

# **Gull Lake Sewer & Water Authority**

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## **MINUTES OF THE AUGUST 3, 2016 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 Paul Dykstra. None absent. Also present were Executive Director Rich Pierson, Executive Assistant Anne Richmond and Engineer Tom Wheat.

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

**MINUTES OF THE JUNE 14, 2016 REGULAR MEETING:** A motion was made by Harma and seconded by Kahler to accept the regular meeting minutes of June 14, 2016. **Motion carried; all ayes.**

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

### **CORRESPONDENCE:**

MDOT Letter on Boring Requirements      MDOT Letter-Proposed Permit #39420  
The MDOT permit required 2 soil borings for a proposed sanitary sewer bore and jack (inside a 20 ft casing) to provide sanitary sewer under M-89 to the new School Administration Building. Pierson wrote a letter requesting clarification as to the purpose of the soil borings as the estimated cost adds 12-15% to the cost of the \$32,000 project. After meeting with MDOT, the Authority may be able to meet the requirements using a Geoprobe instead which would lower the additional cost to \$2,500. The Authority will move forward with this

Renwick-10974 N Interlaken      Groundwater Sump Pump  
On July 14, Pierson asked Ms. Renwick if her contractor has been able to make agreed to plumbing alterations to address her sump pump which was illegally pumping ground water into the sewer system. Ms. Renwick has not yet replied.

Skrobola-City of Kalamazoo                      Continued Emails to Obtain Water Data  
 Pierson directed BS&A to contact the City of Kalamazoo to get database information to prepare a proposal for using City of Kalamazoo water meter reads for GLSWA sewer billing after obtaining approval from Thomas Skrobola.

Anderson-Gull Lake Schools                      Payment Inquiry-MDOT Crossing  
 Pierson asked Lisa Anderson the status of the school's share of the cost of the sanitary sewer crossing of M-89. The project is on hold awaiting payment. Ms. Anderson responded that AVB should be sending in payment.

Johnson-County Health Dept                      Private Septic Tank Inspection Companies  
 Pierson requested a meeting with Vern Johnson at the Kalamazoo Health Department to discuss concerns regarding private companies doing septic tank inspections with no oversight or requirement to file the report with the Health Department. Pierson asked to meet with the County to ask them to initiate some type of regulation / ordinance county-wide so that we will not have to. If not, the Authority is considering having our sewer district townships pass an ordinance regulating septic tank inspections and the reporting thereof.

Fran Bell-Jerry VanderRoest                      Follow up to Sewer Operations Meeting  
 Pierson followed up on items discussed at a meeting with Fran Bell and Jerry VanderRoest of Charleston Township. *Pierson to put a proposal together for the Authority to be the "contractor" for sanitary sewer throughout all of Charleston Township.*

Rob Thall-Ordinance Issues   Private Septic Companies + Private 4" Sewer Inspections  
 Pierson asked Attorney Thall to provide his thoughts regarding two ordinance issues: 1) Mandatory connection where sewer (for existing homes) is dependent upon septic tank failure determination and the septic tank inspections are performed by private companies that are not subject to oversight or required to file reports with the Health Department, and 2) Clean water elimination from the public sewer system, the private side component. Pierson asked the Board for authorization to pursue the first issue. A motion was made by Kahler to authorize Pierson to pursue the Item 1 on his email to Rob Thall. Motion was seconded by Dykstra. **Motion carried; 3 ayes; 1 no (Harma).**

## NEW BUSINESS/PROJECTS UPDATE

Credit Card Payments-Absorb Fees   Authorize Budget of \$3,000/year for User Bill  
 Pierson recommended that the Authority absorb the credit card fees for User Bill payments. We estimate the credit card fees to be approximately \$3,000 annually. Dykstra made the motion to authorize the Authority to absorb credit card fees for user bills payments only (no capital) up to \$1,000 per transaction as soon as it can be implemented. Motion was seconded by Kahler. **Motion carried; 3 ayes; 1 no (Harma).**

#### Compactor Purchase

#### Approve Compactor Purchase

Pierson asked for authorization to purchase a compactor for asphalt prep and manhole work. A motion was made by Kahler to authorize the purchase of a compactor for an amount not to exceed \$1,700. Motion was seconded by Harma. **Motion carried; all ayes.**

#### Articles of Incorporation

#### Review of Proposed Changes

Pierson reviewed proposed changes to the Authority's Articles of Incorporation. He asked the Board to approve these changes and noted that the revised Articles of Incorporation will be reviewed with the Township Boards at the same time as the revised ordinances which is expected to be April 2017. Dykstra made the motion to approve the revisions to the Articles of Incorporation as presented in the document reviewed by Pierson. Motion was seconded by Kahler. **Motion carried; all ayes.**

#### E. DE Avenue-West of Gull Rd.

#### Approve Information Mailer

Pierson prepared an Advisory Survey for proposed public sewer on DE Avenue west of Gull Road based on recent inquiries from property owners on the street. A motion was made by Stoneburner to send out the Advisory Survey subject to review and direction by Harma. Motion was seconded by Dykstra. **Motion carried; all ayes.**

#### SAW Schedule

#### Updates

- PICA 2015 Results on FM      Revised Analysis on Pipe Wall Thickness; Developing time line for repair/replacement
- PICA (5) Forcemains      Successful Data Acquisition wk of 7/11
- Inflow/Infiltration      Challenges with Data Transfer via radio  
Pierson reviewed the status of the project to update the Authority lift stations with new controllers + telemetry and submitted a new (additional) budget request to complete the setup for I/I Monitoring of 19 stations. A motion was made by Harma and seconded by Stoneburner to amend the project budget by an amount not to exceed \$26,000 to finish the project. **Motion carried; all ayes.**
- PACP-Cleaning + Camera: 25 miles camera complete; 26 miles remaining; 11 of which is grant eligible
- Manhole Repairs: 1200 total; 2015-84 under grass; 2016-80+ under asphalt; Avg 4/day 2 days/wk
- MACP-Manhole insp: 30% completed; will be completed by end of summer
- Clean-up of GIS      A. Hartwick working on GIS additions, easements, leads, GPS mapping, etc.
- Service Lead Addition: A. Hartwick will accomplish this by end of Grant-May 2017.
- Level of Service      Contracts with Comstock/Galesburg; Letters to homeowners
- Asset Management Plan: Plan for September Meeting Presentation-to be forwarded to Rate Consultant
- ArcGIS online demo: Plan for September Meeting Demonstration

#### Projects-Miscellaneous                      2015-2016 Various Projects and On-Going Work

- Cottages of Gull Lake View (Golf Course)-Completed: Minor final punch list
- Plat east of Stage Coach Inn – Balwat Cottages: Ongoing – 1<sup>st</sup> Connection Made
- Gull Lake Condos – On Hold: Woodhouse Next Phase Not Yet Approved
- Cooper's Landing – 2 new buildings for 2016 – 19 Units per Building
- New 4500 sq ft bldg behind existing Mission Pte Restaurant: Ongoing-stalled?
- Proposed Nursing Home Facility north of McDonalds: Site Plan Review Process
- New GL Schools Admin Bldg-Still awaiting payment before taking bids
- E DE Avenue-Gleason-to be constructed by Gates with assistance from Staff

#### 4 Outstanding Repairs-Now 3                      Update

1 Manhole is already repaired; 2 drop manholes + 1 wye yet to be repaired.

#### Regional Commission Update

At 2:22 p.m. a motion was made by Kahler that the Authority Board go into closed session with Executive Director Rich Pierson, Executive Assistant Anne Richmond, and Authority Engineer Tom Wheat to review pending litigation and settlement discussions GLSWA vs City of Kalamazoo. The motion was seconded by Dykstra. **Motion carried; all ayes.** Closed session ended at 2:34 p.m. A motion was made by Dykstra and seconded by Stoneburner for Pierson to proceed as discussed in closed session. **Motion carried; all ayes.**

Charleston Draft Proposal      Submittal of Proposal to Charleston Township  
Pierson is drafting a proposal to Charleston Township to be their "contractor" for sanitary sewer throughout the remaining portion of the township, with Charleston remaining the owner and GLSWA being their agent of record for operations, maintenance and management. Pierson to discuss rate issues for this arrangement with Rate Consultant.

### OLD BUSINESS: ACTIVE

Pole Barn      Seeking Assistance to Update Design for August Site Plan Submittal

CMS Easement Acquisition in Richland      Engineering Survey Work has Begun

Rosenberger-Richland Condos      Awaiting resolution of pipe, manhole and engineering issues

Employee Review      Formal Review of Staff Scheduled for Future Meeting

Presentation: 2015-2016 State of the Sewer Presentation  
This discussion will be continued at the next meeting.

**OLD BUSINESS: INACTIVE** (see attached list). The Board reviewed the Old Business / Inactive list.

## **FINANCIAL REPORT**

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

A motion was made by Kahler and seconded by Dykstra to file the financial reports as presented, approve the standard bills paid through June 30, 2016, and pay the Prein & Newhof bills. **Motion carried; all ayes.**

2015-2016 Budget Packet (last year)

The complete budget packet for 2015-2016 (last year) was handed out as Pierson had noticed it had never been finalized until May, and then never handed out.

Financial Forecast

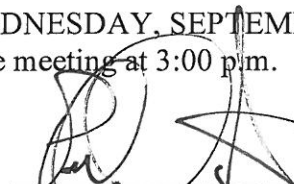
Projected Budget Forecasts

This will be completed when the SAW rate is determined.

## **CLOSING COMMENTS:**

ADJOURN. NEXT MEETING WEDNESDAY, SEPTEMBER 7, at 1:00 p.m.  
Chairman Stoneburner adjourned the meeting at 3:00 p.m.

Submitted for approval

  
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Paul Dykstra – Secretary

Attch: Old Business / Inactive list



No.	Item	Status
1	DEQ Purge Well discharge <b>RP corresponded with MDEQ to initiate this.</b>	: Wells to be shut down Spring 2016; New Agreement to be drafted; Lease payment invoiced. : Overall revenues for Authority FYE 2017 will be reduced 8% (\$100,000 +/-)
2	Rob Thall - Property Acquisition/Easements <b>Successful meeting to move this forward.</b>	: 2-Properties: Consumers / Gull Lake Condos + Consumers at Auth offices : Intent to acquire easement and to purchase property in front of Authority:
3	Gull Lake Authority Property Development	: Pierson to meet with Harma + Dykstra to make recommendation to Board on future Pole Barn / Office area expansion needs
4	Gull Lake Ministries	: 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	Gilmore Car Museum - Sanitary Sewer	: GCM is "technically" within the SW BC Sewer / Water Authority jurisdiction, although GLSWA can provide gravity sewer at equal to or less than the cost for SWBCSWA to serve them
6	Galesburg Interceptor	: Within main agenda
7	PICA See Snake Investigation <b>Now scheduled for July</b>	: Within main agenda
8	Charleston Township Sewer <b>RP sent letter; RP/JS to meet with FB/JV on 7/12</b>	: 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.
9	1980-1990 Easement Releases <b>SAW eligible - Anne, Cheri, Rich + Andrew on-going</b>	: 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).
10	Village of Richland Contract <b>: RP to attend June 13th + July 11th mtgs</b>	: Contract drafted. To be reviewed and forwarded to Village for their January meeting : Pierson / Thall propose to draft Richland Sewer Agrmt renewal to be a Utility Agrmt incl. water
11	Sewer Connection Fee financing option	: Pierson to propose short-term Connection Fee Financing Plan for Conn Fees > \$
12	Sherman Lake Easement 'clean-up / verify' <b>SAW eligible - Anne, Cheri, Rich + Andrew on-going</b>	: Pierson to review easements and check for accuracy -- file in GIS system
13	Botryius - Gleason easements DE Ave <b>All easements obtained and recorded.</b>	: Proposed easements + project to provide sewer to 4 properties along E. DE Avenue where Gull Creek flows under. Received DEQ + Soils permit; Amend budget + begin soon
14	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
15	Kalamazoo Regional W / WW Commission <b>RP seeking direction from Auth Bd on overall issues</b>	: GLSWA is party to a lawsuit (now withdrawn) regarding rates and charges : New water and wastewater agreements are being worked on the the Commission
16	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
17	37th Street Grinder lines tapped into D Iron	: Corrosion issue with copper corrosion. : We have rebuilt 6 of these - 4 additional in Charleston Township to be rebuilt
18	30th Street Gravity Sewer - Future	: 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
19	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 \$\$ will be needed
20	Mr. / Mrs. Cooper - 15968 Woodlawn <b>Lot for sale: Rich wrote letter to realtor to advise</b>	: Portion of private sewer on someone else's property (after the property was split) : Pierson proposed an easement for the seller to sign to remedy the private pipe - no response
21	Commercial Review / Apartment/ Metered <b>Pierson sent 3rd follow up to City for BS+A to coord.</b>	: 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.
22	Miscellaneous Customer Fees	: Sump pump violations : Pierson to pursue with certified mail and Misc Customer fee procedure
23	Emergency Fuel Acquisition	: Authorized last year but never purchased due to space concerns / reconfiguration : Pierson to follow up in 2015 -- now 2016
24	Manhole raising Project	Info: 160+ inaccessible; 83 + in yards, 73+ in road; Work continues: 90 in yards + 11 in road done: Preparing quotes for 2016 seasonal repairs
25	4 Repair sites: to be bid <b>We are receiving quotes for budgeting purposes</b>	Info: 2 drop manholes under asphalt, 1 wye under asphalt, 1 Air release Possibly be in-situ (inside pipe) repairs : \$6000 each instead of \$8000 - \$10,000 each
26	Articles of Incorporation - to be reworked	: Requires ratification by each municipal board.
27	Rosenberg : on Connection Fee + Eng Inv. <b>RP sent letter to RR on sewer issues</b>	: Said he would meet with Director Pierson in the near future (this was early January)