

**GAINES CHARTER TOWNSHIP
WATER & SEWER ADVISORY COMMITTEE
MEETING MINUTES ~ JANUARY 19, 2009**

CALL TO ORDER

A Regular Water & Sewer Advisory Committee meeting was called to order by Tim Haagsma at 3:33 p.m. on Monday, January 19, 2009 at the Gaines Charter Township Offices located at 8555 Kalamazoo Avenue SE, Caledonia, Michigan 49316.

ROLL CALL

Members Present: Don R. Hilton, Sr., Jeff Gritter, Brian Tingley, Tim Haagsma, Jan Boone

Members Absent: None

Others Present: Henry VanderMaas; Rachael & Christina Thumser

APPROVAL OF MEETING MINUTES

Don Hilton made a motion to approve the December 15, 2008 minutes as written, supported by Jan Boone.

Discussion: None.

Ayes: All.

Nays: None.

Abstain: None.

REIMBURSEMENT REQUEST – 6817 ALEDA BACK-UP EVENT (HENRY VANDERMAAS)

Brian Tingley made a motion to remove the reimbursement request from the table, supported by Jeff Gritter.

Discussion: None.

Ayes: All.

Nays: None.

Abstain: None.

Jeff Gritter stated that he had talked with Jim White and Mark Nettleton of Mika, Meyers, Beckett & Jones regarding the sewer back-up event of September 24, 2008. Regrettably, the attorneys have recommended that the Township not voluntarily pay the claim submitted by Mr. VanderMaas or Ms. Thumser.

Tim Haagsma stated that the Township's attorneys are advising that the Township has no authority to pay the claim based on Public Act 170 and Public Act 222.

Don Hilton commented that the attorneys' recommendations confirmed the discussions that took place at the Water & Sewer Advisory Committee meeting held on December 15, 2008.

Brian Tingley pointed out that the last paragraph of Jim White's letter dated February 14, 2005 states that any voluntary reimbursement program would reduce the scope of the immunity provided by the statute to the Township.

Tim Haagsma explained that "governmental immunity" is a term that states that the government is immune from most actions as explained by both the statutes and the attorneys' opinion.

Don Hilton added that the Township would not be immune if the Township had in some way caused or contributed to the backup. That was determined to not be the case in this situation.

Brian Tingley made a motion to recommend that the Township Board deny Mr. VanderMaas' request based on the letters of opinion issued by attorneys Jim White and Mark Nettleton of Mika, Meyers, Beckett & Jones, PLC on February 14, 2005 and January 16, 2009, and Public Act 170 of 1964 as amended and Public Act 222 of 2002 as amended, supported by Jeff Gritter.

Discussion: None.

Ayes: All.

Nays: None.

Abstain: None.

REIMBURSEMENT REQUEST – 6809 ALEDA BACK-UP EVENT (RACHAEL & CHRISTINA THUMSER)

Don Hilton made a motion to remove the reimbursement request from the table, supported by Jan Boone.

Discussion: None.

Ayes: All.

Nays: None.

Abstain: None.

Jan Boone made a motion to recommend that the Township Board deny Ms. Thumser's request based on the letters of opinion issued by attorneys Jim White and Mark Nettleton of Mika, Meyers, Beckett & Jones, PLC on February 14, 2005 and January 16, 2009, and Public Act 170 of 1964 as amended and Public Act 222 of 2002 as amended, supported by Brian Tingley.

Discussion: None.

Ayes: All.

Nays: None.

Abstain: None.

Tim Haagsma explained that these recommendations would be made at the Township Board meeting on February 9, 2009 at 7:00 p.m.

ELECTION OF OFFICERS

Don R. Hilton, Sr. made a motion to have the present slate of officers serve in their current positions for another term, supported by Jan Boone.

Discussion: None.

Ayes: All.

Nays: None.

Abstain: None.

SCHEDULE OF MEETINGS

Jeff Gritter presented the tentative schedule of Water & Sewer Advisory Committee meeting dates for 2009. The meetings are scheduled every other month and will be canceled if not needed. Jeff also noted that if required, Special Meetings can be called to handle time sensitive business that may be presented to the Committee.

RATE STUDY

Jeff Gritter explained that the Water Rate study was presented last week at the City of Wyoming. The initial study showed a 10% decrease for Byron and Gaines wholesale water rate, however, some errors were discovered so it is not clear if the revised study will show the same decrease. Hopefully, the water rates will remain about the same as last year.

WASTEWATER RECONCILIATION

Jeff Gritter stated that wastewater reconciliation had been completed by the City. The Township has underpaid per million gallons based on actual costs of treatment. The City invoiced the Township for the shortfall and the rates they will be charging the Township in the future are based on the new figures. This will hopefully help the Township avoid a large invoice at the end of next year.

PUBLIC COMMENT

None.

ADJOURNMENT

Tim Haagsma adjourned the meeting at 3:51 p.m.

Respectfully submitted:



Jeffrey M. Gritter, P.E.
Township Engineer

**GAINES CHARTER TOWNSHIP
WATER & SEWER ADVISORY COMMITTEE
MEETING MINUTES ~ FEBRUARY 16, 2009**

CALL TO ORDER

A Special Water & Sewer Advisory Committee meeting was called to order by Tim Haagsma at 4:05 p.m. on Monday, February 16, 2009 at the Gaines Charter Township Offices located at 8555 Kalamazoo Avenue SE, Caledonia, Michigan 49316.

ROLL CALL

Members Present: Don R. Hilton, Sr., Jeff Gritter, Brian Tingley, Tim Haagsma, Jan Boone
Members Absent: None
Others Present: Dan Van Dyke, Mike Kortman

APPROVAL OF MEETING MINUTES

Brian Tingley made a motion to approve the January 19, 2009 minutes as written, supported by Jan Boone.

Discussion: None.

Ayes: All.

Nays: None.

Abstain: None.

COUNTRY CORNERS MOBILE HOME PARK – BACK FLOW PREVENTERS

Jeff Gritter reminded the Committee that the BGUA had previously presented information about backflow protection in the Township's six mobile home parks about a year ago and at that time the Committee had directed them to pursue the "easiest" installation. Mike Kortman stated that a plan was developed to prioritize the existing mobile home parks, and quotes were obtained from three plumbing contractors for installing a back flow preventer at the Country Corners Mobile Home Park. The quotes are as follows:

1. Action Plumbing: \$5620 w/ ASME tank; \$4,050.00 w/o ASME tank
2. Godwin Plumbing: \$5295 w/ ASME tank; \$4,395.00 w/o ASME tank
3. K & S Plumbing: \$6800 w/ or w/o ASME tank.

Mike stated that, by installing a back flow preventer at the water meter connection, the possibility of a back flow event is reduced to almost nothing. This will provide an adequate level of protection to the public water supply system to prevent potential cross-contamination from occurring. Mike added that at first they had looked into having an ASME rated tank installed for surge protection but found that an ASME rated tank is not needed. An unrated tank will be used which reduces the cost.

Tim Haagsma asked if the last email from Etna Supply was in addition to the quotes for installing the back flow preventer.

Mike replied that the Etna quote is for replacing the existing 4" meter with a 3" Omni meter which would be replaced when the back flow preventer is installed.

Tim Haagsma asked if the water in the mobile home park would have to be shut off.

Mike replied that the project would require the water to be shut off but would be coordinated with the park. They are considering two small shut off periods rather than one long one.

Jan Boone made a motion to accept the bid submitted by Action Plumbing for \$4,050.00 for the installation of a back flow preventer at the Country Corners Mobile Park, supported by Jeff Gritter.

Discussion: None.

Ayes: All.

Nays: None.

Abstain: None.

RCA WATER SERVICE INSTALLATION

Dan Van Dyke explained that before Christmas the City of Wyoming met with the BGUA regarding water samples taken by Wyoming at RCA. Wyoming is experiencing delays when taking samples at the site. It takes an hour to get clean water to sample. Wyoming would like to have improvements made to speed up sampling. The owners will allow a 2" main to be installed.

Mike Kortman stated that quotes had been obtained from Lee's Trenching and McDonald's Plumbing to get water service into building. The quotes are as follows:

1. Lee's Trenching - \$10,165.00 for a 2" diameter copper water service.
2. McDonald's Plumbing - \$8,895.00 for a 2" diameter copper water service or \$7,958.00 for a 2" diameter HDPE water service.

Dan Van Dyke said that the Committee has three options. They can do nothing, install copper water service, or install a 2" ball valve on the 6" fire protection service in the mechanical room.

Don Hilton asked how often samples are taken.

Dan Van Dyke replied that samples are taken once a month.

Tim Haagsma suggested taking samples at another location. The Township could make contact with another location on the city's behalf. Wyoming should contribute half of cost since this project would benefit their people.

Dan Van Dyke suggested that if Wyoming pressed the issue, the BGUA could install a ball valve and invoice Wyoming. He will contact Wyoming to see if they will contribute to the project costs.

The Committee directed the BGUA that the project was too expensive unless Wyoming was willing to pay a significant portion of the expenses.

RED FLAG POLICY

Jeff Gritter presented an Identity Theft Prevention (Red Flag) Policy for discussion, and explained that the *Fair and Accurate Credit Transactions Act of 2003 (FACTA)* and the rules promulgated by the Federal Trade Commission require that a policy to protect utility customers from identity theft be established by the Township for the utility accounts maintained by the Water and Sewer Department. The proposed policy defines what we should be looking for and what should be a "Red Flag" for identity theft. Byron Township is in the process of adopting the same policy so that the entire utility system is following the same policy.

Jan Boone said the many of her customers call on the phone to activate a utility account. They do not usually come to the office, so verifying a driver's license or other identification as required by the policy might be difficult.

Brian Tingley made a motion to recommend that the Township Board approve the Identity Theft Prevention Policy, supported by Don Hilton.

Discussion: Jeff Gritter stated that the policy requires an administrator and it was recommended that Jan Boone be the policy administrator.

Ayes: All.

Nays: None.

Abstain: None.

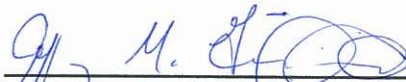
PUBLIC COMMENT

None.

ADJOURNMENT

Tim Haagsma adjourned the meeting at 4:47 p.m.

Respectfully submitted:



Jeffrey M. Gritter, P.E.
Township Engineer

**GAINES CHARTER TOWNSHIP
WATER & SEWER ADVISORY COMMITTEE
MEETING MINUTES ~ MAY 18, 2009**

CALL TO ORDER

A Water & Sewer Advisory Committee meeting was called to order by Don R. Hilton, Sr. at 3:31 p.m. on Monday, May 18, 2009 at the Gaines Charter Township Offices located at 8555 Kalamazoo Avenue SE, Caledonia, Michigan 49316.

ROLL CALL

Members Present: Don R. Hilton, Sr., Jeff Gritter, Brian Tingley, Jan Boone
Members Absent: Tim Haagsma with notice
Others Present: Mike Kortman, Tom Tilma

APPROVAL OF MEETING MINUTES

Brian Tingley made a motion to approve the February 16, 2009 minutes as written, supported by Jan Boone.

Discussion: None.

Ayes: All.

Nays: None.

Abstain: None.

Superintendent Tom Tilma joined the meeting.

MOBILE HOME PARK CONTAINMENT PROGRAM – DUTTON MILL VILLAGE

Jeff Gritter stated that the Mobile Home Park Containment Program had been begun. The first project at Country Corners MHP has been completed and the second project at Dutton Mill has been initiated.

Mike Kortman stated that Action Plumbing had been approved to complete the work at Country Corners MHP. The picture on the first page of the MHP Containment Program Report is of the finished project. This project was successful and went smoothly with minimal disruption to the residents. Action Plumbing did a great job.

Mike requested quotes from three contractors for the work to be completed at Dutton Mill Village to provide the Committee with prices for consideration. The quotes are as follows:

1. Action Plumbing: \$13,730.00
2. Godwin Plumbing: \$15,395.00
3. K & S Plumbing: \$17,313.00

Due to the size of the meter and back flow preventer, a structure will be necessary for this project to prevent freezing and theft of the equipment.

Mike provided three quotes for 10' X 10' sheds. If approval is granted, the builder chosen will provide a sketch. All three quotes are very close in price and are as follows:

1. Stronghold Homes, L.L.C.: \$4,924.93
2. Generation Builders: \$5,700.00
3. Rivertown Homes: \$5,935.00

Don Hilton said that Generation Builders appear to be providing better footings and slab. The apparent low bidder is a little short of details.

Mike Kortman replied that he believed that the low end submittal was a little shy on details as well.

Jan Boone asked if Mike had seen work performed by the contractors.

Mike said that he had and that all have done acceptable work in the past.

Brian Tingley asked what the next step in the process would be if a quote is approved.

Mike Kortman replied that a sketch is included in the quotes provided. That would be the next step.

Jeff Gritter added that if the Committee would like to continue this program then a recommendation to the Township Board for final approval is needed.

Brian Tingley made a motion to recommend that the Township Board approve the bid submitted by Action Plumbing for \$13,730.00 for the improvements at the Dutton Mill Village Mobile Home Park, supported by Jan Boone.

Discussion: None.

Ayes: All.

Nays: None.

Abstain: None.

Jeff Gritter made a motion that the quotes for the structure to house the improvements at the Dutton Mill Village Mobile Home Park be evaluated with Mike Kortman and a recommendation be made to the Township Board, supported by Don Hilton.

Discussion: None.

Ayes: All.

Nays: None.

Abstain: None.

NORFOLK SOUTHERN RAILROAD LICENSE AGREEMENT

Jeff Gritter stated that Norfolk-Southern has requested an amendment to the railroad license agreement with the Township dated December 27, 1988. Norfolk would like to eliminate the annual payment required by the original agreement and replace it with a one-time lump sum fee.

The amended agreement was reviewed and recommended for approval by the Township's attorneys.

Jeff Gritter made a motion to recommend that the Township Board approve the amendment to the Norfolk-Southern Railroad License Agreement, supported by Jan Boone.

Discussion: None.

Ayes: All.

Nays: None.

Abstain: None.

STONEWATER COUNTRY CLUB – TIKI HUT REQUEST

Jeff Gritter stated that Stonewater Country Club is building a "Tiki Hut" near the pool area. The tiki hut will provide snacks and refreshments to patrons of the pools and the golf course, and will require a sink and a connection to the water and sewer system. The Water & Sewer Ordinance states that each structure must have its own water service & sanitary sewer lateral. In this case, the tiki hut is a different structure from the clubhouse or the poolhouse but is an ancillary use to these other structures. Does the Committee wish to require a formal variance request? The Ordinance is written to prevent structures located next to each other or behind each other from connecting to the same water service/sewer laterals. This is needed to avoid conflicts when structures are under different ownership or potentially under different ownership.

Brian Tingley asked how big the structure will be?

Mike Kortman replied that the structure will be 10' X 22'.

Jeff Gritter added that the tiki hut is an open air structure that won't be used in the winter. It is an accessory use to the country club. He does not believe that the variance process is necessary as it is not the intent of the Ordinance to require separate connections for this situation.

Jan Boone made a motion that variance process not be required due to the seasonal use of the tiki hut and the fact that the tiki hut is an accessory use to the golf course club house, supported by Brian Tingley.

Discussion: None.

Ayes: All.

Nays: None.

Abstain: None.

CROSS CONNECTION CONTROL PLAN

Jeff stated that the BGUA's (on behalf of the Townships) Revised Cross Connection Control Plan had been submitted to the Michigan Department of Environmental Quality and had been approved. The BGUA has been diligent in improving this program

PUBLIC COMMENT

None.

ADJOURNMENT

Brian Tingley made a motion to adjourn at 3:57 p.m., supported by Jan Boone.

Discussion: None.

Ayes: All.

Nays: None.

Abstain: None.

Respectfully submitted:



Jeffrey M. Gritter, P.E.

Township Engineer

**GAINES CHARTER TOWNSHIP
WATER & SEWER ADVISORY COMMITTEE
MEETING MINUTES ~ September 21, 2009**

CALL TO ORDER

A Water & Sewer Advisory Committee meeting was called to order by Tim Haagsma at 3:30 p.m. on Monday, September 21, 2009 at the Gaines Charter Township Offices located at 8555 Kalamazoo Avenue SE, Caledonia, Michigan 49316.

ROLL CALL

Members Present: Don R. Hilton, Sr., Jeff Gritter, Brian Tingley, Jan Boone, Tim Haagsma
Members Absent: None
Others Present: Tom Tilma

APPROVAL OF MEETING MINUTES

Brian Tingley made a motion to approve the May 18, 2009 minutes as written, supported by Jan Boone.

Discussion: None.

Ayes: All.

Nays: None.

Abstain: None.

WAYNE STREET WATERMAIN PROJECT UPDATE

Jeff Gritter stated that the small project to install watermain on Wayne Street and complete the "loop" between Division and Regal has been put out for bids and awarded to Advanced Excavating for \$21,902.00. The Committee discussed this project last October and the hope was to combine this project with another project for cost savings. No other projects have come up to bid with so the project was bid on its own and the Township received very favorable pricing.

CALEDONIA TOWNSHIP

Jeff Gritter stated that representatives from Caledonia Township recently contacted the Township to discuss an emergency connection to the water system at 68th Street and Patterson. Gaines Township had sent a letter to Caledonia about this type of connection back when the watermain was initially constructed in the area in 2002. No response was received at the time from Caledonia but they now have an interest in a connection. There should be no issue with having a connection between the two water systems. Jeff stated that he sees very little benefit to the Byron-Gaines Water system and has told Caledonia that we would not be opposed to the connection but it will need to be constructed at Caledonia's expense. We are currently waiting for additional contact from Caledonia regarding this issue.

Haagsma found from Gritter that the Byron-Gaines water system has emergency connections if needed. Gritter stated that there are 5 different connections with adjacent water systems that

we can utilize in an emergency. Some are more effective for the Township water system than others and the BGUA has made a concerted effort to exercise these connections this summer.

Tingley found that there are no negative affects for the Authority currently.

Tilma asked if the mixing of the two waters would be an issue even if the interconnect was only used for a short period of time? Gritter stated that the mixing can be very disruptive to the quality of the water even over a short period of time.

Gritter stated Caledonia also brought up the possibility of connecting into the Township sewer system in Section 1. Caledonia is anticipating that their sewer pumps in their sewer lift station near Patterson Avenue and M6 will be undersized in the near future and they are looking into different possibilities to address the issue. Gritter added that it may be possible to allow Caledonia access into the Section 1 trunk sewer; however, some serious study of the capacity of the sewer will be necessary. Gritter also told Caledonia that they would need to begin their discussions with the City of Grand Rapids as the Township is a wholesale customer of the City. Whether or not the Township is willing or has the capacity will not matter until the City gives the idea a positive reception.

CITY OF GRAND RAPIDS EMERGENCY WATER INTERCONNECT

Jeff Gritter stated that the Authority has been working through the process of testing different interconnections (as mentioned earlier) and it has been found that the emergency interconnect with the City of Grand Rapids provides the Township with the highest pressure and flow, in emergency conditions. The Authority would like to proceed with a interconnect agreement to use the connection in case of an emergency.

Tingley found from Gritter that the agreement addresses emergency procedures, valve opening information, and contact information.

Haagsma found that Attorney Jim White will be looking at the agreement after VanDyke has incorporated a few more changes.

DRAFT RATE STUDY

Jeff stated that the draft rate study was not included in entirety in Committee packets, but now has more information prepared for the Committee.

Jeff reviewed the study and highlighted changes for the Committee, due to expenses related to cost of improvements at the treatment plan usage fees are going up. Gritter would like to propose that rate increases be phased in over the next two years.

Haagsma expressed concern about how increases in 2010 will be handled and found from Jeff that the Authority is trying to be optimistic about growth picking up. It is also anticipated that increase from the City will not be coming but as always there is no guarantee of this.

Jeff stated that with business slowing down and plant closings he anticipates that the reduced sewer usage is contributing to the increases in fees along with improvements and maintenance to the system.

Jeff Gritter motion to recommend approval of the draft rate study to the Township Board, supported by Brian Tingley.

Discussion: None.

Ayes: All.

Nays: None.

Abstain: None.

WATER SYSTEM MASTERPLAN

Jeff stated that included in the Committee packets was a letter from Mr. Rod Korhorn of Prien & Newhof regarding the northwest corner of Byron Township, bringing it to the attention of the Committee that there will be some financial responsibility for the Township, approximately 1/2 of \$20,000-30,000.

DISCUSSION

Jan Boone stated that the meter reader currently in use, called an "interrogator", is becoming obsolete, the current "interrogator" will no longer be serviceable, and currently has battery issues, will need to purchase a new one at a cost of approx. \$6,700.

Jeff Gritter stated that in the future there will be new equipment available for meter reading, will allow meter to be read from the vehicle, new device will increase efficiency and allow more time for the current meter reader to take care of operator duties.

Hilton stated that staffing at the Authority is at a high level and will need to be justified. Found from Gritter that the staff at the Authority has been focused on doing jobs that normally they would not have adequate time for, but if increases in building do not begin there may be a need to downsize staff. This is an issue that the Authority Board will need to consider in the future.

PUBLIC COMMENT

None.

ADJOURNMENT

Don Hilton made a motion to adjourn at 4:18 p.m., supported by Jan Boone.

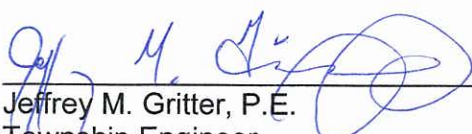
Discussion: None.

Ayes: All.

Nays: None.

Abstain: None.

Respectfully submitted:



Jeffrey M. Gritter, P.E.
Township Engineer