

GRSD SEWER AUTHORITY MEETING MINUTES
November 20, 2019

Meeting called to order at 1:11 p.m. at the Chikaming Township Hall Meeting Room by Dave Bunte. Roll call was taken with the following members present: Michelle Heit, Juan Ganum and Dave Richards. Chairman, John Gast arrived at 1:22 p.m.

Also Present:

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

AGENDA

Amend agenda: New Business, Item B, to discuss not approve the Personnel Policy for Non-Union employees. The amended agenda was approved.

MINUTES

Motion by Dave Richards supported by Juan Ganum to approve the minutes from the October 23, 2019 regular board meeting. All ayes. Motion carried.

PAYABLES

Motion by Michelle Heit supported by Dave Richards to approve the November 2019 Payables of the General Fund in the amount of one hundred twenty seven thousand three hundred fifty seven dollars and fifty three cents (\$127,357.53) as presented. All ayes. Motion carried.

MONTHLY REPORTS

Manager's Report

Warren informed the Board of the following:

- A.) All lift station generator plugs have been replaced. There are now 6 generators available.
- B.) The Discharge Monitoring Report, Monthly Operation Report and Bio-Solids Report has been done for the month.
- C.) New bench sheets will be used in the lab for all testing and results.
- D.) Kruggle Lawton, CPA will be done with the City of New Buffalo's billing audit soon.
- E.) A new NPDES (National Pollutant Discharge Elimination System) is in effect from October 1, 2019 to October 1, 2023.
- E.) The surcharge rate has been lowered from \$5.75 to \$4.79 per 1000 gallons.
- F.) A new digester sludge meter has been installed because the old meter was incorrect.

Engineer's Report

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

A.) Updates on the following projects: Manhole and Sewer Lining, Sludge Pump, Union Pier, Lift Station #6 Force Main and Billing/Flow Issues for the City of New Buffalo.

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.) Discussed Sewer Ordinance Policy. It was decided that each entity will approve their own policy and inform the GRSD Sewer Authority.

2.) Discussed updates on I & I (Inflow & Infiltration) reports. Mark Prein reported the work is done on Lift Station #79 and found the meter data to be valid. Dave Richards informed the board that the City of New Buffalo has repaired their I & I from the smoke testing results.

NEW BUSINESS

1.) Discussed purchasing a new software system from BS & A Software in the amount of \$27,465.00.

Motion by Dave Richards supported by John Gast to approve the purchase of a new software system from BS & A Software in the amount of \$27,465.00. All ayes. Motion carried.

2.) Discussed the new personnel policy for non-union employees. The board decided to review the policy and the language in the policy and discuss it at the next regular board meeting.

3.) Discussed flow meter addition engineering services for lift station #79 and the WWTP (Wastewater Treatment Plant) not to exceed \$42,900.00

Motion by Dave Bunte supported by Dave Richards to approve the flow meter addition engineering services for lift station #79 and the WWTP (Wastewater Treatment Plant) not to exceed \$42,900.00. All ayes. Motion carried.

4.) Discussed the change order for the manhole lining project which would reduce the cost by \$8,903.40.

Motion by Juan Ganum supported by Dave Bunte to approve the change order for the manhole lining project which would reduce the cost by \$8,903.40. All ayes. Motion carried.

5.) Discussed construction payment applications/change order for the manhole lining project which would leave the final payment to Plummers Environmental in the amount of \$76,572.60.

Motion by John Gast supported by Michelle Heit to approve the final payment for the manhole lining project to Plummers Environmental in the amount of \$76,572.60. All ayes. Motion carried.

6.) Mark Prein suggested the board come up with a change order policy to approve last minute change orders instead of waiting for the next board meeting for approval.

COMMENTS

None

ADJOURNMENT

Motion by John Gast supported by Michelle Heit to adjourn the meeting at 2:05 p.m. All ayes. Motion carried.

Attested To:

Chairman – John Gast

Secretary – Juan Ganum

Recording Secretary – Margaret Whitaker