Grand Traverse County Board of Public Works
Chair, Chuck Korn

Thursday, January 9, 2020

Regular Meeting Minutes

CALL TO ORDER

The DPW Director called the regular meeting of the Grand Traverse County Board of Public Works to order at 9:05 a.m. at the Garfield Township Hall located at 3848 Veterans Drive, Traverse City, Michigan. The Secretary was present.

ROLL CALL

PRESENT: Beth Friend, Bob Fudge, Rob Lajko, Steve Largent, Marty Colburn, Doug White, Jeff Shaw, Rob Manigold, and Chuck Korn

ABSENT: Sonny Wheelock

STAFF: John Divozzo, Sam Tyson, and Dianne Thompson

Also Present: Elizabeth Hart, Art Krueger, City Director of Municipal Utilities, David Johnson, and Michael Toms (LIAA Videographer)

The Director opened the floor for Nominations for Board Chair.

ELECTION OF BOARD CHAIR:

MOVED by BETH FRIEND, supported by Rob Lajko to nominate CHUCK KORN as Chair.

MOVED by BOB FUDGE, supported by Rob Manigold to close nominations for Chair and cast a unanimous approval for Chuck Korn as Chair.

ELECTION OF BOARD VICE CHAIR:

MOVED by ROB MANIGOLD, supported by Beth Friend to nominate JEFF SHAW as Vice Chair.

MOVED by BOB FUDGE, supported by Rob Manigold to close nominations for Vice Chair and cast a unanimous approval for Jeff Shaw as Vice Chair.

ELECTION OF BOARD SECRETARY:

MOVED by ROB MANIGOLD, supported by Steve Largent to nominate BETH FRIEND as Secretary and cast a unanimous approval for Beth Friend as Secretary.

PUBLIC COMMENT

None.

APPROVAL OF AGENDA

Staff requested to add the City July 2018-June 2019 Water Reconciliation for Elmwood, Garfield & Peninsula Townships.

MOTION by ROB MANIGOLD to approve the agenda as amended; second by Bob Fudge.

The motion passed unanimously.
APPROVAL OF MEETING MINUTES

The minutes of December 12, 2019 were approved without objection.

REPORTS

1. Jacobs Monthly Operating Report
Jacobs submitted a written report and Elizabeth Hart was present to discuss it with the board.


Attached to this report are the following items: November's report to the state, which has been submitted electronically, a financial summary for the Traverse City Regional Wastewater Treatment Plant (TCRWWTP) and the Grand Traverse County Septage Treatment Facility, the monthly TCRWWTP loadings report, and the Final report from M&M engineering pertaining to the failure of screw pump 1.

TCRWWTP

OPERATIONS AND RELIABILITY BASED MAINTENANCE
The Treatment Facility was in full compliance through the month of November.

We can permeate at a rate that can more than meet current flow demands and produce an effluent that meets, and for many parameters, exceeds EGLE requirements. (Refer to the permeability graph below)

![Daily Average Permeability - November 2019](image)

In an effort to enhance backpulse pump B's ability to prime and remain primed, we installed an Air Release Valve (ARV) on the discharge line of the pump and removed the stand pipe. After testing showed that this modification was effective, we scheduled to modify backpulse pump A in the same manner.

As reported in October, M&M Engineering completed their analysis of screw pump 1's failure. They identified an absence of a protective coating to be the root cause of the failure. In the absence of coating, the bolts were exposed to a highly corrosive atmosphere characteristic of wastewater in the preliminary and primary stages of treatment. The exposure to this corrosive atmosphere, caused stress corrosion cracking on the bolts and lead to their ultimate failure. (Refer to M&M's final report in Appendix A) Jacobs is working with both the vendor and installer of the failed equipment to execute a repair expeditiously as possible. The process of repairing and examining the screw pump will begin the week of 12-16-19. The expense of the bypass pumping and repair effort is estimated to be $380,000, with $281,659 resulting from the bypass pumping.

The pumps at the Woodmere Lift Station are 27 years old. Recently, both pumps began to fail. In response, Jacobs set up bypassing pumping and emergency ordered a replacement pump and a pump rebuild kit. The new pump was received and installed on 12-12-19, two days after the order was made. The rebuild kit has a lead time of 4-6 weeks. While waiting for the pump rebuild kit,
Jacobs is attempting to build one operational pump with the use of the two failed pumps. The expense of the rebuild kit and new pump were roughly $14,000.

**Industrial Pretreatment Activities**

The Control Authority issued a Notice of Violation (NOV) to Munson Medical Center, as well as, published them for significant noncompliance for failure to submit reports in a timely fashion. This enforcement response was in accordance with the Codified Ordinance of Traverse City 1043 and 40 CFR 403.8(f)(2)(viii).

In October, Robby's Mexican and Spanish Cuisine was issued a verbal warning for not properly maintaining their grease interceptor. At that time, we educated them on the best management practices for grease interceptors. We performed a follow-up inspection in November and their grease interceptor had not yet been serviced, as a result they were issued an NOV.

We performed our regular scheduled inspection of the Grand Traverse County Jail's catch basin and observed that it was clean.

<table>
<thead>
<tr>
<th>TCRWATP: Items of Importance</th>
<th>Status</th>
<th>Estimated Total Cost</th>
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</thead>
<tbody>
<tr>
<td><strong>TCRWATP Action Items</strong></td>
<td></td>
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<tr>
<td>UV Capacity</td>
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<tr>
<td>Identifying options for protecting UV modules from flooding-Jacobs identified near term and long-term solutions</td>
<td>Near Term Solution=$510,000; Long Term Solution=51.3-51.5 Million dependent on option chosen and current day costs.</td>
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<tr>
<td>Membrane Replacement</td>
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<tr>
<td>The City has decided to replace one train of membranes per year until all 8 trains are replaced. We recommend budgeting to replace trains at 8 yrs of life. Seven trains replaced One train remains (CIP #890)</td>
<td>860,000/Train</td>
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<tr>
<td>Comma Shaped Gram Positive Bacteria (CSPGB)</td>
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<td>The University of Michigan's study of the comma shaped Gram-positive bacteria continues to be ongoing. November 2016-Jacobs has begun the search for the source of high concentrations of calcium and polysaccharides in the facility's influent.</td>
<td>125,000-Funded by Jacobs</td>
<td></td>
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<tr>
<td>Primary Header</td>
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<tr>
<td>The primary header, or piping that conducts the waste stream from the grit chambers to the facility's primary tanks, is in need of replacement. (CIP #902)- 2019 Evaluation/Study awarded to HRC, who submitted a draft report currently in review. Replacement currently scheduled for 2020-2021</td>
<td>1,500,000</td>
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<tr>
<td>Digester Condition Assessment and Reconditioning</td>
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<tr>
<td>Digester 3's condition assessment has been completed and the Reconditioning project has been awarded to L.D. Dossin. (CIP #948) Condition Assessment, and CIP #948 Reconditioning)</td>
<td>894,000/Digester Reconditioning</td>
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<tr>
<td>Membrane Gates</td>
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<tr>
<td>Twelve membrane gates and two aeration basin gates replaced as of Spring 2018. A additional membrane gates to replace. (CIP #788) in 2019-2020, we will also replace 1 failed aeration basin gate Approved by the City Commission on 3-18-19</td>
<td>559,982/ 5 Gates installed</td>
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<td>Front Street Lift Station and Main Plant Programmable Logic Controls (PLC 5 Upgrade)</td>
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<tr>
<td>Front Street and the Main plant both have a PLC 5 that is obsolete and difficult to support. Jacobs recommends the replacement of both PLC 5s in the City's 2017/2018 capital improvement plan. (CIP #899) Project Complete-March 2019</td>
<td>191,593</td>
<td></td>
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<tr>
<td>Screw Pump 1 Drive Assembly</td>
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<tr>
<td>Screw Pump 1 Drive Assembly needs replacement. Replacement approved by the City Commission on 2-20-18 Screw Pump commissioned in October 2018-Project Complete August 2019-Screw Pump Drive Assembly Failed, bypass pumping put in place, Nov 2018-bypass pumping removed As of December 2019, repair of screw pump drive assembly is pending</td>
<td>Estimated Cost of Drive Assembly Repair=$983,341 Bypass Pumping Expenses=$281,659 Total Estimated Cost of Repair Effort=$380,000</td>
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<td>West SST Needs a New Bio solids Pump</td>
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<td>The piston pump currently in use has been in place since the 1970s and fails often. This project has been completed. (Capital Improvement #894)</td>
<td>158,370</td>
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</table>
## Commission Approved CIP Items for 2019-2020

<table>
<thead>
<tr>
<th>Item</th>
<th>Estimated Expense</th>
<th>Comments</th>
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<tbody>
<tr>
<td>1 Scour Air Blower Overhauled (CIP 1073)- Completed August 2019</td>
<td>$41,415</td>
<td>City has agreement with Aerzen (The Vendor of the Scour Air Blowers) to overhaul 1 scour air blower per year for the next 5 years. The cost will increase by 4% each year.</td>
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<tr>
<td>Digester 3 Reconditioning (CIP 948)</td>
<td>$894,000</td>
<td>This total is reflective of the low bid received for this project.</td>
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<tr>
<td>Birchwood and Bay St Lift Station Condition Assessment and Engineering Study (CIP 1000)</td>
<td>$30,000</td>
<td>RFP to be issued.</td>
</tr>
<tr>
<td>Engineering Study Pertaining to the facility Plan (CIP 1019)</td>
<td>$16,000</td>
<td>Partial Scope of Work Award to Hubbell Roth and Clark, Inc.- Task 1 and part of tasks 3 and 5</td>
</tr>
<tr>
<td>UV System and Related Structure Modification (CIP 1018)</td>
<td>$150,000</td>
<td>EGLE issued Administrative Consent Order to execute modifications. This project will allow time to save funds for the system upgrade, also included in the Administrative Consent Order, estimated to cost $3,500,000.</td>
</tr>
<tr>
<td>Membrane Replacement (CIP 890) and Membrane Gate Replacement (CIP 786)</td>
<td>$890,000</td>
<td>7th Train of membranes to be upgraded, and 1 more left to upgrade. Last membrane gates to be replaced.</td>
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<td><strong>Total 2019-2020</strong></td>
<td><strong>$2,088,501</strong></td>
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</table>
Operations
The facility is operating well. We were able to accommodate influent flow demands. All monitored effluent parameters were within Sewer Use Ordinance limits.

Northern A-1 completed the influent equalization basin cleaning.

We completed the installation of the new pumps in lift station 2.

During our normal operational rounds, we observed the ATAD Jet Pump to have high vibrational readings, the root cause of which was determined to be a failing motor. With prior approval from the Grand Traverse County Director of Public Works, we purchased and installed a new motor. The ATAD Jet pump is, once again, fully operational.

The heater in the thickener building (Rotary Drum Thickener Building) was repaired.

Unloading Bays
We facilitated the annual unloading bay flow meter verifications. Both meters were found to be reading accurately.

We observed the average unloading time for the haulers in November to be 13.9 minutes, with an average unloading rate of 170 gallons/minute. The photos below show the general condition of the unloading bays. The bays are cleaned a minimum of twice a day.

1. Engineer of Record

Jennifer Hodges of Gourdie Fraser was not able to attend the meeting.

2. Shop Manager

Sam Tyson was present to provide a written report to the board.

Month: January 2020
General Activities:
- DPW staff did the monthly operating reports for the water systems.
- Duke's Root Control Co. gave DPW staff a demonstration of an acoustic sewer evaluation tool that was quite impressive.
- DPW staff did monthly sewer station checks in all Townships.
- DPW staff took all necessary water quality parameter tests.
- DPW staff has been installing new residential/commercial water meters whenever/wherever possible.
- Warm weather has brought all the boring companies back to town.
- Jacob's has done site visits with DPW staff at all sewer/water stations and gathered pertinent information.
- DPW staff did all necessary monthly bacteriological water samplings.

Acme Township:
- DPW staff has been doing bypass work at sewer lift station #2 in preparation for the future wetwell/dry pit repairs.

East Bay Township:
- DPW staff finished rebuilding and installing the second pump at sewer lift station 4.
- DPW staff were called out by the SCADA over the weekend of 1-26 for a low chlorine alarm at the Hammond Rd. water tower. The chlorine pump had stopped working.
- DPW staff were called out by the SCADA for a communication failure at Hammond Rd. water tower. High winds appeared to be the culprit.
- DPW staff cleaned the dry pit @ sewer lift station 4, after all pump repairs were completed.
- DPW staff had to pull a plugged pump at sewer lift station 10 and found debris.

Elmwood Township:
- DPW staff received a call that there was a frozen fire hydrant that appeared someone may have gotten water out of after winterization was done. Staff thawed out the hydrant and put it back in operation.
- A water leak was found at the Timberlee Resort and was shut off until repairs were made to their line.
- DPW staff pulled 10 gallons of rags out of the pumps at sewer lift station 4. Staff are looking at the inspection manholes of nearby assisted living/retirement communities trying to find the source of the rags. Staff has talked with the staff at the assisted living facility and they're going to talk to all their staff about not flushing wipes.
Garfield Township:
- DPW staff was called in for an emergency Miss Dig on Cass Rd. for an underground power failure.
- The leaking seal from the pump at sewer lift station 1 was sent to AST seal for evaluation. It was their determination that the cause of the seal failure was grit. We are currently looking for the cause.
- DPW staff found a manhole near the septage treatment facility with a flow channel pipe that had come loose from the cement of the structure and a large amount of dirt/grit. The manhole has been cleaned and the flow channel repaired. Further investigation downstream will be done.
- DPW staff found/removed a large mass of roots in a sewer manhole on Barlow St.
- DPW staff entered the sewer wetwell at lift station 12 and took samples of grit/sludge for analysis.
- DPW staff has cleaned/painted water stations 1,2,3 and the surge anticipator station.

Peninsula Township:
- DPW staff received a weekend SCADA alarm from the Peninsula 2 sewer lift station for a communications fault. When staff arrived, they found the programmable logic controller would not communicate. It was determined at that time that the station would run without it until Topline Electric could come in and make the necessary repairs. Topline repaired it on Monday. It had lost its programming.

3. Director

John Divozzo submitted a written report and was present to discuss it with the board.

Septage Treatment Facility

<table>
<thead>
<tr>
<th></th>
<th>CURRENT</th>
<th>Y-T-D</th>
<th>BUDGET</th>
<th>INITIAL</th>
<th>ADJ</th>
<th>AMENDED</th>
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<tbody>
<tr>
<td>FEES &amp; CHARGES</td>
<td>105,420</td>
<td>1,098,636</td>
<td>1,149,000</td>
<td>1,149,000</td>
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<tr>
<td>PERMITS</td>
<td>1,750</td>
<td>33,800</td>
<td>16,200</td>
<td>16,200</td>
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<tr>
<td></td>
<td>107,170</td>
<td>1,132,436</td>
<td>1,165,200</td>
<td>1,165,200</td>
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<tr>
<th></th>
<th>CURRENT</th>
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<th>INITIAL</th>
<th>ADJ</th>
<th>AMENDED</th>
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<tr>
<td>PERSONNEL</td>
<td>5,698</td>
<td>69,563</td>
<td>69,158</td>
<td>69,158</td>
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<tr>
<td>COMMODITIES</td>
<td>305</td>
<td>3,911</td>
<td>2,100</td>
<td>2,100</td>
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<tr>
<td>CONTRACTUAL SERVICES</td>
<td>40,748</td>
<td>482,571</td>
<td>626,042</td>
<td>626,042</td>
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<tr>
<td>OTHER</td>
<td>256,226</td>
<td>450,017</td>
<td>284,671</td>
<td>284,671</td>
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<tr>
<td>CAPITAL OUTLAY</td>
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<tr>
<td>DEBT SERVICE</td>
<td>22,088</td>
<td>235,429</td>
<td>235,429</td>
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<tr>
<td></td>
<td>308,393</td>
<td>960,250</td>
<td>1,217,400</td>
<td>1,217,400</td>
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<table>
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<tr>
<th></th>
<th>CURRENT</th>
<th>Y-T-D</th>
<th>BUDGET</th>
<th>INITIAL</th>
<th>ADJ</th>
<th>AMENDED</th>
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<tbody>
<tr>
<td>REVENUES</td>
<td>105,420</td>
<td>1,027,378</td>
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<tr>
<td>EXPENDITURES</td>
<td>308,393</td>
<td>960,250</td>
<td></td>
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<tr>
<td>GAIN/(LOSS)</td>
<td>(202,443)</td>
<td>57,328</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>December</td>
<td>100.0%</td>
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</tbody>
</table>
Volume Data: TOTAL: 412,265 gallons; AVERAGE: 14,724 gal/day; MAX: 33,090 gallons
- Septage: 230,580 gallons
- Holding: 130,690
- Grease: 45,875

Facility Update(s)
The tank cleaning/inspection project is complete. A presentation was made to the board on January 10th, 2019. The following recommendations were included in the final report:
- MBR: additional monitoring of cracks and installation of a waterproofing system (Xypex) to the exterior walls and installation of waterproofing to the topping slab.
- SNDR: undergo water tightness testing and reassess the condition of the flexible liner.
- Day Tank: replace existing flexible liner immediately (within 2-3 yrs) and repair concrete as needed.
- ATAD: the control joints should be filled with sealant; tank access hatch to roof screws replaced with 316 stainless; and removal and repair of the bubbled areas of the EPDM roof.

The Board approved an amendment to the original project to complete the monitoring and to provide estimates of cost regarding several of the recommendations. The amended scope of work, to include capacity study was completed on April 10th, 2019. The report was submitted to the BPW and a presentation was made at a special meeting on April 24th.

The following table describes the recommendations resulting from the study:

<table>
<thead>
<tr>
<th>Facility Improvements</th>
<th>Recommended Schedule</th>
<th>Cost (2019 Dollars)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBR: Improved Pigment</td>
<td>Spring 2019</td>
<td>$1,507,000</td>
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<tr>
<td>Blower Upgrade</td>
<td>Fall 2019</td>
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<tr>
<td>Diffuser Replacement</td>
<td></td>
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<tr>
<td>Section 1 Upgrades</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1,507,000</strong></td>
<td><strong>$1,507,000</strong></td>
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</table>

Day Tank Liner Replacement:
- $225,000 - $369,000
  - Spring 2020 - Summer 2021

Grit Removal Study:
- Summer 2019
- $12,000 estimated for the 2020 Budget

A revised list of recommendations was presented to the Finance Committee on May 1, 2019. The revisions were a direct result of staff requests to re-prioritize the projects for maintenance and capital with special attention to budget constraints in this fiscal year. The Finance Committee and BPW have approved the Blower Upgrades and the Grit Removal Study for 2019. Staff further refined this table for the 2020 Budget to avoid needing to borrow money; staff recommended a deferment of the reimbursement payments for 3-4 years.

- **Blower Upgrades**

  Jacob's submitted an OOS Agreement for the completion of this project. This was discussed at Finance, but the paperwork was unavailable. The BPW approved this project and agreement at its meeting on September 12, 2019. We assume we will not complete this in 2019. Staff will review budget status for 2020 and revisit this project in January or February.

- **Grit Study**

  The grit study is complete, and the final report has been submitted to the BPW. Jacob's recommendations are as follows:
  - Purchase and installation of a mechanically-cleaned grit removal system by the year 2021. A cost estimate for the project is included in the report as Appendix C: $492,000, plus contingency of about 20%.

Staff supports the project for several reasons, but most notably is the reduction in operating/maintenance costs for the facility that will pay for the system within 8 years. Subsequent operating costs and annual schedule of cleanings is also reduced.

Service Contract – STF Operation and Maintenance
The new contract has been approved and executed. Staff and Jacobs have revised the billing procedures for maintenance projects. The previous method included providing a $10,000 O&M budget and then reconciling at year end for any costs under/over budget. This created the problem of waiting until year end to get an invoice or refund. With our current CIP, the O&M costs will exceed $10,000 every year. This made it difficult to budget and plan specific projects. Paying for maintenance as it occurs allows us to prioritize projects and insure funds are available.

The 1st Amendment was approved for 2019, which increased the base fee 2.25%.

The 2nd Amendment was approved by the BPW in November. Jacob’s included additional services related to support/emergency assistance for water and sewer operations on an as-needed basis. A scope of work and contractual rates has been established through the Amendment.

DPW

1. Staff
Our new employees continue to gain valuable experience, but our new clerk left in mid-December and we have a new employee beginning on Monday, January 6th. Upon exit interviews, salary and benefits rank as the number one reason for leaving.

2. Asset Management Plan(s)
Basic: Staff submitted the basic asset management plan to the DEQ by March 1, 2018.
GIS Base: Phase 1 included compilation of a base map and data collection. Phase 2 included integration of system documentation such as, lead reports and as-builds. GFA presented the results of Phase 1 and 2 to the Board in February 2017. Phase 3 is ongoing and requires inventory of all major and minor assets. Inventory of assets is completed through GPS location of the asset and Condition Assessment of the asset to prioritize the asset’s criticality for budgeting and rate setting. This may take several years to complete. GFA and Topline have inspected each major asset and we are developing the condition assessment for each.
Work associated with the CGAP Award has been completed and staff has received payment of the final grant award amount is $113,811. Staff also received the grant close-out letter.

3. Master Meters
We obtained all monthly readings this month; we had one issue with the meter at the LaFranier Booster Station but were able to obtain a volume using the Monthly operating Report.

Water Systems
Staff has received the remaining meters to complete the change out process. Staff has worked diligently to complete this work. We are about 85% completed with one township remaining – Garfield. We have avoided the need to hire a third party to install the meters and that is a credit to our employees; office staff has been relentless with scheduling and field staff has been tireless with installation. We have less than 600 left to complete – out of about 5,000.

We have cut back dramatically on this project for now to make time to train new employees; this will pick up again in earnest within 6 months.

Sewer Systems
The City submitted 2018/2019 Reconciliation for sewer treatment; the net result is a credit of $9,134.63.

4. Miscellaneous
Hoch Road
Hoch Road debt will exist until the bonds are paid off in 2022; sale of this property before this time is highly unlikely. The board approved a policy for the use of this property at our last meeting. Staff has posted the policy online and has installed signage. Issues related to public use of the land are now being handled by the Sheriff’s department using existing laws.

Standard Specifications
The 2017 Edition of the Standard Specifications are approved and posted to the DPW website.

Acme/East Bay Township Sewer
Staff is comfortable with the new flow allocations for the two townships. With Acme sewer bypassing EB#2, the formulas were modified resulting in a slightly different percentage for each township. The previous proportion was East Bay 65%; Acme 35%. Currently, the proportion is East Bay 58%; Acme 42%.

Legal Counsel Retainer Agreement
The board approved a new 3-year contract with Olson, Bzdok, and Howard. The new hourly rate is $165. This contract expires June 2021.
Claims
Staff has reviewed pre-paid claims and presents to Finance on January 7th. Staff recommends acceptance by the board through the Consent Agenda.

Monthly Budget Report
The monthly budget reports have been submitted to the board for approval. No major issues were identified in budget review. All budgets are within approved parameters. The 2020 Budget(s) was/were approved at our August meeting.

FINANCE COMMITTEE
The finance committee will meet on January 7, 2019 to discuss the following topics:
1. Summary of Prepaid Claims
2. Acme Twp Generator RFP Results

The finance committee will not meet until the day before the BPW meeting; therefore, no recommendations are forthcoming.

PERSONNEL COMMITTEE
The Personnel committee last met June 11, 2019 to discuss the following items:
1. Proposed Director Position Description
2. Non-K Salary Chart
3. Management Evaluation Process
4. Schedule next meeting

The job description and evaluation process were approved by the committee. The committee members prepared its evaluation and offered verbal comments to finance on July 3rd. A formal submittal has been presented to the board.

GOALS and OBJECTIVES
Staff will continue to monitor these items and include additional as the need arises. Staff has added ordinance and rate reviews as priority tasks. Also, management reviews is included as a priority.
4. Board
   a. Acme Township: Doug White was present to provide an update on Acme Township; he reported that all is quiet for now.

   b. East Bay Township: Beth Friend was present to provide an update on East Bay Township; she reported that the rehab project on US 31 will have an amendment. Last week their new planner started. Norte is promoting winter walk Wednesdays.

   c. Elmwood Township: Jeff Shaw was present to provide an update on Elmwood Township; he said that things are pretty quiet for now. The trusses will be going up on the Harbor Master building. In 2022 they will build a new Boaters lounge.

   d. Garfield Township: Chuck Korn was present to provide an update on Garfield Township; he said they are hoping to get some special projects done but there is still a lot of activity going on, especially in the planning department.

   e. Peninsula Township: Rob Manigold was present to provide an update on Peninsula Township; Rob said their biggest concern is the high water issues and they were told to anticipate up to 9 more inches. There are two small houses and several sheds that are being hit with water. If the bay freezes and we get winds there could be serious issues.

Bluff Road is closed as a portion is ready to fall into the lake.

There are serious concerns about water and sewer mains and Consumers Power lines that are exposed.

f. Rural Township(s): Rob Lajko was present and stated that all is well.

g. Traverse City Commission: Art Krueger, City Director of Municipal Utilities was present to provide an update on the City; he reported that the 4 million gallon water tank on LaFranier has been in rehab mode since fall but they will now have to wait for warmer weather to finish the final painting.

He has been working on the Capital improvement projects budgeting and WWTP projects with Liz.

The Water Plant filter upgrades are in the design phase.

h. County Board of Commissioners: Sonny Wheelock was not present to provide an update on County issues.

i. County Drain Commissioner: Steve Largent addressed the board regarding high water are everywhere so he is receiving a lot of calls and emails.

The Special Assessment Districts were established so projects can begin in the spring. For the Cass Road Drain they are working with the attorney.

CONSENT CALENDAR

The purpose of the Consent Calendar is to expedite business by grouping non-controversial items together to be dealt with by one Board motion without discussion. Any member of the Board, staff or the public may ask that any item on the Consent Calendar be removed and placed elsewhere on the agenda for full discussion. Such requests will be automatically respected. If any item is not removed from the consent calendar, the following items are approved by a single Board action adopting the consent calendar with a MAJORITY ROLL CALL VOTE.
ITEMS Approved by Staff
1. DPW Budget Status & Budget Amendments
   (Claims and claims reports are available for review at any time upon request.)
2. Gourdie-Fraser Invoices for Nov. 10 to Dec 7, 2019 ($1,620.00)

ITEMS TO BE PAID After Approval by Board
None

MOTION by STEVE LARGENT to approve the consent calendar as presented; second by Rob Manigold.

ROLL CALL VOTE:
(9) YES: Largent, Friend, Fudge, Lajko, Shaw, Colburn, White, Manigold, and Korn.
(0) NO: N/A
(1) Absent: Sonny Wheelock

The Motion PASSED unanimously (9-0).

UNFINISHED BUSINESS
None

NEW BUSINESS
1. Acme Twp. Generator RFP Results
John presented the results of the RFP for the Acme Pump Station#1 onsite generator. Gosling Czubak developed the RFP and issued an addendum removing the integrator work at the request of several respondents. In total, five (5) proposals were received.

Utility work to get natural gas to the site is not included in the RFP and will be separate and additional for the project.

Topline was the low bidder at $158,680. Acme Township is being requested to accept this amount as well since it exceeded the project estimate by about $25,000. Doug White stated he did not feel that the Township would object.

John indicted that a budget amendment to the 2020 Budget is required as this was budgeted last year.

MOTION by BOB FUDGE to approve the bid from Topline for the generator for $158,680.00 and an amendment to the Acme Township Sewer budget for $183,000; second by Rob Manigold.

The Motion PASSED unanimously.

2. City Water Reconciliation July 2018-June 2019-see handout
John presented the Traverse City reconciliation documents related to the water systems. The initial rate is based on budget numbers and the final cost is based on actual expenses. Elmwood, Garfield, and Peninsula are all due refunds for fiscal year 2018/2019 in a total amount of $44,970.53.

MOTION by ROB MANIGOLD to approve the Water Reconciliations and refunds due to the townships; second by Jeff Shaw.

The Motion PASSED unanimously.
PUBLIC COMMENT
None.

NOTICES

The next regular BPW Finance Committee Meeting will be held on February 5, 2020 at 1:00 p.m. in the Large Conference Room in the Public Services Building at 2650 LaFranier Rd.

The next regular meeting of the Board of Public Works will be held on February 13, 2020 at 9:00 a.m. in the Meeting room at GARFIELD TOWNSHIP HALL, 3848 Veterans Drive.

The Chair adjourned the meeting at 10:02 a.m.

Date:  

Committee Chair  

Secretary (Approved as to form and content)

Drafted by:  

John Diwozzo