

GRSD SEWER AUTHORITY MEETING MINUTES  
January 15, 2020

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

Also Present:

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

AGENDA

Amend agenda: Motion by Juan Ganum supported by Dave Richards to add under New Business, Item C. Construction of Payment Application – 1 this period instead of none. All ayes. Motion carried. Agenda amended as presented.

MINUTES

Motion by John Gast supported by Michelle Heit to approve the minutes from the December 18, 2019 regular board meeting. All ayes. Motion carried. Motion by John Gast supported by Michelle Heit to approve the minutes from the December 18, 2019 annual business meeting. All ayes. Motion carried.

PAYABLES

Motion by Michelle Heit supported by Dave Richards to approve the December 2019 Payables of the General Fund in the amount of one hundred thirty six thousand seven hundred eighty dollars and eighteen cents (\$136,780.18) as presented. All ayes. Motion carried.

MONTHLY REPORTS

Manager's Report

Warren informed the Board of the following:

- A.) The sludge haulers land applied 500,000 gallons this time around, no problems were detected.
- B.) BS&A moved their starting date up to April 27, 2020 and will continue through May 8, 2020.
- C.) There was a big rain event over the weekend. The plant was able to keep up with the heavy flows, so there were no problems.
- D.) There was a small SSO (Sanitary Sewer Overflow) last week near the post office in the City of New Buffalo due to a clogged main. Approximately 200 gallons of sewage was cleaned up quickly and all proper authorities were notified.
- E.) January 17, 2020 Warren has an appointment with Seth Timmons from Blossomland Accounting to overlook and correct any mistakes there may have been from billing or flow issues.
- F.) He would like to have permission to hire a new employee to replace Rich Shoemaker with Miss Digs. He believes at least 2-3 months of training will be needed. John Gast commented that he and Michelle Heit will look over applications when they come in and make a recommendation.

G.) Warren would like to settle up with the City of New Buffalo bills immediately and move forward. Dave Richards also requested a report from Warren on the work being done on manholes in the City of New Buffalo.

### Engineer's Report

Steve Oosting from Prein and Newhof informed the board of the following:

A.) Update on the Union Pier Project. AT&T has underground cable lines running next to the proposed sewer. Instead of moving the sewer, AT&T will prepare a quote on moving the cable. Preparation of the quote will likely cost \$2,000 to \$2,500 with a \$500 down payment. Moving the cable will cost substantially more, but still likely less than moving the sewer.

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

### OLD BUSINESS

- 1.) Discussed City of New Buffalo Flows – The board agreed to accept the flow data numbers from Prein & Newhof as presented in the October 23, 2019 draft memorandum.

Motion by Michelle Heit supported by Juan Ganum to accept the flow data numbers from Prein & Newhof as presented in the October 23, 2019 draft memorandum. All ayes. Motion carried.

- 2.) Discussed construction change order policy – The board agreed to accept the construction change order policy as presented in the January 15, 2020 board meeting packet.

Motion by Juan Ganum supported by Michelle Heit to approve the construction change order policy as presented in the January 15, 2020 board meeting packet. All ayes. Motion carried.

- 3.) Discussed construction payment application – The board agreed to pay Franklin Holwerda Company (FHC) \$35,775.00 as payment No. 2 for the replacement of primary sludge pumps No. 3 & 4.

Motion by Dave Bunte supported by Michelle Heit to approve the payment of \$35,775.00 to Franklin Holwerda Company (FHC) as payment No.2 for the replacement of primary sludge pumps No. 3 & 4. All ayes. Motion carried.

- 4.) Discussed the new non-union personnel policy – The board agreed to accept the new non-union personnel policy except to amend the date of the policy effective as of January 15, 2020 – Revision. #1.

Motion by John Gast supported by Juan Ganum to approve the amended non-union personnel policy effective January 15, 2020 – Revision #1. All ayes. Motion carried.

NEW BUSINESS

1.) Discussed the January 7, 2020 City of New Buffalo billing adjustment letter which included A. Consider surcharges to be waived. B. Consider compensation for engineering costs related to flow and billing issues. C. Consider payment of the 2017 portion of previously approved invoicing credit.

After discussing and reviewing the 13 issues pointed out in the letter from the City of New Buffalo and a very lengthy and detailed discussion the board agreed to accept \$175,000.00 as payment from the City of New Buffalo as the final agreement to resolve all outstanding balances due through September 30, 2019 and to accept payment in two equal installments due January 30, 2020 and March 30, 2020.

Motion by Dave Bunte supported by Michelle Heit to accept \$175,000.00 as payment from the City of New Buffalo as the final agreement to resolve all outstanding balances due through September 30, 2019 and to accept payment in two equal installments due January 30, 2020 and March 30, 2020. All ayes. Motion carried.

It was also decided that as of October 1, 2019, the City of New Buffalo will be billed according to current Lift Station #79 pump readings with surcharges according to the current surcharge policy.

COMMENTS

Motion by Juan Ganum supported by John Gast to rescind from the October 10, 2019 special meeting minutes that a letter was sent to the State of Michigan Treasurer reporting the City of New Buffalo. All ayes. Motion carried.

ADJOURNMENT

Motion by Michelle Heit supported by Dave Bunte to adjourn the meeting at 11:35 a.m. All ayes. Motion carried.

Attested To:

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Chairman – Dave Bunte

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Secretary – Juan Ganum

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Recording Secretary – Margaret Whitaker