NORTHWEST OTTAWA WATER SYSTEM
Administrative Committee Minutes
February 19, 2020

A regular administrative committee meeting of the Northwest Ottawa Water System was called to order by Derek Gajdos at 9:50 a.m., Wednesday February 19, 2020 at the City of Grand Haven City Hall Council Chambers. On rollcall, the following members were

Present: Craig Bessinger (City of Ferrysburg), Pat Staskiewicz (Ottawa County), Gordon Gallagher (Spring Lake Township), and Derek Gajdos (City of Grand Haven), Marv Hinga (Village of Spring Lake)
absent: Bill Cargo (Grand Haven Township), Christine Burns (Village of Spring Lake)
also present: Joe VanderStel (City of Grand Haven), Eric Law (City of Grand Haven), Amy Bessinger (City of Grand Haven) Katie Beener (City of Ferrysburg)

A motion by Bessinger, supported by Gallagher to accept the minutes for the February 19, 2020. The motion was unanimously approved by voice vote.

Manager's Report – By Law
Law provided the manager’s report in review of February, March & April, 2020. System wide pumpage comparable to last year was reported to be down 5%.

Seasonal raw water quality was discussed and inconsistency with quality was associated with the unusual winter climate were the lack of shore ice protection and heavy winter storms are attributed to the inconsistencies. TOC results remain elevated during winter months. Quarterly disinfection byproduct (DBP’s) remain elevated during winter months, however all systems remain in compliance in reference to running annual averaging (RAA). Law and Gajdos discussed the testing scheduling and the effort on behalf of management at the water plant to coordinate sampling schedules with the wholesale partners, highlighting the importance of staying on schedule by Gajdos. Law discussed the continuing efforts the water plant is taking to mitigate DBP’s by maintaining lower chlorine residuals, increasing coagulation chemicals to engineering specification, increasing floc speeds and lowering clear well and storage tank levels. Law highlighting the importance of reducing detention time in the entire system by operating at lower seasonal storage tank levels.

Fiscal year reporting is at 58% with Revenue at 56% and Expenditures at 46%. Power consumption still trends lower than previous year and chemical expense slightly elevated in large part to the increase in Alum feed for seasonal coagulation improvement.
**Project report:**

**Integrated Contingency Plan (ICP)** – By VanderStel: Lakeshore Environmental completed this regulatory requirement that brings both the Spill Control Counter Measures Plan (SPCCP) & the Pollution Incident Prevention Plan (PIPP) under the single cover of the ICP.

**Source Water Intake Protection Plan (SWIPP)** – By VanderStel: Work continues in partnership with Paul Seegert (MRWA) and is currently in draft mode.

**Consumer Confidence Report (CCR)** - By VanderStel: The 2019 CCR is being developed and will be available to the communities before the April 1st deadline.

**Intake Scanning** – By Joe VanderStel: Quotes collection has been difficult because of the specialty nature of the work. The water plant has received two proposals, one from Affiliated Research for multi-beam and side scan sonar at $19,600, which is a portion of their entire quote of $28,200 and Seaworks for $16K. Prein and Newhof is being considered an option. Multi Beam approach is considered the most cost effective approach.

**Master Meter Calibration** – Eric Law: The Plant Master Meters will be verified for accuracy/calibrated in March by Oudbier Instrumentation.

**Clear Well #3 Inspection** – Eric Law: Fishbeck engineers inspected CW3 and found it to be structurally sound with report and pictures to support. This was asked for by EGLE on last Sanitary Survey.

**Low Service Pump #3** – Eric Law: Pre bid meeting turnout was a success and anticipation of multiple bids. This will be the first time the pump has been pulled and serviced since installed, 1990. Motor has been refreshed in 2009 and will get another refreshing along with the pump this time as well.

**Item 1:** Reliability Study - By Gajdos

System coordinated Reliability Study was discussed. Gajdos pointed to the benefit of a coordinated effort in syncing Reliability Studies with the communities and the water plant as a mutual benefit to understanding future need with water delivery as well as fulfilling the regulatory obligation. Staskiewicz suggested of combining efforts of the engineers, each of which has intimate knowledge separately, but not as a whole. This more efficient and cost effective path forward was universally agreed upon by the competing engineers and the committee. Gallagher had concerns that previous work completed with his system would be in affect paid for twice with Gajdos responding that P&N would take this into account and subtract any overlay from the price not to exceed cost.

A motion by Gallagher and supported by Hinga to approve the joint proposal by Fishbeck and Prein & Newhof for the cost not exceed price of $113,100.00 to complete a NOWS system wide Reliability Study and for the individual communities to be invoiced after project completion. The motion was unanimously approved by voice vote.
**Item 2:** Budget - By VanderStel & Gajdos

Joe highlighted sales line items are reflective of previous wholesale pricing and will be adjusted by finance to reflect the new rate total per thousand gallons of $0.88. In addition the professional contractual line items will be amended up for this year as well as next as cost for regulatory compliance plans continue to get completed and come due. An increase in the payroll line item was highlighted by Gallagher and Gajdos explained the increase as a function of the results of the MLL study were tenured employees pay had lagged behind counterparts in comparable municipalities accounting for the projected adjusted increases.

A motion by Gallagher and supported by Bessinger to recommend favorably the NOWS budget plan. The motion was unanimously approved by voice vote.

**Item 3:** Shoreline Well Abandonment – By VanderStel & Gajdos

Prein & Newhoff are currently conducting a Survey and will build from that the recommendations on best path forward for the removal of the old wells. The Corp of Engineers will be dredging the channel and has agreed to assists with where the spoils will be placed.

**Other:**

Joe discussed efforts made to measure the distance from the shoreline to the Lake Pumping Station. There is no evidence to suggest the Pumping Station is in danger and management will continue to monitor.

Derek wanted to establish February as the meeting time for the committee to discuss unaccountable water loss data.

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**Adjournment**

11:00 a.m. – Submitted by Eric Law