

# NORTHWEST OTTAWA WATER SYSTEM

## Administrative Committee Minutes

February 16, 2022

A regular administrative committee meeting of the Northwest Ottawa Water System was called to order by Christine Burns at 9:42 a.m. Wednesday, February 16, 2022 in the Council Chambers at Grand Haven City Hall.

Present: Craig Bessinger (City of Ferrysburg), Pat Staskiewicz (Ottawa County), Gordon Gallagher (Spring Lake Township), Derek Gajdos (City of Grand Haven), Christine Burns (Village of Spring Lake), and Bill Cargo (Grand Haven Township)

Absent: All present

Also present: Eric Law (City of Grand Haven), and Alando Chappell (Grand Haven Township)

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A motion by Burns, supported by Staskiewicz to accept the minutes for the November 17, 2021 NOWS Committee Meeting. The motion was unanimously approved by voice vote.

### Manager's Report, November, December, January '22— By Law

Law provided the Managers report with the following highlights presented.

Year to year comparison indicates the previous three months of pumpage have trended above the same three months of the previous year. YTD pumpage is below previous year by 26MG with the gap closing as we see an increase in winter pumpage averages. Unit allocation is consistent with a slight uptick to the City of Grand Havens usage. 58% of the fiscal year has been completed with revenue at 60.7% to expenditures of 46%. Cash is just shy of \$184K. The replacement fund along with the money market account is just under \$559K. Production cost are increasing and impacted by inflationary factors in all segments but chemical cost specifically chlorine have risen the quickest and currently sits 137% above contracted price in year three of a three-year contract. Power usage tracks favorably comparable the YTD pumpage numbers. Combined costs are slightly elevated at 4% of last year as result of higher chlorine costs. Aluminum sulfate consumption is trending down comparable to the previous year and is attributed to better source water quality. Water quality metrics are all in good standing with TOC results trending downward. PFAS sampling results remain well below compliance levels. There does appear to be a seasonality effect on what PFAS markers are showing up and when. More data will be needed to collected to understand if there is a trend. All units remain in compliance with the quarterly disinfection byproduct rule.

Gallagher - Asked if there is concern about the acquisition of supply. Law – The concern is there however there is less concern at this time due to our association with the West Michigan Cooperative and the collectives buying power.

Bill Cargo – Asked why there exists different regulated levels of MCL for the PFAS compounds. Staskiewicz and Law – The compounds have different levels of toxicity and or dangers and some pose larger threats to humans than others.

**Projects:**

**Agenda Item 1: Unit Invoicing for Reliability Study – By Law**

Invoicing will be going to the units. Law provided the original RFP for reference and Gajdos confirmed the final cost was on target to the contract. Staskewicz asked if there was a deadline on final comments and was concerned about the final draft lingering and the timeline of submission to EGLE. Gajdos will follow up with Prien & Newhoff. Law reviewed cost allocations for each unit.

**Agenda Item 2: Staffing – By Law**

Law discussed the current staffing challenges and the plan on how to transition successfully through impending retirements and new hire training. Gallagher asked if there was cross departmental support from the City. Gajdos described what support the DPW can do to support.

**Agenda Item 3: UCMR5 – Presented – By Law**

Law discussed the recent EPA publication of UCMR5. The sampling will require 29 PFAS compounds. Discussion ensued on the lottery format the EPA uses to pick which systems must sample. Congressional funding is being sought for all systems to sample above 3,300 retail users, as soon as this summer.

**Agenda Item 4: Nows Budget Draft Review – By Law**

Law provided budget hard copies to the committee. Current year 2022-23 is projected to end with a revenue to expenditure just under a net negative \$90K with \$730K of that being depreciation. FY 2022-23 requested budget end of year revenue to expenditure is planned with a net negative of \$403K with \$730K of that being depreciation. Oversight on planning for the multi-year reliability study resulted in amendments to the budget offsetting total study expenditures with revenue back from units as payment for allocated portions. Labor savings will be saved with recent turnover and retirement for this year and next as well. Increases to line items for the 2022-23 budget were highlighted by Law - \$75K has been earmarked for intake expansion first phase of engineering. Discussion ensued on how to start the process with an engineer that has the institutional knowledge with suggestions from Staskewicz that we link the WTP end process. Law will consult both engineering firms associated with past projects and coordinate this effort. Motion by Cargo supported by Gallagher to accept 2021-22 budget amendments and accept 2022-23 proposed budget passed unanimously by voice vote.

**Agenda Item 5: Nows Water Efficiency Next Actions – By Eric Law**

Law thanked the group for the previous review of the Water Efficiency Plan, (WEP) and mentioned that the 2022-23 budget has committed \$15K allocated to marketing for WEP. Cargo expressed full support of this strategy. Law discussed the importance of the timing of this ERP campaign with an emphasis placed on bringing the municipal house in order by identifying the top priorities in each unit's system from the municipal side that supports WEP. Law also suggested that the general public is most conditioned to listen when the problem is prevalent and waiting to launch messaging until when this happens gets more interest than launching during normal conditions. The committee was receptive of this strategy and had open dialog about what the municipal side can do to lead by example. Law expounded on examples of how to work with in the communities such as landscape company open house. Law suggested an advisory group is formed with employees from each unit participating. Law will send an email outlining the group's scope and intent.

**Adjournment:** 11:03 a.m. – Submitted by Eric Law