

GRSD SEWER AUTHORITY MEETING MINUTES
December 18, 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: David Bunte, Michelle Heit, Juan Ganum and David Richards.

Also Present:

Warren Histed, Manager, Amanda Brunke, Recording Secretary, Mark Prein from Prein and Newhof, Patrick Sage from Kruggel Lawton CPA's and Tom Traciak from Bakertilly Municipal Advisors.

AGENDA

Amend agenda: Old business, Item E, to discuss and approve change order policy, Old business, Item F, to discuss and approve construction payment applications. The amended agenda was approved.

MINUTES

Motion by Juan Ganum supported by David Bunte to approve the minutes from the November 20, 2019 regular board meeting. All ayes. Motion carried.

PAYABLES

Motion by Michelle Heit supported by David Richards to approve the November 2019 Payables of the General Fund in the amount of two hundred twenty two thousand eight hundred forty nine dollars and forty nine cents (\$222,849.49) as presented. All ayes. Motion carried.

MONTHLY REPORTS

Manager's Report

Warren informed the Board of the following:

- A.) Wealing brothers have land applied 160,000 gallons of sludge and will be applying more sludge by Wednesday December 18, 2019.
- B.) Lift station #6, pump #1 has been tripping out. The pump was pulled on Friday morning (12-13-2019), and had Kennedy's maintenance team tested the electrical parts.
- C.) Rich Shoemaker will be retiring on April 30, 2020. It has been formally stated in writing.
- D.) BS & A software will not be able to start training until July 8, 2020. This is their earliest availability.
- E.) We need to discuss the change order policy for the engineers.

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, construction change order policy, and payment applications.

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

OLD BUSINESS

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

B.) Discussed City of New Buffalos balance, Patrick Sage from Kruggel Lawton updated the board on their findings. David Richards is going to take the information to his team before approval.

Motion by John Gast supported by Michelle Heit to table discussion and approval of the City of New Buffalo's billing until January of 2020. All ayes. Motion carried.

C.) Discussed personnel policy. Policy still under review.

Motion by John Gast supported by David Bunte to discuss personnel policy at the January 2020 regular board meeting. All Ayes. Motion Carried.

D.) Discussed rate increases for 2020. Tom Traciak from Bakertilly Municipal Advisors, discussed different options. Discussion was held until Item A, under new business.

E.) Construction change order policy was presented by Mark Prein from Prein and Newhof. The future construction change orders will be established by the board at commencement of construction. An updated draft policy will be brought back to the Board for approval.

F.) Discussion of payment application for Franklin Holwerda Company for work on the Primary Sludge Pumps #3 & #4 Replacement project was presented by Mark Prein from Prein and Newhof.

Motion by Juan Ganum supported by David Richards to approve the payment application to Franklin Holwerda Company in the amount of seventy two thousand forty five dollars (\$72,045.00). All ayes. Motion carried.

NEW BUSINESS

A.) Mark Prein from Prein and Newhof summarized the draft 2020 budget as developed by the budget committee. Baker Tilly noted that additional projects can be bonded for to help with future cash balance. That decision/option will be reviewed as part of the financial analysis for the bonds.

Motion by Juan Ganum supported by Dave Richards to approve 2020 budget with a three percent rate increase as presented.

Roll Call taken: Juan Ganum- Yes	David Bunte- Yes
John Gast- Yes	Michelle Heit- Yes
David Richards- Yes	

Motion Carried.

B.) Discussed Bond Issue Approval. Tom Traciak from H.J. Umbaugh and Associates, presented different options to the board member.

Motion by Juan Ganum supported by David Bunte to approve the resolution authorizing publication of notice of intent to issue revenue bonds, not to exceed nine million dollars (\$9,000,000.00).

Roll Call taken: Juan Ganum- Yes	David Bunte- Yes
John Gast- Yes	Michelle Heit- Yes
David Richards- Yes	

Motion Carried.

C.) Discussed the 2020 Board meeting schedule. Scheduled was agreed on by all members.

D.) Discussed approval of a new Exterior Sampler.

Motion by David Bunte supported by John Gast to purchase a Hach Exterior Sampler for the amount of seven thousand one hundred fourteen dollars and forty cents (\$7,114.40). All ayes. Motion carried.

COMMENTS

Mark Robertson expressed his opinion about the billings with the City of New Buffalo and GRSD Sewer Authority.

ADJOURNMENT

Motion by Michelle Heit supported by David Bunte to adjourn the meeting at 12:16 p.m. All ayes. Motion carried.

Attested To:

Chairman – John Gast

Secretary – Juan Ganum

Recording Secretary – Amanda Brunke