



Township of Ontwa • County of Cass • State of Michigan

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**ONTWA TWP – WASTEWATER BOARD MEETING
MINUTES – WED. April 27, 2016 @6:30pm-fl**

The Meeting was Called to Order: 6:30PM

LaPierre welcomed the new Board members:

- a) Mr. Dan Stutsman
- b) Mr. Bruce Cassady
- c) Ms. Brigid Forlenza

LaPierre provided the following overview of the WW Board

- a) Non-voting advisory body to the BOT
- b) Majority voting rule
- c) Meets every 3 months

Roll Call:

- a) Mr. Dan Stutsman
- b) Mr. Bruce Cassady
- c) Mr. John Brandt
- d) Supervisor John Bossler
- e) Mr. John Harsh
- f) Mr. Frank LaPierre – Chairman
- g) Ms. Brigid Forlenza - Absent

Approved Agenda: Unanimous Vote

Review of Invoices: Has been eliminated due to the 3 month span. Clerk presents WW Invoices at monthly BOT meetings.

Additional Agenda Item Added and Approved by Unanimous Vote: Election of Officers:

- a) Vice Chairman: John Harsh
- b) Secretary: Brigid Florenza

Reports:

- I. WW Administrator Report -John Harsh Presented the Following:
 - a) Infrastructure Alternatives is making solid progress on the assessment, upgrading and stabilization of the WW system operation.
 - b) New SCADA system, has been purchased for \$60K with SAW Grant funds, and is being installed and will be a significant addition to the operation of the WW system.
 - c) The historical high repair costs are being reduced significantly through preventative maintenance by IAI and improved tracking and management of all costs.
 - d) The replacement cost of the WW system is estimated at \$14MM as presented by Wightman in the SAW AMP report. Therefore it is very important to maintain the system in good operating condition.

II. WW Fund Budget Report-FL

- a) LaPierre presented the 2016-2017 WW budget.
 1. Questions were raised why the Ontwa Adm. Salaries were removed from the WW Budget.
 - a. It was agreed that the salaries would be re-inserted.
 - b. There is a compensation committee that will be confirming the final salary allocations.
 2. It was voted and approved unanimously to present the final budget at the next BOT meeting for formal voting approval, with the addition of salaries as noted above.
- b) The question was also raised of why the WW budget has not been presented publicly on a monthly basis.
 1. It was agreed that the Clerk will be requested to submit the WW budget monthly at the monthly BOT meetings.

III. WW System and SAW Grant Update-FL

- a) LaPierre presented a PPT overview of the WW system history and update that was also presented at the previous BOT.
- b) Significant progress and improvement has been made to the WW system operation and to lower the high cost of chemicals, emergency repairs, surcharges and the operator monthly service fee.
 1. Since 2013, over \$300K in annual savings has been realized vs the 2016-2017 budget through the reduction of the key costs as noted above.
- c) LaPierre provided the update on the positive turn around and ongoing productive relationship with Elkhart.
- d) Harsh presented the history of the very high cost and lack of supervision that occurred with the Ontwa WW system.
 1. Over \$500K of questionable costs were spent on the frequent repair and replacement of system pumps, motors and panels.
 2. He also presented the example of the Brizandine Lift Station (“LS”) where over \$100K was spent in 4 years to repair and maintain the one Lift Station.
 3. He also presented the very high cost of LS cleanings in the same historical time period.
- e) LaPierre presented the update on the continuous progress on the SAW Grant:
 1. The SAW Grant is a \$680K Grant provided by the State to Ontwa.
 2. The Grant pays for system upgrades in efficiencies, new SCADA and GIS software and an important total system assessment of assets and a 20 year budget and funding forecast.
 3. LaPierre presented the actual working AMP report that is being updated and will be provided to the State upon completion of the 3 year SAW project.
 4. LaPierre presented the updated AMP report presented by Wightman this week to the Ontwa WW Team. Wightman reported that the total system assessment resulted in favorable ratings for the overall Ontwa WW system.
 5. LaPierre also presented the WW system IPP program. IAI will assist Ontwa in executing this important IPP program, tracking user discharge, pollutant levels and compliance to the Ontwa SUO regulations.
 6. The question was raised of why the SAW Grant budget and checking account reports are not provided monthly and why there have not been any public meetings.

- a. It was agreed that a monthly SAW Grant budget and AMP report will be provided to the Township.
- b. LaPierre also reported that there are regularly scheduled, upcoming public meetings in the SAW AMP plan schedule.

Unfinished or On-Going Business

I. SJRWCC / Granger

- a) Bossler and LaPierre presented that the relationship with Granger has improved significantly and that due to the usage of a new chemical, the H2S test results have also improved significantly.

II. Edwardsburg Sports Complex Sewer Assessment – Vote and Recommended to Ontwa BOT

- a.) The following 2 pending charges were presented and discussed:

1. The \$7,500 connection fee
2. Ongoing usage fee.

- b) The following was voted and approved:

1. The connection fee and payment plan is recommended to be passed in full by the BOT. Voting - For: 6; Abstain: 1.
2. The Ongoing usage fee will be derived through the monitoring of water usage by the facility.
 - a. The WW Mgr. will track this project and report the findings to the BOT.

III. Ontwa Citizen WW Cases Review (2)

- a.) Greg Wisinsky requested to be relieved of the responsibility of paying for the WW connection on his adjacent property which has been rated as “unbuildable”.

1. Board agreed to have this case presented to the Ontwa Zoning Adm. For opinion.

- b.) Helen Andries: Daughter requested that Ms. Andries be relieved of the responsibility for the payment of her monthly sewer assessment as she is no longer living in the home.

1. Board voted unanimously to deny any special dispensation on this case due to the lack of precedent with other previous cases.

Next Steps: As noted in the meeting minutes, the following will be requested by the WW Board to be implemented:

- a.) **Monthly Waste Water Budget Report: It will be requested that the clerk present at the monthly BOT meetings.**
- b.) **Monthly SAW Grant Budget and Bank Reports: It will be requested that the clerk provide an updated SAW Grant expense report and the treasurer provide an updated SAW Grant checking account report at the monthly BOT meetings.**
- c.) **Monthly SAW Grant AMP Report: A monthly SAW Grant AMP report will be provided to the WW Administrator for access by the Ontwa BOT and the public.**

New Business: There was no new business to report at this meeting.

Next WW Board Meeting: July 27, 2016

Public Comment Period (3 Mins per person) – Moving to beginning of meeting next meeting

The meeting was Adjourned: 8:10PM.

ONTWA TOWNSHIP WASTEWATER BOARD MINUTES JULY 27, 2016

The Ontwa Township Wastewater Board meeting was called to order on July 27, 2016 at 6:30 P.M. at the Ontwa Township Hall.

PRESENT: John Brandt, John Harsh, Bruce Cassady, John Bossler, Dan Stutsman, Brigid Forlenza and Frank LaPierre.

Motion was made by Dan Stutsman to approve the agenda as presented, supported by Frank LaPierre, motion carried.

Motion was made by Frank LaPierre to approve the previous minutes as presented, supported by John Brandt, motion carried.

John Harsh Wastewater Administrator reported:

- * Spring end of pipe – calcium Nitrate discontinued.
- * Bioxide use initiated to be cost effective, not successful. Lines were flushed.
- * August beginning use of Magnesium Hydroxide in system, this product will need maintained from freezing.
- * Spoke to the issue of additional generators needed.
- * B2 Lift Station leads on control panel are wired in correctly.
- * B4 Lift Station on Eagle Lake Rd sustained damage to wiring due to power outage.
- * The company DIGIT was enlisted to pump B2 & B4 due to the power outage.
- * Suggested a re-evaluation of the use of traveling generators to keep system a float in times of power outages.
- * Spoke to a change in maintenance of system from a reactive system to a predictive system.
- * Control panels have never been tested with the generators.
- * Currently in the process of checking power supplies in the lift stations.
- * There is a need to identify the most critical lift stations.
- * Island Drive is a critical lift station.
- * There are 15 man holes that need repaired.
- * As required by the SAW grant we need to be proactive.

Frank LaPierre Chairman of the Waste Water Board reported:

- * Reactive to predictive is a goal of the SAW Grant.
- * Financials are consistent however chemical costs need to be added.
- * Repair half of manholes now and half later.
- * Three quotes have been received.
- * The manhole damage is very bad considering the age of the system. This is due to the H2S damage. This is in the SAW Budget.

- * The damage at May & Elkhart is results of fats, oil and grease (FOG).
- * Capital Improvement Plan presented.
- * Saw Grant does not cover maintenance and repair. It does cover assessment.
- * Pump data was presented,
- * No projections on rate increases from Elkhart.
- * Generators need added to list.
- * Project will be prioritized.

Motion was made by Frank LaPierre to present to the Township Board the three quotes and recommendations for manhole repairs, supported by John Harsh. Roll call vote, all yays.

Motion was made by Frank LaPierre to make meeting monthly, the 4th Wednesday of the month at 6:00 P.M. until further notice and to post meetings on website, supported by Dan Stusman and motion carried.

Next Wastewater meeting will be August 24, 2016 at 6:00 P.M. at the Ontwa Township Hall.

Motion was made by Frank LaPierre to adjourn, supported by Dan Stutsman, motion carried.

Respectfully Submitted,

Brigid Forlenza

**ONTWA TOWNSHIP WASTEWATER
BOARD MINUTES
AUGUST 24, 2016**

The Ontwa Township Wastewater Board meeting was called to order August 24, 2016 at 6:30 P.M. at the Ontwa Township Hall.

Present: John Brandt, John Harsh, Bruce Cassady, John Bossler, Dan Stutsman, Brigid Forlenza, and Frank LaPierre.

Motion was made by John Harsh to approve the agenda as presented, supported by Dan Stutsman, motion carried.

Motion was made by Dan Stutsman to approve the previous minutes as presented, supported by Frank LaPierre, motion carried.

Public Comments:

- Paul Sniadecki: Loose ends
1. Wastewater Board Chairman listed wrong on website.
 2. Question regarding designated representative for SAW to State of Michigan
 3. Status of contract – Logi Hub
 4. Wastewater Administrator listed as CBI photo
 5. Copy of budget for wastewater system and approval of same.
 6. Sewer Rates – What are they?
 7. Sewer Committee listed in ordinance
 8. Manhole repair – from July Wastewater meeting – budget?

John Harsh, Wastewater Administrator reported:

- Storm water into system at B4 Lift station, crew on scene with septic pumpers pumped 80,000 gallons preventing an overflow. No overflow/spill cost of this event 10,801.
- Eagle Lake residents might have downspouts from rain gutters connected into sewer system.
- SCADA – reported this
- Volume constant throughout system. B3 is the location DIGIT discharged pumped water from B4.
- PJC1 – near overflow – pumps ran consistently for eight hours
- C1 – main lift station on Elkhart Road – pumps ran eight hours.
- C1 – normally pumps 210 gallons per minute can pump up to 1300 gallons per minute. Rain event caused pumps to operate six times more than normal.
- Drainage from down spouts into sewer system can cause this and will investigate.
- MOH– started to be used in system, this is being tested using a pressure transmitter with stabilized MOH to decide chemical disbursement.
- Pumps – off kilter. Two pumps in each lift station. Developed data that reveals some pumps are working many times more than other pump. IAI is checking pumps.

- Have results of draw down tests conducted from Wightman – IAI will determine which pumps need repaired or replaced.
- Contract signed to manage manhole repair
- Lift station B3 needs a generator.

Frank LaPierre:

Projected fourth week in September for manhole repairs.

Infrastructure Alliance and Ontwa Operational Areas
 Recommendations for Operating Specifications
 8/24/16

- 1) IAI DATA Operational Tasks and Performance Expectations:
 - a. Weekly collection of data:
 - i. H25 Readings
 - ii. PH Readings (IAI will have to do this very soon; Zinkan is doing now and must be transferred).
 - iii. Pump Static Pressures – Scada
 - iv. LS Flow Data – work ordered
 - b. Weekly review of SCADA data with John Harsh to identify specific areas to check
 - c. IAI process / protocol / reporting to respond to data driven, system review areas.
 - d. Other?
- 2) IAI Preventative maintenance Program
- 3) IAI IPP program
- 4) Written operating specifications and data collection sheets
- 5) Follow up meeting date to confirm implementation success.

IAI must measure P.H., recommends meeting with Ray Galovich (IAI) and give him list of required reports.

- Preventive maintenance program
- Presented matrix of SAW completed. #4 – attached and provided to MDEQ which shows amount of progress amount submitted 273,374.00 to MDEQ. Near completion to be able to submit rate proposal next June 2017 to the State of Michigan.

New Business:

- Proposal to manage project to build MOH building in Capital Investment Plan. Heated building needed for MOH.
- Landscape proposal presented for B4 lift station. Motion to table was made by Dan Stutsman, supported by Frank LaPierre. Motion carried.
- Per by laws meeting time to remain 6:30
- John Bossler addressed the historic rain event and requested to write a letter regarding downspouts and sump pumps around Eagle Lake to discontinue these practices.
- Motion to send letter was made by John Harsh supported by Frank LaPierre. Motion carried.
- Wastewater Chair Frank LaPierre responded to public comment:
 - 1) Request change to website
 - 2) Saw Grant representative – Wightman submitted request to MDEQ
 - 3) Logi Hub status cancelled – will check
 - 4) John Harsh acting as consultant, it should be an employee job.
 - 5) Sewer budget represented to BOT. Clerk has not been providing the budget or supply copies
 - 6) Rates made public
 - 7) Sewer Ordinance – sewer committee under advisement – will check
 - 8) Manhole repair account to be identified at next meeting.

Next Wastewater meeting will be September 28, 2016 at 6:30 P.M.

Motion to adjourn was made by John Brandt, supported by Dan Stutsman. Motion carried.

Respectfully submitted,

Brigid Forlenza

**THE ONTWA TOWNSHIP WASTEWATER
BOARD MINUTES
NOVEMBER 23, 2016**

The Ontwa Township Wastewater Board meeting was called to order November 23, 2016 at 6:30 P.M. at the Ontwa Township Hall.

Present: John Brandt, John Harsh, Bruce Cassady, John Bossler, Dan Stutsman, Brigid Forlenza, and Mike Mroczek.

Motion was made by Brigid Forlenza to approve the agenda as amended, supported by John Brandt. Motion carried. (Added to new business: St. Joseph Regional Water & Sewer District)

Motion was made by John Bossler to approve the previous minutes as presented, supported by Mike Mroczek. Motion carried.

Public Comments:

1. Paul Sniadecki: Requested copy of by laws.

John Harsh, Wastewater Administrator reported:

1. Manhole lining completed.
2. Odalogs have been received.
3. Still waiting on delivery of pumps.
4. Dosing stations have been approved by the BOT. Construction to begin at B1 and JPC 1.
5. Elkhart and force main flush successful.
6. Lift stations C-1, C-3, C-4, B-3 JPC 1, and JCP 2 were cleaned this week.
7. Wightman retainer – to be presented.

John Harsh presented information for need of consulting contract with Wightman and Associates Inc. Discussion was held.

Motion was made by John Bossler and seconded by Mike Mroczek to approve Wightman & Associates, Inc. for consulting services. Roll call vote resulted in approval to move on to BOT.

Yeas: Bruce Cassady, Brigid Forlenza, Mike Mroczek, John Bossler, and John Harsh
Nays: Dan Stutsman and John Brandt

This will be presented to the Board of Trustees for recommendation and their approval at the December 12, 2016 BOT meeting.

Unfinished Business

1. Lift Station Appearance upgrades – contract for vinyl slats to be placed in fencing at C-1 and EPW-1. One vendor responded to requests for quote:

Schuell Fence. John Harsh presented quote for upgrades not to exceed \$2,250.00

Motion was made by John Harsh and supported by Mike Mroczek for Schuell Fence to install vinyl slats in fencing at C-1 and EPW-1. Roll call vote resulted in unanimous approval to move on to BOT. This will be presented to the BOT for recommendation and their approval at the next Board of Trustees meeting on December 12, 2016.

2. MOH testing and reversion back to Bioxide has begun.
3. IPP implementation – will be completed in winter months.

New Business

1. St. Joseph County Regional Water and Sewer District: Ms. Jessica Clark P.E. spoke requesting a review of the surcharge contractual rates through a cost of service analysis.

Jerry Marchetti, newly elected Ontwa Township Supervisor, requested the acting chair for an opportunity to address the Board. Mr. Marchetti related that John Bossler's term is ending and he has requested he remain on the WW Board.

Jerry Duck, Ontwa Township Trustee, requested to speak. He related with the recent election the township is in flux. He related the township will be creating a binder with all current board by-laws.

Motion was made by Bruce Cassady to adjourn and seconded by John Brandt. Motion Carries.

Respectfully submitted,

Brigid Forlenza