

Gull Lake Sewer & Water Authority

7722 N. 37th Street
Richland, Michigan 49083
Phone: (269) 731-4595
Fax: (269) 731-2596
www.glswwa.org

1

MINUTES OF THE AUGUST 28, 2012 REGULAR BOARD MEETING

Authority Board Meeting

1:00 P.M.

CALL TO ORDER/ ROLL CALL: Chairman Bither called the meeting to order at 1:03 P.M. Commissioners present were Jeff Bither, Jackie Light, Jimmy Stoneburner and Wes Kahler. None absent. Also present were Director Rich Pierson and Administrative Assistant Anne Richmond. Mr. Fred Einspahr, the homeowner of 4880 East Gull Lake Drive, was also present to discuss issues related to the recent sewer connection to his property.

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

MINUTES OF THE JULY 19, 2012 REGULAR MEETING: A motion was made by Kahler and seconded by Light to accept the regular meeting minutes of July 19, 2012 as presented. **Motion carried; all ayes.**

HEAR THOSE PRESENT (Non-Agenda Items): Mr Einspahr, the homeowner of 4880 East Gull Lake Drive, was present to ask the Board to consider reimbursement for the \$1,528 he spent on Roto Rooter to discover that the Authority contractor's 2006 sewer connection to his main house 4 inch line was never made. In addition, he asked the Board to consider restoration for damage that occurred during the new connection that the Authority authorized two weeks ago. He had an estimate for restoration of \$2,500. *Pierson to obtain alternate estimate and make a recommendation to the Board.*

CORRESPONDENCE: Pierson reviewed the following correspondence:

To: 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.*

To: Luke Austenfeld, Y-Camp Director Concerned with Rate Increase
Mr. Austenfeld was concerned with the proposed rate increase. Pierson analyzed the usage we are billing the Y-Camp for and believes it is fair. He communicated this to Mr. Austenfeld and told him that the rate increase will impact the Y-Camp payment to us.

To: Fred Einspahr, 4880 EGLD 2006 Connection Missed a Primary 4" Pipe
 Fred Einspahr, the homeowner of 4880 EGLD, recently had drain problems and had Roto Rooter out to discover that his home had 2 pipes that should have been connected to the public sewer while only 1 pipe was connected. In 2006, GLSWA paid Balkema \$32,500 to install gravity sewer service to both 4880 and 4872 EGLD including the physical connection of the home's plumbing to the new pipeline. The sewer that was installed in 2006 by Balkema does not appear low enough to pick up the second pipe. A motion was made by Stoneburner and seconded by Light to approve the expenditure of \$4000 for GLSWA to install 180 feet +/- of new 6-inch schedule 35 at minimum grade to connect both pipes from the home at 4880 EGLD. **Motion carried; all ayes.**

To: Jeff Balkema E-mail, 4880 EGLD Connection
 Balkema was asked to check their notes to explain why they did not lay the pipe at sufficient depth or investigate fully that both pipes existed when they made the connection to 4880 EGLD in 2006. *Pierson to follow-up with Balkema including review with our attorney if needed.*

To: Ed Noteboom, 9315 East DE Ave Sewer Back-up Liability Concern
 Mr. Noteboom was trying to determine the amount of homeowner's insurance coverage for sewer backup he should purchase. Pierson advised him that based on his circumstances, his water security alarm would likely notify him and if discovered in time, the damage would be less than his own insurance policy coverage of \$5000.

To: Ms. Bedford (Abushmaie), 6291 N. 37th Request to Shut Off Service
 Ms. Bedford spoke with Pierson and stated that she has not used the sewer for 2 years and doesn't want to pay the bill. Pierson responded that she needs to request her sewer to be shut off in writing and we could turn the sewer off at the street. He also agreed to check the hour meter on the pump and consider reducing the amount of past due sewer charges upon receipt of the written request to disconnect. We have not received a written request from Ms. Bedford to shut off her sewer service. *Pierson to follow up with a letter to confirm our understanding that Ms. Bedford will send a written request.*

UTILITY SERVICE REPORT

We intend to implement a routine monthly maintenance report for the Board using our Antero Work Order system. This has not yet been initiated.

NEW BUSINESS:

Update on Rate Increase Presentations Update on Schedule
 Pierson reported that the rate increase presentations have gone well so far. The Rate Resolution has been approved in Barry Township, Prairieville Township, and Richland Township. The Rate Resolution will be presented to Charleston Township

on August 28, Cooper Township and the Village of Richland on September 10, and Ross Township on September 11.

Office Construction Items

Sign; Landscaping; Chairs

Pierson handed out a budget summary of the office project showing that there is \$7,227 remaining. We have yet to complete the sign and landscaping out front and purchase additional chairs. We may want to consider a flagpole but it is not a requirement. Pierson presented a proposal for the purchase of 6 more chairs at a total price of \$1,904 (1- front office, 1 conference work table, 1 Rich and 3 for maintenance room). Stoneburner made the motion to approve the proposal to purchase the chairs as presented. Motion was seconded by Kahler. **Motion carried; all ayes.**

Staffing Schedule + Updates

Discussion

Pierson reviewed the job description and proposed advertisement for the Office Assistant-Billing Clerk position. Light made the motion to advertise for the Office Assistant-Billing Clerk position. Motion was seconded by Stoneburner. **Motion carried; all ayes.**

GLSWA will also be hiring a 2-day per week Field Assistant in December. There are two good candidates from the recent Maintenance Assistant interviews that are interested in part time work. *Pierson will re-interview these two candidates and make a recommendation prior to December.*

PROJECT UPDATE:

37th Street Repaving

Update

Pierson reported that 6 manholes were raised as part of the 37th Street Repaving project.

G. Avenue-Cooper Repaving

Manhole Repair

Peters quoted \$200 per manhole repair (5 total) to be done while the road is being repaved.

Grinder Lines (37th 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). A total of 11 grinder connections that needed to be investigated and repaired have been completed. There are 4 in Charleston yet to do. The remaining Ross repair (Bedford- 6291 N. 37th St.) was rehabilitated with the road paving project.

Lift Station Guide Rail Replacement Project

We have done 13 out of 25 and still have 12 to go. We are averaging 3-4 per year at an average cost of \$2,200 each. This year we plan on replacing the guide rails at Lift Station 5 and 16 as a minimum. Others will be done as budget, time + staffing allow.

Groundwater – Clean Water Elimination Update
 GLSWA will study Cooper Township rainfall and pump data + 3 areas on Gull Lake. We hope to use this study to justify spending money in other areas. All weather stations have been installed. Lift Station recording elapsed time meters have also been installed. We now need to tabulate the data.

Manhole Inspection/Inflow/Infiltration Project Update
 Postpone manhole inspections + repair of piping until 9/1/2012 or beyond due to staffing issues and our inability to complete the work discovered during inspections. Pierson visited a Chicago manufacturer to review camera and jetter equipment.

D. Avenue West Project Information Meeting This Fall
 There was an opportunity for Richland Village to obtain MDOT funds for the D. Avenue West Sewer Project. The design is completed and shovel ready, but the Village has not gone through the informational meeting/assessment process. Pierson suggested for Village Council consideration that it might be appropriate for GLSWA to mail out information based on a “target special assessment” of \$7,000 and hold an informational meeting for the D. Avenue residents providing the Council feedback from the affected property owners so that the Village could commit to a project should funds become available again. Pierson and Lewis (P/N) presented the road and sewer issues at the June 2012 Richland Village Council Meeting. The informational meeting will probably not be until October – November.

Office Remodel & Improvements Update
 Front entrance sign yet to be acquired – the design is in process; front entrance landscaping; six additional chairs. Pierson indicated that the sprinkler system (iron sequestering) appears to finally be working consistently.

OLD BUSINESS: ACTIVE

Software – GIS – M-Power – Scanning Review Update on 2012 IT Plans
 We have purchased the Minolta copier and the “on-ramp” software to be able to scan all of our paper files into electronic copies. We were able to save \$3,000 by purchasing the demonstration model. We are still evaluating whether to purchase Doc Record document management software or use the Microsoft Search Server.

OLD BUSINESS: STATUS UNCHANGED

Charleston Township Sewer Update on Rates: Begin Cost-Benefit Analysis
 Pierson to continue with cost-benefit analysis. Their sewer contract expires 2016.

Comstock Township Sewer + Water Update on Rates: Begin Cost-Benefit Analysis
 This item is on hold.

Grease Ordinance + Enforcement Update
 Pierson to review ordinances and initiate program for grease enforcement.

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.

Kalamazoo Regional Water + Wastewater Comm. Update
 The FOIA lawsuit is awaiting a court date. The discovery process is ongoing to obtain rate model.

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

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.

30th Street South Gravity Design Easement Pursuit
 Easement pursuit to be accomplished by Pierson.

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

Sherman Lake Easement-Clean-up and Check Review
 Pierson to review easements and check for accuracy – file in GIS system.

FINANCIAL REVIEW/ PAY BILLS

A motion was made by Light 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 SEPTEMBER 27, 2012 at 10:00 a.m.
Chairman Bither adjourned the meeting at 2:05 p.m.

Submitted for approval



Jacqueline Light – Secretary