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MINUTES OF THE JULY 28, 2011 REGULAR BOARD MEETING

1:00 P.M.

REVIEW AND SET THE AGENDA: Pierson requested adding two items under New Business: (i) Interest Rate for Sewer Contracts, and (ii) Pump Replacement at Lift Station 4. Kahler made the motion to accept the agenda as amended. Motion was seconded by Light. **Motion carried; all ayes.**

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

CORRESPONDENCE-External: Pierson reviewed the following correspondence:

To: Overbeck-3442 Oakdale Sump Pump Disconnected
Mr. Overbeck was thanked for disconnecting his sump pump from the sewer on July 8 and advised that we would process payment for \$350 per our sump pump alteration policy on receipt of the invoice.

To: Mr. Brent Coan-1232 Burlington 90 Day Notice
Mr. Coan was given a 90 day notice to disconnect his basement/crawl space groundwater pump system from the public sewer. He has contacted Aqua Plumbing and expects to complete this work in August. He was advised of the Authority's program to pay 50% up to \$1,000 maximum of the interior plumbing alterations necessary to disconnect and move the discharge outdoors where it belongs.

To: Button (AVB Contractors) 15437 M-43 B-Dry Type Sump Pump System
 AVB was asked to redirect a groundwater sump pump that was installed in 2004 and connected to the public sewer.

To: Davis, Terri 15437 M-43 B-Dry Type Sump Pump System
 Ms. Davis reported that the sump pump that had been improperly connected to the public sewer has been rerouted into the gravity drain flowing to the adjacent creek. In order to conclude our investigation, GLSWA asked to visit her home to witness the disconnect and to verify that the upstairs sink that had also been connected to the sump was hooked to the sewer. Ms. Davis has not responded.

To: Bodary, Jim-618 EGLD 90 Day Notice
 Mr. Bodary was given a 90 day notice to disconnect the B-dry type Sump Pump System in his lower level from discharging ground water into the public sewer system. He plans to contract with Orlando Plumbing to re-pipe the sump pump outdoors and install a trench drain to dissipate the water. GLSWA asked to witness the disconnect so that we may take the home off the list of improper connections and participate in the cost of the interior modifications per our policy.

To: Meints, Chad – Comstock Twp Treasurer Billing Record Evaluation
 Mr. Meints was asked to obtain the actual billing detail from the City of Kalamazoo for Comstock Township customers for both water and sewer billings so that the cost-benefit for both Comstock residents and GLSWA can be evaluated – in the event the City refuses to renew the water and/or wastewater contracts and Comstock has to operate, maintain and manage their own system (or alternatively, requests that the Authority manage, operate, and maintain the sewer system and/or water system for Comstock Township.)

Fr: McMillan, Judith-3107 G. Ave (Cooper) Unfairness of Flat Rate Billing
 Ms. McMillan sent a follow-up letter regarding her complaint about the unfairness of our billing system and how it penalizes single and retired people by charging them the same amount for sewer usage as it does a family of five or six people. She requested a response regarding our progress adding meters to homes so that GLSWA can meter usage and charge a fair amount to everyone.

To: McMillan, Judith-3107 G. Ave (Cooper) Response to her Letter
 Ms. McMillan was advised that GLSWA is pursuing using water meter readings for charging sewer use billing and we believe that the transition to meter-based sewer billing within five years +/- as indicated in our May 2008 letter is still a reasonable goal.

CORRESPONDENCE-Commercial Review:

At the June 30 meeting, Pierson presented and the Board approved the proposed sewer billing changes for 12 properties based on the analysis of 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. The letters informing these customers of the changes were included in the July 28, 2011 meeting packet for the Board’s information.

Responses:

Dowdle-Farley Estes

In response to GLSWA’s letter of June 28 concerning water usage at Dowdle-Farley Estes, Mr. Dowdle does not believe they are sending more water than a residential home down the sewer as the building is not used by the public that often and if they are, it is through leaks he is not aware of. He will have everything in the building checked by Petro Plumbing and will call the City of Kalamazoo to see if a new water meter can be installed. Pierson is not recommending adjusting the bill back down at this time.

Mission Pointe of Richland LLC

In response to GLSWA’s letter of June 29 concerning water usage at Mission Pointe Restaurant, Mike Labus asked for consideration of 2 items. First, he informed GLSWA that there was a water leak in the line leading into the restaurant and it took 6 months to fix the problem. Also, he stated that 33% of the water that enters the restaurant doesn’t go back into the sewer system because it is either used in food processing and/or consumed by the customer. Pierson is not recommending adjusting the bill back down at this time.

CORRESPONDENCE – Service records

Forster-6138 W. Sherman Lake Dr.
Iverson-8816 Tamarisk Circle
Lindeman-9234 E DC Ave
Ganger-1823 Wild Drive

Sewer back up in owner’s building sewer
Sewer back up in owner’s building sewer
Water connection inquiry-short side/long side
Sewer back up in owner’s building sewer;
Possibly due to new connection at 1831

NEW BUSINESS

MERS Officer Delegate Certification

Recommendation

Based on Pierson’s recommendation, a motion was made by Light, seconded by Stoneburner, to approve Rich Pierson as the Officer Delegate and Anne Richmond as the Employee Delegate for the MERS annual meeting. **Motion carried, all ayes.**

7% Interest Rate on Sewer Contracts

Lower to 5%

Pierson asked the Board to consider lowering the interest rate on the remaining sewer contracts. This will be evaluated at the next Board meeting.

Lift Station 4 – Replacement of Pumps

Pierson asked for Board approval to replace the pumps and rehab the guide rail system and valve pit at Lift Station 4 at an estimated cost of \$15,000 due to ongoing problems

with the impellers. This will come out of the repair and replacement line item of the budget. Stoneburner made the motion to approve the work at Lift Station 4 at an estimated cost of \$15,000. Motion was seconded by Light. **Motion carried; all ayes.**

PROJECT UPDATE:

Sump Pump Elimination Tracking

Additional Discussion

Pierson discussed the ongoing challenges to eliminate clean water from our sewer system and reviewed the Clean Water Elimination Program narrative on our website. GLSWA is taking steps to address inflow, infiltration and illegal connections. GLSWA believes the only way to accurately assess and document the elimination of clean water discharges from a customer's premises is to require a physical in-home inspection. One option that was approved by the board to implement is that when a home is for sale, a letter will be sent to the home owner and listing realtor advising them of the potential liability that an illegal connection for clean water presents to the seller. There are several things that will need to be determined regarding in-home inspections such as the level of inspection, staffing needs, inspection fees, waivers/forms, etc. Since Golden Valley, Minnesota has what appears to be an exemplary program in this area, Pierson requested permission from the Board to travel to Golden Valley and learn from their experience before officially embarking on our program. He estimated the travel cost to be less than \$1000. Kahler made the motion, seconded by Light, to send Pierson to Golden Valley, Minnesota and have him report back on his findings. **Motion carried; all ayes.** *Pierson to send inspection letters to homes currently for sale even if they may not result in a full home inspection.*

GLSWA will be postponing the manhole inspection program for one summer to focus on repair and rehab of Cooper Township's system to measure the impact of the effort on inflow and infiltration and its cost-effectiveness.

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. *Pierson to review options for the front entrance sign with the Board next month.*

30th 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
This item is on hold until more detailed billing information is obtained from the City of Kalamazoo.

Charleston Township Sewer Update on Rates: Begin Cost-Benefit Analysis
This item is on hold until more detailed billing information is obtained from the City of Kalamazoo.

Kalamazoo Regional Water + Wastewater Comm. Update
Pierson presented information at the Council of Governments. No resolution talks are proposed. Pierson reviewed the invoices for KRWWC Membership Dues for Richland Township (\$3,678), Ross Township (\$4,014), and Richland Village (\$2,742). In the past, GLSWA has paid these dues, however, Cooper and Charleston Township pay their own dues. After Board discussion, Stoneburner made the motion, seconded by Kahler, to institute the practice of only paying KRWWC dues for Authority Members. **Motion carried; all ayes.** *Pierson to inform Richland Village that the Authority will not be paying their KRWWC Membership dues.*

Easement for Jim Newman-above EGL Drive K. Miller obtained; C. Johnson pending
An easement has been obtained from Kevin Miller. Pierson reviewed a proposal to obtain an easement from Mr. Calvin Johnson with the Board. It includes an initial good faith offer of \$500 for a 25 x 50 foot easement for our initial service lead installation, plus an additional offer of \$1,000 for a potential additional easement at such time as he connects a future home to the service lead. If he does not construct and connect a 2nd home, he would not receive the additional \$1,000. Stoneburner made the motion, seconded by Light, to approve sending the proposed easement to Mr. Calvin Johnson. **Motion carried; all ayes.** *Pierson to make sure it is clear that Ross Township ordinances regulate construction of more than one structure on any given piece of property.*

IT Improvements / Upgrades
ACH now available.

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

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). Comstock Township took bids to contract out water service connections and Scott Taylor was the low bidder. The Township set a water connection price that township residents pay based on the average cost of the two street sides. Customers pay this in advance and then the township pays Scott Taylor the actual cost when the work is done. *Pierson to put a proposal together for Richland Township based on this framework.*

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

New Office Hours Began Monday July 11th; No Complaints thus far
As of Monday, July 11, 2011 the GLSWA office is open from 8:00 am to 5:00 pm
Monday through Thursday and from 8:00 am to 12:00 pm Friday. There have been no complaints.

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.

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.

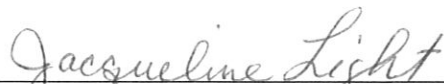
FINANCIAL REVIEW/ PAY BILLS

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 SEPTEMBER 8th, 2011 at 1:00 p.m.
Chairman Bither adjourned the meeting at 2:47 pm.

Submitted for approval


Jacqueline Light – Secretary