

GRSD SEWER AUTHORITY MEETING MINUTES
June 19, 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: Dave Bunte, Juan Ganum, Michelle Heit and Dave Richards.

Also Present:

Warren Histed, Manager, Margaret Whitaker, Recording Secretary, Steve Oosting and Mark Prein from Prein and Newhof.

AGENDA

The June 19, 2019 agenda was approved.

MINUTES

Motion by Juan Ganum supported by Dave Bunte to approve the minutes from the May 24, 2019 regular board meeting. All ayes. Motion carried.

PAYABLES

Motion by Michelle Heit supported by Dave Richards to approve the May 2019 Payables of the General Fund in the amount of one hundred sixty nine thousand seven hundred eighty six dollars and ninety seven cents (\$169,786.97) as presented. All ayes. Motion carried.

MONTHLY REPORTS

Manager's Report

Warren informed the Board of the following:

- A.) There was a force main break at lift station #6. The force main is in desperate need of repair and needs to be moved up in the capital improvement plan for repairs sooner than later.
- B.) The union contract expires August 31, 2019. Negotiations should be starting soon.
- C.) There were 5 violations on the Daily Monthly Report (DMR) 4 were Carbonaceous Biochemical Oxygen (CBOD) and 1 for being over the limit of Phosphorus.
- D.) Monthly minutes are now on the GRSDSA website.

E.) The City of New Buffalo's engineers met on 6/13/2019 to look at manholes and lift stations. Warren also went to 6 lift stations and found that they were pumping clear water and could barely keep up with the flows.

F.) The 5 year contract with Cintas, our uniform company does not expire until April 20, 2021. We are obligated to them until that time.

G.) Warren will be out of the office June 24, 25, 26, 27 and 28, 2019 to attend a seminar.

Engineer's Report

Mark Prein from Prein and Newhof informed the board of the following:

A.) Manhole and Sewer Lining Projects – Bidding documents and specifications have been completed and distributed to potential bidders. Bids will be opened July 16 for review prior to the July board meeting.

B.) Sludge Pump Project – The design of the sludge pump replacement project is underway. Drafting of the construction drawings and preparation of the project specifications began.

C.) Union Pier Project – 1. Design activities are currently underway. 2. A request for Proposals was issued by Berrien County for the Red Arrow Highway road and streetscape design engineering services project. 3. The presence of contaminated soil and/or groundwater at the site has been identified. Disposal of contaminated soil or treatment of contaminated groundwater may be needed as part of the project.

FINANCIAL

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

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

OLD BUSINESS

- 1.) Approve the Fund Balance Policy – The Fund Balance Policy was presented to the board for approval.

Motion by Dave Richards supported by Dave Bunte to approve the Fund Balance Policy as presented. All ayes. Motion carried.

- 2.) Approve the Freedom of Information Act (FOIA) policy – The FOIA policy was presented to the board for approval.

Motion by Juan Ganum supported by Michelle Heit to approve the Freedom of Information Act (FOIA) policy as presented. All ayes. Motion carried.

- 3.) Discuss improving the non-union personnel policy – John Gast is looking for a labor attorney to represent the GRSD Sewer Authority to discuss combining the union and non-union personnel policies. The union contract expires August 31, 2019.

The board agreed to put the discussion on hold until the new union contract negotiations start.

NEW BUSINESS

- 1.) Discuss Tom Traciak's Capital Improvement Financial Plan – Lengthy discussion regarding high flows and high bills and whether or not this is a weather event or will high flows be the new normal. Discussed plant capacity, Mark Prein commented that if the plant exceeds 60% of its capacity, a plant expansion will be needed. Also discussed surcharges and whether there is a need for surcharges and whether or not to increase rates starting July 1, 2019.

The board agreed to hold a special meeting June 27, 2019 at 9:00 a.m. to discuss 1. Removing the surcharge. 2. Rate increases or adjustments. 3. And all other issues relating to the capital improvement financial plan.

- 2.) Discuss the City of New Buffalo's unpaid bills, Inflow and Infiltration (I&I) and the GRSDSA services to the city.

Discussion regarding the GRSDSA cleaning the City's clogged storm drains even though the City is behind on their bills. The City of New Buffalo's treasurer stated that they are current with their bills for services but there seems to be a gray area whether they should still be paying the 2017 charges for operating costs or the actual meter reading. Warren stated he will look into the matter to determine what was agreed upon. The board also agreed that the GRSDSA should continue doing maintenance for the City. The City Engineers identified a serious I & I problem within the City of New Buffalo and it may take over a year to correct the problem.

COMMENTS FROM THE AUDIENCE

None

ADJOURNMENT

Motion by Dave Bunte supported by Michelle Heit to adjourn the meeting at 11:55 a.m. All ayes. Motion carried.

Attested To:

Chairman – John Gast

Secretary – Juan Ganum

Recording Secretary – Margaret Whitaker