NORTHWEST OTTAWA WATER SYSTEM
Administrative Committee Minutes
November 13, 2019

A regular administrative committee meeting of the Northwest Ottawa Water System was called to order by Derek Gajdos at 9:50 a.m., Wednesday, November 13, 2019 at the City of Grand Haven City Hall Council Chambers. On rollcall, the following members were present:
Craig Bessinger (City of Ferrysburg), Bill Cargo (Grand Haven Township), Pat Staskiewicz (Ottawa County), Gordon Gallagher (Spring Lake Township), Christine Burns (Village of Spring Lake) and Derek Gajdos (City of Grand Haven)

absent:

also present: Joe VanderStel (City of Grand Haven), Eric Law (City of Grand Haven), Amy Bessinger (City of Grand Haven), Doug Vredeveld (Vredeveld Haefner LLC)

A motion by Burns, supported by Gallagher to accept the minutes for the August 21, 2019. The motion was unanimously approved by voice vote.

A motion by Burns, supported by Gallagher to approve NOWS administrative committee meetings schedule for the 2020 calendar year. The motion was unanimously approved by voice vote.

Item 1 - AUDITORS PRESENTATION – NOWS DRAFT AUDIT REVIEW FY18-19 – By Doug Vredeveld
Vredeveld provided an overview of the DRAFT document (NOWS Financial Statement for Year Ended June 30, 2019). Vredeveld commented within the DRAFT on Cash and Cash Equivalents, Set-aside Cash and Cash Equivalents, Net Position End of Year and no New Debt Issued. Vredeveld shared no concerns with the DRAFT in its current form. Joe provided an Amy Bessinger generated document (Northwest Ottawa Water Plant Working Capital Charge FY June 30, 2019). Guidance on interpreting this document was asked for, and an explanation of negative working capital and how the deficient was derived and split between wholesale rate payers was provided by A. Bessinger. The document and interpretation was accepted by NOWS members.

Manager’s Report – By Joe VanderStel
VanderStel highlighted the decrease in YTD pumpage production by 6%, attributed to above average annual precipitation. YTD operating revenue currently sits at 34% to 21% for expenditures. Stage 2 DBP compliance system wide remains sufficient. Gallagher suggested and requested help with crafting an affirmation of water quality to alleviate concern within the community about the previous DBP violation. VanderStel and Law agreed to help. VanderStel explained the results of recent PFAS testing. Staff is still waiting on the results from the 6th of 6 tests completed. Law discussed the few positive marked results found and compared to the new proposed MCL’s by the state. Law informed the council of the States PFAS advisory panel’s decision to
table the vote on passing the new proposed MCL's until a undetermined future date. VanderStel highlighted UCMR4 test results and informed that UCMR4 testing will continue with the next series of test taking place Spring 2020.

**Item 2** – Water Plant and System Reliability Study Update – By Derek Gajdos
Gajdos opened discussion by revisiting previous discussion on consolidating State required Reliability Studies for each System entities under one contract/engineering service. Gajdos provided a DRAFT RFP document for review and highlighted the timeline of 2022 when each and all systems must have Reliability Studies completed. Cargo commented that extension of the RFP to only those engineering firms familiar with the system(s) should be a prerequisite and would support moving forward under those conditions. Cargo's position was supported by the remaining members with no members objecting. Gajdos will finalize the RFP and deliver e-copy's to NOWS members.

**Other Items:**

**Lightning Protection** – By VanderStel & Law
Michigan Lightning Protection visited the WTP and provided an estimate on installation. In addition it was learned that consideration must be taken into the age of the existing roof system. Lightning protection, when installed is affixed to the existing roof systems and cannot be salvaged when a roof needs replacement.

**Intake Inspection** – By VanderStel
VanderStel addressed a previous request for finding costs associated with sonar surveying on the Intakes and provided a quote from Alliance. Staskiewicz offered using Bathymetry for gathering data to support ground elevation and would be most useful when understanding the threshold of exposure of the 2NS media that the laterals are bedded in.

**Old Well Casings Exposure at the State Park** - By Gajdos
An old well field has been exposed at the State Park by erosion of shoreline caused by high Lake Michigan water levels. Two of eight well casings have been exposed and is considered a safety issue that requires action. The City is currently discussing a resolution. It was acknowledged by Gajdos that the cost for this resolution should be a NOWS expenditure. Staskiewicz offered that it would be best practice to stage heavy equipment on the ice.

**Adjournment**
10:30 a.m. – Submitted by Eric Law