsuit (now withdrawn) regarding rates and charges New water and wastewater agreements are being worked on by the Commission
11	Air Release Valve Rebuilding. Updated:	: An SSD 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
12	37th Street Grinder lines tapped into D Iron These will be rebuilt when we work on L&K forcemain	: Corrosion issue with copper corrosion. : We have rebuilt 6 of these - 4 additional in Charleston Township to be rebuilt
13	30th Street Gravity Sewer - Future RP briefed Richland Twp 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
14	Water Connection Fees (Village / Township) RP beginning to work on these - thanks Anne.	: 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 SS will be needed
15	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.
16	Miscellaneous Customer Fees	: Sump pump violations: Pierson to pursue with certified mail and Misc Customer fee procedure
17	Emergency Fuel Acquisition AG has taken this over! Will need resolution	: Authorized last year but never purchased due to space concerns / reconfiguration : Crumb to follow up in 2018
18	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
19	Articles of Incorporation - to be reworked To be ratified in March+ published	: Requires ratification by each municipal board.