

Gull Lake Sewer & Water Authority

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MINUTES OF THE AUGUST 1, 2017 REGULAR BOARD MEETING (in lieu of the July 26th meeting)

Authority Board Meeting

10:00 A.M.

CALL TO ORDER/ ROLL CALL: Chairman Stoneburner called the meeting to order at 10:00 A.M. Commissioners present were Jimmy Stoneburner, Wes Kahler, Lysanne Harma and Paul Dykstra. None absent. Also present were Executive Director Rich Pierson, Executive Assistant Anne Richmond, Engineer Tom Wheat, Alan Smaka and Ryan Miller from Wightman and Associates, and Charleston Township Supervisor Jerry VanderRoest. There were also several other guests in attendance for a GIS/Integration Demonstration (a list of the attendees is included as Attachment A).

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

MINUTES OF THE JUNE 28, 2017 REGULAR MEETING: A motion was made by Dykstra and seconded by Kahler to accept the regular meeting minutes of June 28, 2017. **Motion carried; all ayes.**

HEAR THOSE PRESENT (Non-Agenda Items): Introductions were made around the room for the GIS / Integration Demonstration.

GIS / INTEGRATION DEMONSTRATION: 10:10 am – 11:15 am: Executive Director Rich Pierson and GIS Specialist Andrew Hartwick demonstrated how GLSWA is using GIS and integrating other database systems within it, including a question and answer period.

----- 25 minute recess -----

CORRESPONDENCE:

MDEQ SAW Submittal Final Payment Reimbursement Sent to MDEQ
The final SAW Grant disbursement request was sent to the MDEQ on July 20th.
Payment was received on July 27th.

Prein Newhof-Gull Lake Schools MDOT Permit Requirements
To close out the MDOT Permit requirements for sewer to the new Gull Lake Schools
administration building, GLSWA had to have the road surface surveyed.

Mark Rodgers-Sherman Lake Name/Address Request for Sherman Lake Assn.
 Mark Rodgers requested GLSWA's database of the properties in the Sherman Lake Sewer District to update his database of residents on Sherman Lake to show the Beach Districts.

Southwest Michigan First Project on Kalamazoo Area Connection Fees
 Tyler VanderMolen from Southwest Michigan First is working on a project that seeks to compare the fees and charges associated with new businesses connecting to sewer mains across different municipalities. Pierson has offered to sit with Mr. VanderMolen and answer any questions he may have regarding the computation of connection fees in GLSWA's district.

Walker-6253 N. Sherman Lk Dr Good Faith Offer-Pledge to Contain Costs
 In response to the need for immediate connection of 6253 N. Sherman Lake Dr. to sewer, GLSWA provided a good-faith estimate to Mr. and Mrs. Walker as they considered whether to go forward with their purchase of the property. The Authority pledged \$14,523 as a not-to-exceed price. As some of the costs have exceeded the original estimate, the Authority may end up absorbing a portion of the cost for this connection.

Walker-6253 N. Sherman Lk Dr Septic Tank Pump Out Assistance Offered
 The Authority agreed to provide pump out service to the existing drywell and septic if needed. This has not yet been necessary.

RJT Construction-Sherman Lake 6253 N. Sherman Lake Connection
 GLSWA asked our contractor if we could get a reduced price for the new connection to 6253 N. Sherman Lake if we provided assistance. The contractor's response was no due to degree of difficulty and length of service connection. We received a quote for \$3,500 which is more than than budgeted/quoted.

Zeithammel-2877 N. 37th St Grinder Pump Inquiry-Charleston Township
 GLSWA provided a good-faith estimate to Mr. & Mrs. Zeithammel for connection to public sewer. The Zeithammels expressed concern with the high cost and limited contractor selection. Pierson responded to their concerns, however, the Zeithammels are holding off on connecting to public sewer for now.

Mastenbrook-8021 N. 30th St Request for Connection Fee
 GLSWA received a water & sewer connection fee inquiry for 8021 N. 30th St. The property abuts both sides of N. 30th Street and the connection fees for each side was provided per the request even though one side appears to be mainly water.

Zoetis-Usage Inquiry

Flow Inquiry to Zoetis

Zoetis flow to GLSWA in FYE '17 is much lower than the previous fiscal year.

Zoetis does not see sewer and water usage changing all that much going forward and provided a spreadsheet demonstrating that sewer readings versus the incoming water plus stormwater runoff is tracking / correlating.

NEW BUSINESS / PROJECTS UPDATE

Connection Fee Payment Plan

Clarification on Connection Fee Financing

Pierson reviewed the current resolution for Connection Fee financing as adopted at the January 31, 2017 Board Meeting. As currently written, \$0 could be financed for a Connection Fee of \$4,999 and \$2,600 could be financed for a Connection Fee of \$5,200. Pierson had thought the intent of the resolution was to finance the Connection Fee amount that exceeded \$5,000. For example, if the Connection Fee is \$5,200, the customer would need to pay the Authority \$5,000 upfront and \$200 could be financed. After Board discussion, a motion was made by Harma and seconded by Dykstra to rescind the resolution previously adopted by the Board on January 31, 2017 and adopt a resolution to approve Connection Fee financing for the amount of the Connection Fee that exceeds \$5,000 at a rate of 5% for 5 years. **Motion carried; all ayes.**

Pierson to update the resolution and contract.

Policy Affirmation-200 ft rule

Clarification on 200 ft Measurement

Pierson asked the Board to affirm the Authority's long-standing policy regarding the definition of sewer "availability". The State Health Code deems that ... "Availability is declared as a matter of legislative determination by the governing local city, village or township". The local ordinance(s) deem availability to be ... "All premises...as to which sewer services of the System shall be available (or are made available) within 200 feet shall connect" (emphasis added). Our policy is that the Authority, as Township(s) agent, via the ordinance, controls the right-of-way and will make sewer available within the right-of-way or easement, and that the measurement should be from the right-of-way line or easement line at our expense, so therefore, measurements should be from the edge of right-of-way or easement. A motion was made by Dykstra and seconded by Kahler to affirm the Authority's policy to determine sewer availability by measuring from the edge of the road right-of-way or the edge of easement. **Motion carried; all ayes.** If the closest point of the structure is within 200 feet of the edge of the road right-of-way or the edge of the easement, the structure must connect to sewer, as was the case for 6253 N. Sherman Lake Drive.

Cooper Township Franchise Need Renewal of Franchise for Telemetry Upgrade

GLSWA is proposing to upgrade telemetry for our 2 Cooper Lift Stations which will require a one-time investment of \$20,000 to \$30,000. Before spending these funds, the Authority would like to renew our franchise agreement with Cooper Township. This was discussed at a July 31st workshop with Cooper Township. *Pierson to develop Asset Management Plan for Cooper Township sewer and prepare a letter of intent.*

Pole Barn

Hawk's Hollow Builders Assisting with Final Review

Hawk's Hollow Builders is assisting with the final review and preparation of the bid package for the Pole Barn. Pierson reviewed a draft Request for Proposals with the Board and anticipates that bids will be opened and read aloud on September 20th at 1 p.m. *Pierson to send Bid Packet out.*

Asset Management Plan (SAW)

- Asset Management Plan: Final web-site version not yet completed.
- Mission Statement: A new Mission Statement was written as part of the Asset Management Plan and reviewed previously by staff and Board. A motion was made by Harma and seconded by Dykstra to approve the restated Mission Statement. **Motion carried; all ayes.**
- Level of Service: A motion was made by Kahler and seconded by Harma to approve the Level of Service tenets. **Motion carried; all ayes.**
- Letter to Customers: Pierson reviewed a second example of a draft newsletter to be sent to GLSWA customers in the Fall informing them of the necessity of a rate increase.
- Ordinance Revisions: To be proposed for fall 2017 – no later than Jan 2018.
- Radios: Inflow/Infiltration: The recently completed Asset Mgmt Plan budgeted for 10 addt'l Lift Stations telemetry upgrade in 2018-2019 = \$50,000 +/-, including the (2) Cooper stations. For the (2) Cooper LS we need a taller tower to transmit data to the base station. A motion was made by Dykstra and seconded by Kahler to spend up to \$5,000 to test and initiate procurement of the tower including \$1,440 to JT Tower for tower inspection, subject to renewal of the Cooper franchise. **Motion carried; all ayes.** *Pierson to bring more information to the Board regarding the tower after Attorney Thall's review, and the Board noted the total Tower acquisition would be approximately \$20,000*
- GIS Work-A. Hartwick: Continued improvement in IT and GIS interface; Great Job!

Projects-Miscellaneous

2017-2018 Various Projects and On-Going Work

- Riverview-Keyes Drive: 170 homes – 2019; Cooper Twnp Work Session 7/31
- Gilmore Farms-if ever 500 new homes, requires new forcemain/gravity main; this will be discussed further at a future meeting.
- Gull Lake Condos – project moving forward slowly-Woodhouse's Next Phase
- E DE Avenue-Richland T: Advisory Petition mailed: Mostly negative to date.

Richland Village

Meeting Held on 7/25

A meeting was held on 7/25 with Rich Pierson, Jim Stoneburner and Village President Dave Greve on the proposed agreement. As a result of the meeting, *Pierson to present the Village with a proposed Sewer / Water Agreement in the near future.*

Director-Staffing Update

Timeline + Draft Search Methodology

Pierson reviewed a proposed job posting and timeline for the hiring of the new Executive Director. Pierson proposes advertising on AWWA, WEF, MRWA, and possibly Indeed or Linked In after GLSWA website updates have been completed. *Pierson to send the Board information for final review before beginning the advertisements as proposed.*

Michigan Municipal League

Candidate Vote

No action was taken regarding the vote for the Michigan Municipal League Board Members.

Cooper Proposal

Franchise Renewal/Proposal

Pierson met with Cooper Township to discuss the Franchise Renewal/Proposal. GLSWA will develop an Asset Management Plan and prepare a letter of intent for Cooper Township Sewer.

GLSWA Officers Appointment

Paul Dykstra Resigning as Secretary/Treasurer

Pending Paul Dykstra's resignation from GLSWA's Board, Kahler made a motion to nominate Lysanne Harma as Secretary/Treasurer for GLSWA, effective immediately. Motion was seconded by Jimmy Stoneburner. **Motion carried; all ayes.**

Bank Signature Cards

Update Bank Signature Cards

Kahler made a motion to authorize Anne Richmond to update GLSWA Bank Signature cards with Jimmy Stoneburner, Wes Kahler, Lysanne Harma, and Rich Pierson as authorized signatories. Motion was seconded by Paul Dykstra. **Motion carried; all ayes.**

Work Orders over \$2,000

Manager Plus Restarted with New Database

None presented.

OLD BUSINESS: ACTIVE...but NO CHANGE

Charleston Draft Proposal

Met w/ Charleston Twp Bd on 5/23-Workshop

No action planned or taken by Charleston as of yet. Pierson discussed the letter of intent with Supervisor Jerry VanderRoest. *Pierson to address Mr. VanderRoest's questions in a followup letter.*

Gull Lake Condos – Easement

Pierson & Wheat Reviewed Application

Pierson and Engineer Wheat reviewed the easement application-to be prepared and submitted.

Logo: Proposed Logo Selection Yet to be Selected
 New proposed logo for GLSWA documents – yet to be selected by staff.

Metered Billing Project Proposed Timeline Change
 Proposed timeline for metered billing project – Ordinance adoption by 4/1/18.

(3) Repairs Discovered a 2nd Broken Wye
 Discovered a 2nd broken wye or lead based upon 4” reuse policy.

Rosenberger-Havens Condos No Action on Proposed Settlement Agreement
 The phone response was positive, but there has been no further action on the proposed settlement agreement.

DEQ-Purge Well Discharge Receipt Acknowledged; No Further Action
 Email sent to DEQ 5/23 to remind them, but no action on proposed settlement agreement.

Regional Commission Update
 Continued Water Contract negotiations / Rate Base / Ownership discussion.

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

FINANCIAL REPORT

Audit: Audit work has been completed by Seber-Tans and is scheduled to be presented on August 23rd at the 1 pm Board meeting.

Financial Report / Bills Paid + Payable / Prein & Newhof Billing
 A motion was made by Dykstra and seconded by Harma to file the financial reports as presented, approve the standard bills paid through June 30, 2017, and pay the Prein & Newhof bill. **Motion carried; all ayes.**


CLOSING COMMENTS: All expressed regrets with Best Wishes for Paul Dykstra, who, as of August 8th, will step down from the Ross Township Supervisor's position. He indicated he will be available to assist with the transition as Ross Township selects a replacement.

ADJOURN.

Chairman Stoneburner adjourned the meeting at 12:35 p.m. A luncheon was held in honor of Paul's retirement from his Supervisor's position.

Next Meeting: Wednesday, August 23 at 1:00 p.m. – Regular Meeting

Submitted for approval



Lysanne Harma – Secretary

Attachment A: Attendance at 8/1/17 GIS Demo

August 1, 2017 Authority Meeting	
<u>Attendance</u>	<u>August 1st GIS Demo</u>
City of Kalamazoo	Jane McDonough
Cooper Township	Jeff Sorensen
	DeAnna Janssen
	Julie Muller
Village of Augusta	Jeff Heppler
Wightman & Associates	Alan Smaka
	Ryan Miller
Battle Creek	Kurt Tribbett
	Carl Fedders
	Perry Hart
	Andrew Michalowski
Portage	Kendra Gwin
	Karl Klemm
Regional Commission	Tim Hudson
GLSWA GIS consultant	Andrew Hartwick
GLSWA Tech Services Manager	Barry Bowman

Attachment B: Old Business Items

OLD BUSINESS ITEMS (Miscellaneous projects / items carried over) / No change in status unless Red			7/27/2017
No.	Item	Status	
1	DEQ Purge Well discharge RP sent reminder: Document forwarded to MDEQ	: Wells turned back on - still plan to be shut down in 2017; New Agmt to be drafted; 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 GLM 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	: Within main agenda : Postponed this work - anticipate new Regional Agmt in 2018 will resolve this: Pipe Repair needed	
6	PICA See Snake Investigation May 10th postponed - due to internal corrosion	: Within main agenda ; Completed - results are in, need dig verifications + assumptions input into SAW Dig verifications + strategy implementation scheduled for May 10th	
7	Charleston Township Sewer RP at Charleston Township 5/23 Board meeting	: 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.	
8	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).	
9	Village of Richland Contract JS + DG + RP met to discuss agreement	: Contract drafted. To be reviewed and forwarded to Village for their January meeting Emailed D. Greve suggesting meeting w/him on Village Richland sewer/water issues	
10	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	
11	Malpass, Sherman Lake Grinder Customer	: Had backflow while grinder shut off for winter : Liability / procedural decisions to be made as to what needs to be done for Sh Lk snow-birds	
12	Kalamazoo Regional W / WW Commission Pierson discussed with legal counsel the Richland/Ros:	: GLSWA is party to a lawsuit (now withdrawn) regarding rates and charges New water and wastewater agreements are being worked on the the Commission	
13	Air Release Valve Rebuilding.	: An SSO 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	
14	37th Street Grinder lines tapped into D Iron These will be rebuilt when we replace LS#1 forcemain	: Corrosion issue with copper corrosion. : We have rebuilt 6 of these - 4 additional in Charleston Township to be rebuilt	
15	30th Street Gravity Sewer - Future RP briefed Richland Twnp 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	
16	Water Connection Fees (Village / Township)	: 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	
17	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.	
18	Miscellaneous Customer Fees	: Sump pump violations: Pierson to pursue with certified mail and Misc Customer fee procedure	
19	Emergency Fuel Acquisition AGhas taken this over: Will need reauthorization	: Authorized last year but never purchased due to space concerns / reconfiguration : Pierson to follow up in 2015 - now 2016 - now 2017	
20	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	
21	4 Repair sites: to be bid 3rd repair needed SGLD: to be 2017	LS 24 Air Release, LS 24 gravity drop repair under asphalt (Matt); Burlington wye (Matt) Possibly be in-situ (inside pipe) repairs: \$6000 each instead of \$8000 - \$10,000 each	
22	Articles of Incorporation - to be reworked Done: Awaiting spring 2017 ordinance / contracts to be proposed	: Requires ratification by each municipal board.	
23	Rosenberg: on Connection Fee + Eng Inv. Awaiting Rosenberg to come in to discuss	: Said he would meet with Director Pierson in the near future (this was early January)	