

ONTWA TOWNSHIP SEWER ADVISORY BOARD

EDWARDSBURG, MI 49112

January 28, 2015

MEMBERS PRESENT: John Brandt, Beth Westfall, Jerry Bolock, Jeremy Waller and Marilyn Cobb.

MEMBERS ABSENT: Freeman Lambright and Dave Taylor.

OTHERS PRESENT: Frank LaPierre, Gary Foldenauer, Matt Davis from Wightman and community audience.

The meeting was called to order by Chairman Brandt, followed by the Pledge of Allegiance. The Chairman welcomed new member, Jeremy Waller. Roll call showed John Brandt, Beth Westfall, Jerry Bolock, and Jeremy Waller in attendance. The agenda was approved on motion by Jerry, supported by Beth. All in favor. Minutes of the December 16, 2014 meeting were approved as corrected on motion by Beth, supported by Jerry. All in favor.

REVIEW INVOICES: Invoices from Source Technology were questionable - not enough information. Need more detail. Motion by Jerry, supported by Beth, invoices need to be returned to the Board for more information. Source Tech needs to organize purchase order system with Township Clerk. Roll call vote show all in favor. Motion carried. Underground Pipe and Valve , p.o. #14-0014 for \$398.75, recommended for payment on motion by Beth, supported by Jerry. All in favor. Drew Wireless invoice for \$1,400 needs more information. Beth made a motion to give invoices back to Clerk for review and check if the amount was included in the Underground Pipe invoice. We do not recommend payment at this time. Supported by Jeremy. All in favor. COMMITTEE REPORTS: Chemical – Beth advised the Board that we are making progress with Elkhart. Working to reduce costs and emergency charges. Meetings are up to date with Clint of Severn Trent.

GRANGER SYSTEM REPORT: Frank is to send letter a to St. Joseph County Regional Water and Sewer District regarding concerns with the Granger Sewer Usage. The Addendum covers the Load and Local Pollutant Limits discharged by the District. The sewage will be measured monthly at the point of delivery at manhole #C-109. Also, Frank is recommending an increase of 12% for all monthly billings. Ontwa will receive a 9% increase as well as al metered billings.

SAW GRANT DISCUSSION: Matt Davis advised areas that the Township can recover costs retroactively. Beth proposed that Wightman give us specific information of what Wightman will do. Jeremy and Beth will meet with Wightman at a time convenient for the three parties.

CHECKING ILLEGAL TIE INS TO SEWER: Beth said there is no correlation between flow numbers and rain water run off.

ELKHART CONTRACT: David Taylors concerns about the contract were presented to the Township Board.

INVOICES: Perceptive Controls (alarm). Invoice for \$1,001.00. Motion by Beth, supported by Jerry that payment be recommended, with purchase order. All in favor.

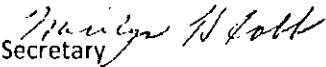
John advised that Wightman invoices be returned for more information. Was any of the billing for time during the moratorium? We need more information . Matt said that this will be discussed with his meeting with Beth and Jeremy.

PUBLIC COMMENT: None.

WW Board members: No further comments.

Meeting adjourned on motion by Beth, supported by Jerry. All in favor.

Marilyn H. Cobb,


Secretary

CC: WW Board members, Township Clerk.

Minutes approved 2-25-2015 as corrected on motion by Beth, supported by Jerry. All in favor. Motion carried.

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ONTWA TOWNSHIP SEWER ADVISORY BOARD

EDWARDSBURG, MICHIGAN 49112

FEBRUARY 25, 2015

MEMBERS PRESENT: John Brandt, David Taylor, Jeremy Waller, Beth Westfall, Jerry Bolock and Marilyn Cobb.

MEMBERS ABSENT: Fritz Lambright.

OTHERS PRESENT: Frank LaPierre, Jerry Duck, John Bossler, Gary and Clint.

The meeting was called to order by Chairman Brandt, followed by the Pledge of Allegiance. Roll call showed, John, David, Jeremy, Beth and Jerry in attendance. The agenda was approved on motion by Dave, supported by Beth, All in favor. Motion carried. October 29, 2014 minutes were approved on motion by Dave, supported by Jerry. All in favor. Motion carried. Minutes of the January 28, 2015 meeting were approved as amended on motion by Beth, supported by Dave. All in favor. Motion carried.

REVIEW OF INVOICES: Concern about invoices submitted by Wightman. Concern about double billing. On motion by Beth, supported by Jeremy that a letter be sent to Wightman requesting more detail on invoices. Roll call vote, all yes. Motion carried.

COMMITTEE REPORTS: Chemical report by Beth. Considerable progress has been made. Weather and freezing conditions are issues. Data is being recorded.

Granger System – report by Frank. Letter of 2-20-2015 to St. Joseph County Regional Water and Sewer District indicated an increase in monthly rates, Local Pollutant Limits and Surcharge Schedule.

Severn Trent – Gary H2Sgoing well but have freezing issues. Some small supplies need to be purchased.

UNFINISHED BUSINESS: Beth reported that a three hour meeting with Clint, Severn Trent, Matt and James created lots of detail. Saw Grant proposal was reviewed. Additional meetings will be scheduled.

COMPLIANCE WITH ELKHART: Communication from Elkhart has been positive concerning SURCHARGE TREND and explanations of the downward trend of charges. It was suggested that an article be sent to local newspapers about the progress being made in resolving Ontwa Township sewer issues.

Frank LaPierre has sent a letter to the Township Board that he is resigning as Township Sewer Administrator and he will be serving on the Sewer Advisory Board, beginning in April.

A Committee, including a member from Severn Trent, the sewer Administrator, Beth and Jeremy was formed to rewrite, amend, and update the current Sewer Discharge Use Ordinance for Industrial/Commercial.

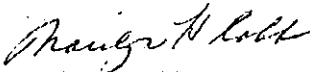
A letter of recommendation for payment of Wightman invoices, dated 2-23-15, totaling \$92,901.67 was given to the Board. On motion by Beth, supported by Jeremy, that invoice #47696, in the amount of \$92,901.67, request the Township Board to approve and pay this invoice. Roll call vote – Jerry no, Jeremy yes, Beth yes, Dave no, John yes. Motion carried.

PUBLIC COMMENTS: John Harsh – John congratulated the Board on all work done to resolve the sewer problems but feels there many concerns and recommends that the Board hire an Engineering Firm. He believes there are many design flaws that occurred when construction of the sewer system was approved. The amount of chemicals used each year is questionable. He obtained information through the American Society of Chemical Engineers. He had conversations with Beth Westfall. Maybe the SAW Grant will cover costs of an Engineering Firm.

Announcements were made – next Waste Water meeting will be 3-25-15.

Meeting adjourned on motion by Dave, supported by Jerry. All in favor. Motion carried.

Respectfully submitted,


Marilyn H. Cobb,

Secretary

CC: Waster Water Board members, Township Clerk, Administrator.

ONTWA TOWNSHIP SEWER ADVISARY BOARD

EDWARDSBURG, MICHIGAN 49112

MARCH 25, 2015

MEMBERS PRESENT: John Brandt, Frank LaPierre, Jerry Bolock, Beth Westfall, Jeremy Waller, and Marilyn Cobb.

MEMBERS ABSENT: Freeman Lambright and Dave Taylor.

OTHERS PRESENT: John Bossler, Jerry Duck, Gary Foldenauer, Teri McNaughton and Jerri Marchetti and a few members of the Community.

The meeting was called to order by Chairman Brandt, followed by the Pledge of Allegiance. The agenda was approved on motion by Frank, supported by Beth. All in favor. On motion by Frank, supported by Jerry that minutes of the February 25th, 2015 meeting be approved as presented. All in favor. Motion carried.

Frank LaPierre was welcomed back to the Board. Paul Sniadecki was welcomed as the new Wastewater Administrator. Paul submitted a copy of the letter sent to Wightman & Associates with the attached copy of the letter that Frank had sent Wightman.

REVIEW OF INVOICES: 3 invoices from Elements Materials, Source Technologies and River Bene Hose. All invoices were recommended for payment by the Township Board on motion by Beth, supported by Frank. Roll call vote showed all in favor. Motion carried.

CHEMICAL REPORT: Beth reported that information from 2-19-15 to 3-19-15 shows chemical usage varied because of weather changes. It is customary to have a trial situation.

GRANGER SYSTEM: Frank said there are meter concerns with Granger violations. Granger owns their own meter. St Joseph County wants to talk with Ontwa Township about violations.

SEVERN TRENT: Gary said test with Elkhart was very good.

WASTE WATER ADMINISTRATOR REPORT: will have an update of the rewrite of Sewer Discharge Ordinance. More on the wastewater budget will be reported next month.

UNFINISHED BUSINESS: Jeremy is waiting for more information from Matt Davis about SAW Grants. Has been talking with Lansing and will have more specifics. Jeremy is looking at replacement trailers for chemical storage. Road restrictions are a concern with spring thaw.

Frank and Paul will go to a meeting with Elkhart on April 7th.

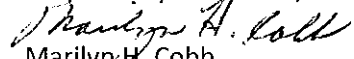
NEW BUSINESS: none.

LEGAL ISSUES: none.

PUBLIC COMMENTS: John Harsh said Granger has concerns and should employ engineering people.

On motion by Jerry Bolock, supported by Frank that meeting be adjourned.

Respectfully submitted,


Marilyn H. Cobb,

Secretary

CC: Waste Water Board members, Ontwa Twp. Clerk.

Minutes approved 4-22-15 on motion by Jerry Bolock, supported by Fritz. All in favor. Motion carried.

*** DRAFT MINUTES ***

ONTWA TOWNSHIP SEWER ADVISARY BOARD

EDWARDSBURG, MICHIGAN

APRIL 22, 2015

MEMBERS PRESENT: John Brandt, Frank LaPierre, Jerry Bolock, Jeremy Waller, Fritz Freeman and Marilyn Cobb.

MEMBERS ABSENT: Dave Taylor.

OTHERS PRESENT: John Bossler, Jerry Duck, Gary Foldenauer, Beth Westfall, and Jerry Marchetti.

The meeting was called to order by Chairman Brandt, followed by the Pledge of Allegiance. Roll call attendance showed one absentee and one vacancy. Approval of agenda was a motion by Fritz, supported by Jeremy. All in favor. Motion carried. Minutes of the March 25, 2015 meeting were approved on motion by Jerry, supported by Fritz. All in favor. Motion carried.

Expenditures were reviewed. On motion by Jerry, supported by Fritz that ck #4476 to Underground P in the amount of \$2,184.17 be recommended for payment on motion by Jerry, supported by Fritz. All in favor. Motion carried. Ck#4477 to Element Material in the amount of \$750.00 was recommended for payment on motion by Fritz, supported by Frank. All in favor. Motion granted. Ch#4483 to Source Technology was recommended for payment on motion by Frank, supported by Fritz. All in favor. Motion carried.

John Harsh asked to be on the agenda to present his ideas on the Ontwa Wastewater System. His four page document is a part of the minutes but did not have a signature.

COMMITTEE REPORTS: Beth reported that Elkhart monitored 2 man holes. Spikes at certain times but not seeing as many as previously reported.

Severn Trent : New trailer needed in May at C-3 station. Township Board approved expenditures up to \$4,000 for trailer on order.

WW Administrative report: Attended meetings. Met with Miss Clark from Granger on March 26, 2015. Ordinance needs to be modified.

Discussion about Saw Grant, compliances with Elkhart, replacement structure for chemicals at County Rd 6, projected operating expenses, renewal funding and capital assets continue to be a concern.

The Board is encouraged to read the ordinances that were a part of the hand outs for this month. Do any amendments need to be made?

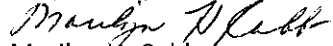
NEW BUSINESS: A vacancy exists with the resignation of Beth Westfall. New officers to be elected in May.

PUBLIC COMMENT: None.

FINAL COMMENTS FROM WWB MEMBERS: None.

Chairman motioned to adjourn.

Respectfully submitted,


Marilyn H. Cobb,

Secretary

CC: WW Board members, WW Administrator and Ontwa Twp. Clerk.

ONTWA TOWNSHIP SEWER ADVISARY BOARD

EDWARDSBURG, MICHIGAN 49112

MAY 27, 2015

MEMBERS PRESENT; John Brandt, Frank LaPierre, Jerry Bolock, Fritz Lambright, Jeremy Waller and Marilyn Cobb

OTHERS PRESENT: John Bossler, Clint Houseworth and Gary Foldenauer.

The meeting was called to order by Chairman Brandt, followed by the Pledge of Allegiance. Roll call attendance showed John, Frank, Jerry, Fritz and Jeremy present. Two vacancies to be filled by appointment. On motion by Frank, supported by Fritz that agenda be approved. Motion carried. Minutes of the April 22, 2015 meeting were approved on motion by Frank, supported by Fritz. Motion carried.

The Board reviewed the list of expenditures. After discussion, Fritz moved that bills be recommended for payment by the Township. All in favor. Motion carried.

REPORTS:

John Bossler said operation is good: consistant flow, chemical costs and usage are down, no spikes. There will never be a time when chemical are not needed because system was designed with bioxides.

Clint Houseworth of Severn Trent presented a twelve page report to members on a Preventive Maintenance Program. Copy of report included in minutes.

Gary Foldenauer of Severn Trent presented a three page monthly report, which becomes a part of the minutes. He also stated that the new trailer is available. Gary said that Granger has ordered a new meter.

Frank moved that there be an Ad Hoc Committee of Frank, Jeremy and John that a data system and spread sheet be utilized , working with Gary, daily information on maintenance will be available. Paul will have access to the preventive maintenance report. Paul is working with Laura at the Elkhart facility on up-grades.

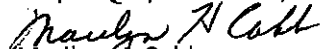
Jeremy is working with Matt Davis from Wightman about the SAW Grant. Lots of information available and benefits for the Township.

On motion by Frank, supported by Jerry that a Ad Hoc Committee be formed to work with Jeremy on the Saw Grant Program. Jerry, will be Chairman and Frank and Paul will serve on this committee. All in favor. Motion carried.

Because the Waste Water Board had unforeseen circumstances, election of officers was not held in April and May, 2015. With a full Board, elections will be in June. There will be some changes in the By-Laws that will be included in the June meeting.

There being no further business to come before the Board, a motion by Frank, supported by Fritz that meeting be adjourned. All in favor. Motion carried.

Respectfully submitted,


Marilyn H. Cobb,

Recording Secretary

CC: Waste Water Board members, Paul Sniadecki and Ontwa Twp. Clerk.



UNOFFICIAL

Township of Ontwa • County of Cass • State of Michigan

26225 U.S. 12 • P.O. Box 209 • Edwardsburg, MI 49112 • Fax: (269) 663-0072 • Phone: (269) 663-2347

Ontwa Township Waste Water Board Meeting

7/22/15

Meeting Minutes

- A. Meeting Called to Order: 6:32
- B. Attendees:
 - 1. J. Brandt – Chairman
 - 2. J. Bossler
 - 3. J. Bullock
 - 4. J. Harsh
 - 5. F. LaPierre
- C. Previous Meeting Minutes Were Approved
- D. Agenda Was Approved with the Following Additions:
 - 1. Approval of the addition of John Harsh to the Board
 - 2. Motion to move the future Board meeting schedule to every 3 months
 - 3. Motion to vote for new Chairman, Vice Chairman and Secretary.
- E. Revised Agenda was Approved
- F. Meeting Minutes
 - 1. The following new members were welcomed:
 - 2. John Harsh
 - 3. John Bossler
 - 4. The Board regretfully announced that Jeremy Waller resigned from the Board.
- G. Invoice Review:
 - 1. There were no copies of the invoices so they could not be approved.
 - 2. A new invoice review and approval process was approved for future implementation:
 - a. WW Administrator will review, log and submit for presentation to the Ontwa BOT for final approval.
 - b. Clerk will be requested to submit all invoices to the WW Administrator.
- H. Reports:
 - 1. Chemical Report and Elkhart Consent Agreement: J. Bossler
 - a. Elkhart appears to have approved the chemical readings for the final month of June.
 - b. The system continues to operate in a stable manner with the implementation Of the Bioxide injection.
 - 1) There was a spike reading caused by a mechanical failure.
 - c. Severn Trent: There were no ST personnel present so there was no report.

2. Waste Water Administrator Report: P. Sniadecki
 - a. Granger / SJRMCC: There have been positive, productive discussions with the St. Joe / Granger Team:
 - 1) They are fully aware that they have challenges with the Granger discharge entities and are working on isolating and tracking.
 - 2) There are many “suspect” heavy contributors to the high BOD / H2S discharge from Granger including Martin Bakery, Brewery, Restaurants.
 - 3) They finally installed an appropriate meter at the connection point to measure their sewage discharged to Ontwa.
 - 4) The Granger team did pay and become current on their estimated past bills.
 - 5) They complained regarding the high rates that Ontwa is charging vs the Elkhart rates. Paul noted that he and Frank will get together to finalize the formula to confirm the appropriate rate to charge Granger which is predicted to be reduced to levels near the rates charged by Elkhart.
 - 6) Paul predicted that Granger will implement a rate increase to their customers.
 - 7) J. Harsh presented a detailed report on the Granger system construction for the Board to review.
 - b. WW Budget Report:
 - 1) Paul provided handouts of the budget and the Bank accounts with CDs, etc.
 - 2) Paul confirmed that there is still a good deal of work to be done to revise the accounts, the values and the format of the reports.
 - 3) He will continue to work on the reports and provided continuous updates.
 - 4) The SAW Grant would be helpful in confirming the budget forecast based on the key WW asset life cycles, maintenance and investment.
 - 5) Paul requested and the Board approved an RFP process that will allow him to submit the following RFPs for quotation:
 - i. WW system generator
 - ii. Lift station maintenance
 - iii. C-1 design enhancement
- I. Unfinished and Ongoing Business:
 1. Wightman SAW Grant Presentation:
 - a. Matt Davis introduced his team and provided a comprehensive overview of the benefits of a SAW Grant for Ontwa Township. He used specific examples of other Wightman SAW Grant projects.
 - b. The following introduction points were made by Matt regarding SAW Grants
 - 1) It is a system driven by the State of Michigan.
 - 2) The Grants are very helpful in tracking, monitoring and managing the WW system assets:

- c. The Asset Management Process:
 - 1) Inventory: Document and List the System Assets
 - 2) Assess: and Document the Condition of the System and assets.
 - 3) Life Cycle Analysis: Create and provide a Life Cycle Analysis of each asset.
 - 4) Funding Program: Develop and submit a budget and funding forecast.
 - 5) Rate Forecast Analysis: Develop and submit a rate forecast based on the funding needs to maintain the system and the expansion of the system to add new customers.
 - d. GIS System:
 - 1) It is an electronic system base on Google MAPs to create the asset data base.
 - e. Process and Investment Included in the GRANT:
 - 1) Review and document each asset to create a PDF file of the system.
 - 2) It is a technology / iPad supported system.
 - 3) It is based on ESAY Software.
 - 4) It also includes a desktop and the funding of the software for 1 year
 - f. The overall process is fully MDEQ approved and compliant.
 - g. The business risk and criticality ranking is developed for each system element and asset.
 - h. A Capital Improvement plan is developed and submitted.
 - 1) This includes a recommended Finance Plan.
 - i. Umbaugh Accounting is involved throughout the process and provides the data and accounting driven reporting. They develop the following specific elements:
 - 1) WW system and funding budgets.
 - 2) Capital Improvement Plans.
 - 3) Cash flow and funding forecasting analysis and recommendation.
 - j. SAW Grant Funding Presentation: Matt presented the funding proposal provided in the SAW Grant. Most investment and expenses are covered by the SAW Grant including the equipment, Wightman and Umbaugh time and materials, software, etc.
 - k. A motion was made and approved for the following subcommittee to meet with Wightman on Friday 7/24 to review all details of the Grant and to provide a final recommendation to be presented and the next BOT meeting in August:
 - 1) J. Bossler
 - 2) J. Bullock
 - 3) P. Sniadecki
 - 4) F. LaPierre
 - l. Concern was expressed regarding the lack of personnel resources in Ontwa and Severn Trent to manage and operate the system.
 - m. Paul suggested and it was agreed that a revised Service Agreement and RFP will be issued to ST and other outside entities that will include the operation of the Asset Management System.
2. WW Bylaws:
- a. A motion was made and approved to present the WW Bylaws to the BOT for approval with the following minor revision:
 - 1. Add “at least” before “one” in Article III, sentence #2.

J. New Business:

1. Move to the 3 month meeting schedule: Approved beginning 10/20/15
2. Appointment of new Board positions - Approved as follows:
 - a. Chairman: F. LaPierre
 - b. Vice Chairman: J. Bullock
 - c. Secretary: J. Harsh

K. Meeting was adjourned.

WASTE WATER ADVISORY BOARD

ONTWA TOWNSHIP, EDWARDSBURG, MI 49112

OCTOBER 28, 2015

MEMBERS PRESENT: Frank LaPierre, John Brandt, John Harsh, John Bossler and Marilyn Cobb, recording secretary.

MEMBERS ABSENT: Jerry Bolock.

OTHERS PRESENT: Clint Houseworth, Jerry Duck, Jerry Marchetti, Paul Sniadecki, Eric Zelmer and members of the community.

The meeting was called to order by Chairman La Pierre, followed by the Pledge of Allegiance. Roll call attendance showed Frank, John, John, and John present. Minutes of the 7-22-15 meeting were approved as presented on motion by Frank, supported by John Bossler. All in favor.

The agenda was approved with the addition of the request by Eric Zelmer to meet before the Board.

Frank acknowledged the fine chairmanship by John Brandt, serving as Chairman when the Waste Water Advisory Committee was formed.

Invoices were reviewed. Some of these expenses may be covered by the SAW GRANT. On motion by John Harsh, supported by John Bossler that invoices be recommended for payment by the Township Board. Roll call vote showed all voting yes. Copy of report attached.

REPORTS: Clint Houseworth of Severn Trent presented an activity report. He stated that it is important to build good relationships with Granger and Elkhart. Success in funding and expansion will be attainable with good relationships. A detailed report is part of the minutes.

We have a revised report from Wightman on the SAW Grant. The Waste Water Board Profit and Loss, Balance Sheet and Capital account were included in the Boards packet. Wastewater Administrator and Ontwa Clerk are working to enhance the revenue, expense and quickbooks system.

Granger review: going to have better documentation and implement a new penalty system.

No parking ordinance: "No Parking" signs have not been purchased.

Elkhart meeting Nov. 10th: Frank and John Bossler will attend.

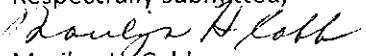
Generator Maintenance Contract: Getting quotes.

Edwardsburg Sports Complex: Ordinance does not allow for any compensation.

Eric Zelmer appeared before the Board complaining about the installation of sewer hook-ups in the area of his property showing broken cement and drainage problems. Advised to check with Road Commission.

Meeting adjourned on motion by Frank, supported by John Brandt. All in favor. Motion carried.

Respectfully submitted,


Marilyn H. Cobb,

Secretary.