

# Gull Lake Sewer & Water Authority

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## MINUTES OF THE JULY 25, 2013 REGULAR BOARD MEETING

Authority Board Meeting

1:00 P.M.

**CALL TO ORDER/ ROLL CALL:** Chairman Bither called the meeting to order at 1:00 P.M. Commissioners present were Jeff Bither, Alan Bussema, Jimmy Stoneburner and Wes Kahler. 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 with the addition of SSO Report, Replacement Controller, and Emergency Plan Purchase to be discussed under New Business. Motion was seconded by Stoneburner.

**Motion carried; all ayes.**

**MINUTES OF THE JUNE 27, 2013 REGULAR MEETING:** A motion was made by Kahler and seconded by Stoneburner to accept the regular meeting minutes of June 27, 2013 as presented. **Motion carried; all ayes.**

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

**CORRESPONDENCE:** Pierson reviewed the following Commercial Review correspondence as examples of the 25 +/- letters that have been drafted (out of 150 +/-) regarding sewer unit adjustment based upon water meter readings from the City of Kalamazoo:

PAKK-Richland Pub:	Increase from 4.00 to 4.88 units
Galesburg High School:	Decrease from 10.0 to 6.0 units
Mission Pointe Restaurant:	Decrease from 12.22 to 5.0 units
Mac's Convenience Stores:	Increase from 4.05 to 14.2 units
Parker Hannifan:	Increase from 16.10 to 21.55 units
McBain Car Wash:	Capital units due (2.0 x \$3,250) = \$6,500

## **NEW BUSINESS:**

Commercial Review-Summary Sheet      Spreadsheet of Adjustments for Approval  
Pierson reviewed the spreadsheet summarizing the results of the 2013 Commercial Review and reported that overall GLSWA will be losing 16 units +/- with several reviews yet to be accomplished. A motion was made by Bussema and seconded by

Kahler to implement the Commercial Review changes as presented/necessary.

**Motion carried; all ayes.**

#### MERS – Request 457 Participation

Pierson requested the Board's approval of the MERS 457 Supplemental Retirement Program. Part time and full time employees would be eligible to participate and there would be no Authority contribution. A motion was made by Stoneburner and seconded by Bussema to implement the MERS 457 Supplemental Retirement Program for all employees with no Authority contribution. **Motion carried; all ayes.**

#### Draft Ordinance Language-Ken Sparks

#### Sump Pump Non-Compliance

Pierson discussed the ordinance changes we are proposing to implement. The changes address the following: 1) Better definition of Permits, 2) Better definition of Storm Water, 3) Commodity Fee + Miscellaneous User Fee for Non-Compliant Sump Pump Owners, 4) Improved Requirements for Grease/Sand or other deleterious discharges into the system, 5) Provisions to require Water Meter on Sump Pump Discharge where owners add Chemical to Sump Pump Discharge. Pierson is not recommending ordinance changes at this time to implement the Clean Water Elimination + Inspection Program. The proposed ordinance changes will be reviewed in more detail at a proposed September Workshop of the Authority Board.

#### Technology Chase Tracker

#### Summary-Costs, Goals & Objectives

Pierson updated the Board on the status of our endeavor to keep up with technology-- including the expansion of GIS, improvements to our web site, tracking manhole inspections and camera work, developing a maintenance work order system to track and predict costs, and in the future linking information from/to our billing software and through our web site for field staff (and other use). Pierson summarized where we have been, the costs that have been expended since 2006, and where we are currently. He also informed the Board that our current document back-filing percentage is 7.3% complete.

#### Budget + Staffing Update

#### Update

This item was deferred to the next meeting or to a September Authority Board workshop.

#### MML-Annual Workers Comp Fund

#### Authorize Vote for 7 Incumbent Trustees

No action was taken.

#### Purchase New Manual Tap Machine

#### Request to Authorize Purchase

There have been problems when operating the current tap machine used to tap the sewer forcemain and Pierson recommended the purchase of a new tap machine. He presented a quote for a new replacement at \$4,196 plus shipping as a capital/replacement item. It may be possible to sell our current tap machine. After discussion, a motion was made by Bussema and seconded by Stoneburner to authorize

the purchase of a new tap machine for a cost not to exceed \$4,200 plus shipping.

**Motion carried; all ayes.**

#### SSO Report

#### Update

Pierson updated the Board on the status of a recent Sanitary Sewer Overflow (SSO) incident. On July 22, 2013, a neighboring property owner reported sewage in the ditch line across the street from 5204 N. 37<sup>th</sup> Street. It was discovered that a 2" nipple connected to the Air Release valve assembly (inside the manhole) had failed and emitted sewage within the manhole and along 50-60 feet of the ditch. Repairs and clean-up were completed by 4 pm. As a precautionary measure, lime was applied to the ditch. In addition, water samples were taken from neighboring properties.

*Pierson to follow up with the property owners and Health Department as necessary.*

#### Replacement Controller

#### Purchased

Pierson informed the Board that we had purchased a replacement controller (runs the pumps) to have available if needed at a cost of \$2,237 as we had used up our spare on one of our lift stations.

#### Emergency Planning

#### Potential Purchase

Pierson discussed with the Board the need to have fuel readily available if needed for the portable generators and for our vehicles as was evidenced by the recent local power outage and failure of 2 of our lift station onsite generators. Kahler suggested investigating what the local schools use. *Pierson will continue to investigate different options and inform the Board of his recommendation.*

### PROJECT UPDATE:

#### D. Avenue West Project

#### Invoice to Richland Village

Richland Village Council acknowledged the costs that GLSWA had requested for reimbursement (the cost of the Information Packets exceeding the planned 43 packets (\$1,359) and 50% of the Engineering costs (\$482.25)). These are expected to be paid as part of the Road Project and we should receive the funds next Spring.

#### EF Ave Sewer-Old Plug Company

#### Submitted to DEQ for Construction Permit

A proposed sewer design was submitted to the DEQ for a construction permit for the Old Plug Company on the corner of Gull Road and EF Avenue.

### OLD BUSINESS: ACTIVE

#### Gilmore, Susan-8904 WGLD

#### Shared Drive Repair Cost

GLSWA uses Ms. Gilmore's driveway to access Lift Station 6. Ms. Gilmore had asked GLSWA to share in the cost to make repairs to the driveway. She received an estimate of \$410 to clean out and fill existing cracks and \$325 to patch several places. At the last meeting, the Board had authorized contributing up to \$735 for the repairs if

needed. Pierson evaluated the needed repairs onsite and authorized full participation at \$735.

Maintenance Software-Allmax Antero      Work Continues; Not yet ready to demo  
Pierson and Richmond continue to work on loading and generating work orders.

Entrance Sign-Landscaping Proposal      Authorization for Landscaping-Sign  
The landscaping proposal came in over the \$1,500 authorized by the Board at the previous meeting. In order to meet the \$1,500 allowed, we will use in-house labor. Pierson reported on flagpole requirements. The flag should be flown from sun-up to sun-down or properly lit at night. It may be possible to use a solar light on top of the flagpole or hang a flag on the building entrance pillar. *Pierson to continue investigating alternatives for a flag.*

4" Building Sewer Policy      Discussion  
Pierson is investigating if our charge for televising 4" sewer lines should be modified. He plans to use the Antero Work Order system to evaluate our findings to date and make a recommendation. This is still in process. *Pierson to follow-up.*

## **OLD BUSINESS: STATUS UNCHANGED**

Zoetis Meeting Summary      Reviewing Data  
The current Sewer Assessment Agreement with Zoetis (formerly Pfizer) contains allowed maximum capacity for sewer discharge, unless additional connection fees are paid. A meeting was held on 6/17/2013 to discuss their current and future flows. *GLSWA and Zoetis are reviewing the issues that were discussed and will reconvene.*

CMOM-Collection System Requirements Pending / Self Assessment:  
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. It is anticipated Michigan will adopt a requirement for public sewer systems to adopt and adhere to these practices. Self Assessment is on-going.

- Manhole Inspection/Inflow/Infiltration Project      Update  
Postpone manhole inspections + repair of piping until 2013- staffing issues/\$\$
- Gravity Sewer Pipe Videotaping      Update  
Determine level of repair, replacement.
- Forcemain Electronic Testing for Integrity      Update  
Prevent accidental discharge of wastewater.
- Clean Water Elimination: Issues, Policy and Procedures      Discussion  
Met with Attorney Sparks.

- Grease Ordinance + Enforcement Update  
Grease elimination program enforcement. Met with Attorney Sparks.
- Weather Stations Installed Update  
All weather stations installed (4 purchased); LS date-time stamp devices installed. Data has been sent to Prein & Newhof.
- CMMS-Computerized Maintenance Management System Update  
Performance, inventory, pictures, etc.
- Connection Inspections + 4" Pipe Inspections Home Sale Requirement  
There are approximately 800 homes around Gull Lake that were connected to sewer prior to inspections by GLSWA (1993 to present). The state plumbing division inspectors performed, based on our knowledge, only cursory inspections. We have found multiple significant deficiencies in these un-inspected connections recently (and historically). Pierson is contemplating a recommendation that the municipalities within the Authority district require each home sold in our district to have a complete camera inspection of the private building sewer, beginning within the home to the tap at the street. Such a policy would protect buyers from having problems and from contingent liability for the Authority that may occur, plus it would identify sump pumps, gravity stormwater connections and 4" pipes that have infiltration evident.  
*Pierson to continue to develop policy recommendations going forward.*

Malpass, Sherman Lake Grinder Customer Sewer Back-up Liability Concern  
Mr. Malpass is concerned about GLSWA's limited liability under the statutes for sewer back-ups for Grinder Pump customers where the tank, pump, and line to the street are publicly owned. *Pierson to discuss this issue with Mr. Malpass and present alternatives at a subsequent meeting to better serve our grinder pump customers if feasible.*

Kalamazoo Regional Water + Wastewater Comm. Update  
The settlement was finalized on the FOIA case and the models were obtained. The review of the models and files is on-going.

30<sup>th</sup> 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 30<sup>th</sup> Street force main and/or gravity sewer. *Pierson needs to obtain 7 easements prior to starting a gravity sewer project.*

Lift Station Guide Rail Replacement Project Update  
Lift Station #5 was done on 9/20/12; #16 was completed on 12/18/12; #13 was completed on 5/15/13; #8 was completed in June. There are 5 lift stations left to complete and #9 will be scheduled next.



#### 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). *There are 4 in Charleston and 1 in Ross Township yet to do.*

#### Charleston Township Sewer

Update on Rates: Begin Cost-Benefit Analysis

80 homes +/-, +2 pumping stations; Pierson to continue with cost-benefit analysis.

Their sewer contract expires 2016.

#### Comstock Township Sewer + Water

Update on Rates: Begin Cost-Benefit Analysis

Discussed briefly with incoming Supervisor, Ann Nieuwenhuis; Sewer contract expired.

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

#### Billing Software Upgrades

Update

Investigating use of meter data to generate sewer use bills for customers with water.

#### 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.

#### Sherman Lake Easement-Clean-up and Check

Review

*Pierson to review easements and check for accuracy – file in GIS system.*

## FINANCIAL REPORT

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

A motion was made by Bussema and seconded by Stoneburner 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 22, 2013: 1:00 pm

Chairman Bither adjourned the meeting at 1:50 p.m.

Submitted for approval

  
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Alan Bussema – Secretary