

# NORTHWEST OTTAWA WATER SYSTEM

## Administrative Committee Minutes

### February 17, 2021

A regular administrative committee meeting of the Northwest Ottawa Water System was called to order by Derek Gajdos at 10:30 a.m. Wednesday, February 17, 2021 Via Zoom Meeting Format in observance of Covid 19 mitigation practices and in accordance with Public Act 228. 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), Bill Cargo (Grand Haven Township)

Absent: Christine Burns (Village of Spring Lake)

Also present: Eric Law (City of Grand Haven), Amy Bessinger (City of Grand Haven)

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A motion by Gallagher, supported by Bessinger to accept the minutes for the February 17, 2021. The motion was unanimously approved by voice vote.

#### **Manager's Report, November December, January '21** – By Law

Law provided the Managers Report with the following highlights presented.

Pumpage for the quarter resembled historical averages. YTD pumpage remains well above the previous year pumpage by 164 million gallons, at a 112% comp to LY. The breakout of pumpage allocation indicates a slight reduction to the COGH and a slight increase to GHCT. The slight reduction for COGH was theorized as being attributed to the voluntary watering restriction participation by residence and the DPW combined with the City's large area of public space. In addition, it is believed that consumption from local business is down because of the pandemic. The slight increase for GHCT is assumed development driven. Power and Chemical usage/costs were in-line with pumpage numbers. With the year at 59% complete, revenue generated YTD is tracking at 75% and expenditures are at 44%. An amendment to increase the line item for professional services at the pumping station will be increased to account for services that were necessary however not planned for. System wide disinfection byproduct (DBP) sampling was completed and all communities remain in compliance. Total Organic Carbon (TOC) comparison to previous years have been significantly lower and is attributed to better than average seasonal source water.

#### **Project report:**

**Master Meter Verification** - FM1 diagnostic evaluation was completed by a second contractor and matched those of Oudbier instrumentation. UIS technician suggested using a span factor which was standardized using raw meter #1. Law discussed the need to use unconventional calibrating span techniques while evaluating next steps toward to a final resolution. Clear well draw down tests data on the performance of RM1 provided a convincing argument to use RM1 in this manner and at the time the only meter, to standardize the new span factor for FM1. Bi-annual meter verifications are scheduled and this time a new technology will be used to

compare actual flows against a standardized ultrasonic unit. A Flexim clamp-on ultrasonic meter system will be installed and allowed to run a side by side comparison to the ABB meter.

Reliability Study – On schedule

Process Pipe Painting at Low Service – By Law

Contract has been awarded to Quality Maintenance Contractors with a price not to exceed of \$24,932.00 and a completion date of April 9<sup>th</sup> 2021.

Risk and Resiliency Assessment – By Law

Due June 30<sup>th</sup> and budgeted for up to \$30K. Law proposed that engineering service for this project be narrowed to the two engineering firms that are most familiar with the Nows WTP. A motion to invite and accept bids from Fishbeck and Prien & Newhoff to complete engineering services for RRA by Gallagher supported by Cargo. The motion unanimously approved by voice vote.

Intake Maintenance – By Law

Bid process for the 2021 and 2022 seasons will be completed well ahead of the seasonal start date in May. 10 drags with one additional emergency drag is estimated to be \$34K annually for a two season contract. The shortage of marine contractors to participate in the RFP process has been a historical challenge.

Consumer Confidence Report (CCR) - By Law

The 2020 CCR is being developed and will be available to the communities before the April 1<sup>st</sup> deadline.

**Agenda Item 1:** Draft Budget Review – By Law

Budget projection for revenue FY 2021/22 are \$2.3 million and expenditures with depreciation are projected at \$2.6 million. Gajdos added that the only significant changes to the budget are in the payroll line items. VanderStel's retirement and the need to add personnel will not change the number of FTE's but will change these lines. Law described the on-boarding challenges and timeline and compared that to the forecasting of coming retirements and potential positional changes within the current staff. The immediate plan is to address the maintenance operator as a priority as this is estimated to be the longest of the on-boarding scenarios prior to Scott Rowley's retirement in the fall of 2022. Staskiewicz expressed a concern that leaving a second supervisor position open leaves the plant vulnerable should something happen with Law. Derek acknowledged and stated there was a plan. A motion by Gallagher supported by Hinga to approve the 2021/22 draft budget. The motion unanimously approved by voice vote.

**Agenda Item 2:** Bond Refunding - By Staskiewicz

Potential interest cost are down to almost 1%. Net present savings is estimated to be \$402K. The schedule will start with approvals from local units in March. Ratings will be in April. The competitive sale will happen in May and the closing will be in June. The annual savings is projected at \$40K. No formal action is required by this committee.

**Agenda Item 3: Cyber Security – By Law**

A description of the events that took place in the cyberattack on the Florida WTP was covered by Law. Law compared those events to the securities the NOWS plant currently has in place as well as the additional securities that will be added through the guidance from the professional contractor Ferox consultants and assessed the threat to be very minimal to zero. A complete site evaluation will be completed in March and any actionable items on this report will be addressed.

**Agenda Item 4: New Sampling Schedule PFAS – By Law**

PFAS sampling will be done quarterly and evaluated on a running annual average (RAA). Results will be posted on the City website for customers to access.

**Other:**

No other items.

**Adjournment**

11:24 a.m. – Submitted by Eric Law