

GRSD SEWER AUTHORITY MEETING MINUTES  
March 25, 2020

DUE TO THE COVID-19 PANDEMIC THE MEETING WAS HELD VIA ZOOM

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

Also Present:

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

AGENDA

Amend agenda: Motion by Michelle Heit supported by Juan Ganum to add under New Business, Item J. Discuss/Approve Purchase of Influent Sampler.

Roll Call Taken: Michelle Heit – Yes                                 Juan Ganum – Yes  
                                  John Gast – Yes   Dave Bunte – Yes

Motion carried. Agenda amended as presented.

MINUTES

Motion by Juan Ganum supported by Michelle Heit to approve the minutes from the February 19, 2020 regular board meeting.

Roll Call Taken: Michelle Heit – Yes                                 Juan Ganum – Yes  
                                  John Gast – Yes   Dave Bunte – Yes

Motion carried.

PAYABLES

Motion by Michelle Heit supported by Juan Ganum approve the February 2020 Payables of the General Fund in the amount of two hundred forty two thousand two hundred fourteen dollars and thirty five cents (\$242,214.35) as presented.

Roll Call Taken: Michelle Heit – Yes                                 Juan Ganum – Yes  
                                  John Gast – Yes   Dave Bunte – Yes

Motion carried.

MONTHLY REPORTS

Manager’s Report

Warren informed the Board of the following:

- A.) Sandbags are being made up for spring wet weather events.
- B.) LED project is finished and we are now saving 13,000 watts of power per use.

- C.) We have been getting ready for the Corona Virus Pandemic and have pulled out an emergency plan.
- D.) Yearly fire sprinkler and fire extinguisher inspections are finished.
- E.) Contacted all vendors and sub-contractors for emergency support if needed.
- F.) Permits are filed for the capital improvement projects.
- G.) Bond proceedings are done for the first bond.

Engineer's Report

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

- A.) Update on the Union Pier Project, Manhole and Sewer Lining Projects, Sludge Pump Project, Lift Station #6 Force Main, Meters, Billing and Flow Issues and the Wastewater Treatment Plant Secondary Effluent Design.

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 John Gast to accept the Treasury Reports and the Monthly Reports to be placed on file.

Roll Call Taken: Michelle Heit – Yes	Juan Ganum – Yes
John Gast – Yes	Dave Bunte – Yes

Motion carried.

OLD BUSINESS

- 1.) Discussed I & I (inflow and infiltration) updates from each community.

NEW BUSINESS

- 1.) Discussed the purchase of new bar screens for the headworks and auger repairs.

Motion by Michelle Heit supported by Dave Bunte to approve the purchase of bar screens for the headworks and auger repairs from JCW Environmental in the amount of \$34,328.99.

Roll Call Taken: Michelle Heit – Yes	Juan Ganum – Yes
John Gast – Yes	Dave Bunte – Yes

Motion carried.



Roll Call Taken: Michelle Heit – Yes  
John Gast – Yes

Juan Ganum – Yes  
Dave Bunte – Yes

Motion carried.

**9.) Discussed Lift Station #79 and Wastewater Treatment Plant Metering Addition bids.**

Motion by Juan Ganum supported by Michelle Heit to accept the bid from Kamminga & Roodvoets in the amount of \$463,388.20 for Lift Station #79 and the Wastewater Treatment Plant Metering Additions.

Roll Call Taken: Michelle Heit – Yes  
John Gast – Yes

Juan Ganum – Yes  
Dave Bunte – Yes

Motion carried.

**10.) Discussed change order policy amounts for the Union Pier Project, Lift Station #6 Force Main and Lift Station #79 and the Wastewater Treatment Plant Metering Additions.**

Motion by Michelle Heit supported by Dave Bunte to approve the change order individual maximum amount of \$25,000.00 and not to exceed 10% of the construction contract cost for each project.

Roll Call Taken: Michelle Heit – Yes  
John Gast – Yes

Juan Ganum – Yes  
Dave Bunte – Yes

Motion carried.

**11.) Discussed Union Pier Relief Sewer Construction Engineering costs.**

Motion by Dave Bunte Supported by Juan Ganum to approve the Union Pier Relief Sewer Construction Engineering costs to Prein and Newhof not to exceed the amount of \$176,000.00.

Roll Call Taken: Michelle Heit – Yes  
John Gast – Yes

Juan Ganum – Yes  
Dave Bunte – Yes

Motion carried.

**12.) Discussed Lift Station #6 Construction Engineering costs.**

Motion by Michelle Heit supported by Juan Ganum to approve the Lift Station #6 Construction Engineering costs to Prein and Newhof not to exceed the amount of \$143,000.00

Roll Call Taken: Michelle Heit – Yes  
John Gast – Yes

Juan Ganum – Yes  
Dave Bunte – Yes

Motion carried.

**13.) Discussed Payment Application for Wastewater Treatment Plant Primary Sludge Pumps #3 & #4 replacement.**

Motion by John Gast supported by Juan Ganum to approve payment application #4 in the amount of \$38,164.50 to Franklin Holwerda Company for the cost of work completed to date for the Primary Sludge Pumps #3 & #4 Replacement project at the Wastewater Treatment Plant.

Roll Call Taken: Michelle Heit – Yes  
John Gast – Yes

Juan Ganum – Yes  
Dave Bunte – Yes

Motion carried.

14.) Discussed the purchase of a new Influent Sampler to correct sampling location for influent testing.

Motion by Dave Bunte supported by Michelle Heit to approve the purchase of an Influent Sampler from the Hach Company in the amount of \$6,568.80.

Roll Call Taken: Michelle Heit – Yes  
John Gast – Yes

Juan Ganum – Yes  
Dave Bunte – Yes

Motion carried.

(Note: Communication connection with John Gast was lost at times during the roll call vote. Phone call to him verified his votes)

COMMENTS

None

ADJOURNMENT

Motion by Dave Bunte supported by Michelle Heit to adjourn the meeting at 11:00 a.m.

Roll Call Taken: Michelle Heit – Yes  
John Gast – Yes

Juan Ganum – Yes  
Dave Bunte – Yes

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