

GRSD SEWER AUTHORITY MEETING MINUTES
April 24th, 2019

Meeting called to order at 10:00 a.m. at the Chikaming Township Hall Meeting Room by Chairman John Gast. Roll call was taken with the following members present: Juan Ganum, Michelle Heit, Dave Richards and Julie Schroeder.

Also Present:

Warren Histed, Manager, Amanda Brunke, Recording Secretary and Mark Prein and Steve Oosting from Prein & Newhof.

AGENDA

Additions to the Agenda: Under New Business – Discuss adoption of Funds Policy.

Motion by Michelle Heit supported by David Richards to approve the April 24, 2019 agenda with additions. All ayes. Motion carried.

MINUTES

Motion by Juan Ganum supported by Michelle Heit to approve the March 27, 2019 GRSD Sewer Authority Board Meeting Minutes. All ayes. Motion carried.

PAYABLES

Motion by Dave Richards supported by Michelle Heit to approve the March, 2019 Payables of the General Fund in the amount of two hundred thirty seven thousand seven hundred and thirty one dollars and sixty two cents (\$237,731.62) as presented. All ayes. Motion carried.

MONTHLY REPORTS

Manager's Report

Warren Histed informed the Board of the following:

- A.) The new generators are in and they are very quiet. Start-up procedures were performed and training was done with the crew members.
- B.) GRSD has received the new zero turn Toro lawnmower. The mower is much more time efficient than the older John Deere mower.
- C.) GRSD will start hiring summer help starting April 22, 2019. Allen Buursma will be starting on June 10, 2019.
- D.) In Chikaming Township, contractors are re-doing the roads without having Miss Digs. This is causing damage to hidden manholes.

FINANCIAL

The Treasury Report for the General Fund, Capital Improvement Fund, Operations and Maintenance Reports, Manager's Report, Engineers Report and Monthly Meter Readings were presented.

Motion by Michelle Heit supported by Dave Richards to accept the Treasury Reports and the Monthly Reports to be placed on file. All ayes. Motion carried.

OLD BUSINESS

A.) Discussed responsibility of insurance on lift stations. GRSD will continue insurance on Chikaming Township and New Buffalo Township. GRSD will bill the entities.

B.) Discussed the three percent (3%) rate increase start date.

Motion by Michelle Heit supported by Juan Ganum to approve rate increase of three percent (3%) effective July 1st, 2019. All ayes. Motion carried.

C.) Discussed meter sites for flow confirmation. Warren stated the meters will be in place in a week, and they will stay there permanently.

D.) Discussed the replacement of three plug valves for the new storage building, three bids were presented.

Motion by John Gast supported by Michelle Heit to approve FHC's bid proposal for scope of work on the three plug valves for the new storage building. All ayes. Motion carried.

NEW BUSINESS

A.) Brief discussion about new hire starting wages. No decisions currently made.

B.) Discussion regarding hook ups for the new generators. Warren is waiting for confirmation that replacement parts are available before further action can take place.

C.) Discussion to approve removal of Ron Sanford and Rose Dudiak as signers for the New Buffalo Savings Bank account and adding Franklin W. Histed and Michelle Heit to savings account.

Motion by John Gast supported by Juan Ganum to approve removal of Ron Sanford and Rose Dudiak from New Buffalo Savings account, and replace them with Frankling W. Histed and Michelle Heit. All ayes. Motion carried.

D.) Brief discussion of any odor complaints, none reported.

E.) Discussion of approval of new bill paying policy for the Sewer Authority accounts payable. Policy was presented to Board, and signed by all members.

Motion by John Gast supported by Michelle Heit to approve bill pay policy as presented. All ayes. Motion carried.

F.) Discussion of appointing a FOIA Officer. Margaret Whitaker volunteered.

Motion by Juan Ganum supported by Michelle Heit to approve Margaret Whitaker as FOIA Officer. All ayes. Motion Carried.

G.) Discussion of adopting a new funds balance policy. Example policy presented and is to be revised for next month's board meeting for review.

COMMENTS

No comments from the audience.

The next Regular GRSD Sewer Authority Meeting is scheduled for Wednesday May 22, 2019 at 10:00 a.m. to be held at the Chikaming Township Center Meeting Room.

ADJOURNMENT

Motion by David Richards supported by Supported by Julie Schroeder to adjourn the meeting at 10:57 a.m. All ayes. Motion carried.

Attested to _____
Vice Chairman --John Gast

Recording Secretary-Amanda Brunke

Secretary --Juan Ganum