

GRSDSA SEWER AUTHORITY MEETING MINUTES JUNE 24, 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, John Wilk and Dave Richards.

Also Present:

Josh Teeter, Interim Superintendent, Amanda Brunke, Recording Secretary, Mark Prein and Steve Oosting from Prein and Newhof, and Patrick Sage from Kruggel Lawton.

AGENDA

Amend agenda: Motion by David Bunte supported by Michelle Heit to add under Old Business, Item E. To review preliminary draft contract with Josh Teeter.

Roll Call Taken: Michelle Heit – Yes Juan Ganum – Yes
 John Wilk – Yes David Bunte – Yes
 Dave Richards-Yes

Motion carried. Agenda amended as presented.

MINUTES

Motion by Juan Ganum supported by Dave Richards to approve the minutes from the May 27, 2020 regular board meeting.

Roll Call Taken: Michelle Heit – Yes Juan Ganum – Yes
 John Wilk – Yes David Bunte – Yes
 Dave Richards-Yes

Motion carried.

PAYABLES

Motion by Michelle Heit supported by David Richards to approve the May 2020 Payables of the General Fund in the amount of sixty five thousand two hundred thirteen dollars and fourteen cents (\$65,213.14) as presented.

Roll Call Taken: Michelle Heit – Yes Juan Ganum – Yes
 John Wilk – Yes David Bunte – Yes
 Dave Richards-Yes

Motion carried.

MONTHLY REPORTS

Manager's Report

Josh Teeter informed the Board of the following:

- A.) Performed Ultraviolet Transmission (UTV) testing for UV sizing at the plant.
- B.) Job descriptions have been posted. Not much activity at this time. Going to look into further posting options (Indeed, Zip Recruiter, etc.).
- C.) Working on submitting the L.E.D project rebate information for AEP/I&M.
- D.) Josh has partnered with the Berrien County Road Department for the manhole placement locations during some of their road resurfacing projects. Also assisted with the Vac-Con for some storm work.
- E.) Continuing work with inflow and infiltration (I&I) removal. Had a meeting with New Buffalo City to discuss and share data.

Engineer's Report

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

- A.) Update on the Union Pier Project, Manhole and Sewer Lining Projects, Lift Station #6 Force Main, Flow Meters, Billing Flows, State Revolving Fund, and I&I Removal.

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 Wilk supported by Juan Ganum to accept the Treasury Reports and the Monthly Reports to be placed on file.

Roll Call Taken:	Michelle Heit – Yes	Juan Ganum – Yes
	John Wilk – Yes	David Bunte – Yes
	Dave Richards-Yes	

Motion carried.

OLD BUSINESS

A.) Discussed Union Pier Payment Application No. 2, for Kalin Construction.

Motion by David Bunte supported by Michelle Heit to approve payment Application No. 2, in the amount of three hundred twenty three thousand six hundred and twenty six dollars and sixty cents (\$323,626.60).

Roll Call Taken: Michelle Heit – Yes Juan Ganum – Yes
 John Wilk – Yes David Bunte – Yes
 David Richards-Yes

Motion carried.

B.) Discussed Meter Improvement Payment Application No.1, for Kamminga & Roodvoets.

Motion by David Richards supported by John Wilk to approve the Meter Improvement Payment Application No. 1, in the amount of in the amount of forty nine thousand eight hundred and sixty dollars and thirteen cents (\$49,860.13).

Roll Call Taken: Michelle Heit – Yes Juan Ganum – Yes
 John Wilk – Yes David Bunte – Yes
 David Richards-Yes

Motion carried.

C.) Steve Oosting briefly discussed expectations of the State Revolving Fund (SRF) Application Public Hearing on July 22, 2020.

D.) Discussed local unit inflow and infiltration removal reporting. Local units will follow up by submitting their reports to the GRSDSA.

E.) Discussed preliminary draft contract for Josh Teeter and reviewed. The contract will be completed for the July 22, 2020 Board Meeting for further review.

NEW BUSINESS

A.) Discussed approval of Lift Station #6 new Variable Frequency Drive purchase (VFD).

Motion by Michelle Heit supported by John Wilk to approve purchase from HECO for the VFD in the amount of ten thousand three hundred and sixty five dollars (\$10,365.00).

Roll Call Taken: Michelle Heit – Yes Juan Ganum – Yes
 John Wilk – Yes David Bunte – Yes
 Dave Richards-Yes

Motion carried.

B.) Discussed credit for the City of New Buffalo's engineering invoice cost.

Motion by Juan Ganum supported by David Bunte to approve a credit to the City of New Buffalo for the engineering invoice cost in the amount of twelve thousand nine hundred thirteen dollars and seventy four cents (\$12,913.74).

Roll Call Taken: Michelle Heit – Yes	Juan Ganum – Yes
John Wilk – Yes	David Bunte – Yes
Dave Richards-Yes	

Motion carried.

C.) Discussed making David Bunte trustee for the GRSDSA's pension. A Pension Trustee Document was presented.

Motion by Michelle Heit supported by Dave Richards to approve David Bunte as the GRSDSA's pension trustee.

Roll Call Taken: Michelle Heit – Yes	Juan Ganum – Yes
John Wilk – Yes	David Bunte – Yes
Dave Richards-Yes	

Motion carried.

C.) Patrick Sage from Kruggel Lawton gave a briefing on the GRSDSA's 2019 audit.

Motion by John Wilk supported by Michelle Heit to approve the GRSDSA's 2019 audit conducted by Kruggel Lawton.

Roll Call Taken: Michelle Heit – Yes	Juan Ganum – Yes
John Wilk – Yes	David Bunte – Yes
Dave Richards-Yes	

Motion carried.

COMMENTS

No comments.

ADJOURNMENT

Motion by Michelle Heit supported by Dave Richards to adjourn the meeting at 10:58 a.m.

Roll Call Taken: Michelle Heit – Yes	Juan Ganum – Yes
John Wilk – Yes	David Bunte – Yes
Dave Richards-Yes	

Motion carried.

Attested To:

Chairman – Dave Bunte

Secretary – Juan Ganum

Recording Secretary – Amanda Brunke