November 18, 2021

TO: Public Services Staff
    Fire Department Staff
    City Hall Staff

FROM: Craig Bessinger, City Manager

RE: Job Posting

Job Posting: November 22, 2021
Posting Ends: December 17, 2021
Position: Administrative Assistant
Wage/Salary Plan Grade: Grade 11

Job Description available at City Hall.

C. McC
Administrative Assistant City

The City of Ferrysburg seeks an Administrative Assistant. Under the general supervision of the City Clerk/Treasurer, the Administrative Assistant with the City of Ferrysburg performs accounting, clerical, purchasing, and billing activities. Will also perform clerical duties for the City Manager. This is a full-time, benefited position working at the City of Ferrysburg. Benefits will include health/dental insurance, vacation hours, sick leave, and defined contribution.

About the Position

- Performs basic accounting and financial reporting including cashiering, billing, daily balancing, invoicing, and basic financial reporting and record keeping.
- Receives and responds to customer inquiries.
- Distributes, mails, and files written communications and copies as directed by the Clerk/Treasurer (may include items for Building Inspector, Zoning Administrator, Assessor, Public Services Supervisor, and Fire Chief).
- Performs all necessary tasks for Utility Billings.
- Performs all necessary tasks for Account Payables.

Required Education/Experience

- Associate degree or equivalent experience in related field.
- Good working knowledge of basic accounting and records management practices.
- Friendly and courteous demeanor to receive in-person and telephone contacts.

Salary: $14.57 - $20.00 Hourly

Application Process

- Review of resumes and qualifications will be conducted from November 22, 2021, through December 17, 2021.
- Candidates are requested to submit a cover letter, resume, and completed application to Ferrysburg City Hall, 17520 Ridge Avenue, by December 17, 2021. Electronic submittal of resumes is preferred via email to info@ferrysburg.org
- See http://www.ferrysburg.org for full job description and more information about the City.
“For Cleaner Lakes and Rivers”

GRAND HAVEN-SPRING LAKE SEWER AUTHORITY
WASTEWATER TREATMENT PLANT
1525 WASHINGTON AVENUE
GRAND HAVEN, MICHIGAN 49417
PHONE: (616) 847-3486

The regular meeting of the Grand Haven-Spring Lake Sewer Authority will be held at 8:30 A.M. on Wednesday, November 17, 2021 in the Council Chambers in Grand Haven City Hall located at 519 Washington Street, Grand Haven Michigan.

AGENDA FOR REGULAR MEETING
Wednesday November 17, 2021
8:30 A.M.

1. Meeting called to order

2. Roll Call: Gallagher, McGinnis, Cargo, Tepastte, Bessinger, Van Opynen, Staskiewicz, Namenye, Burns.

3. Approval of the minutes of the August 18, 2021 Sewer Authority Board meeting.

4. Public Comment

5. Financial Report

6. Superintendent’s Report

7. General Business.

A. Annual Audit Presentation - Vredeveld – Haefner. CPA

B. Plant Modification Contribution Rate
   Plant staff recommends maintaining current funding rate for the plant modification fund at $200,000/year for the upcoming fiscal year 2022-2023.

C. Biosolids Study
   At this time, the board can determine if this study should be included in current fiscal year’s operations budget or paid from plant modification fund. The contract amount for the study was a not-to-exceed $23,000.

D. Odor Control Aeration
   Plant staff contacted Prein and Newhof about having their firm provide a report to the Sewer Authority with a goal of identifying the appropriate odor control system and equipment, as well as the estimated probable costs. These odor control
modifications would involve covering the aeration basins located on the North end of the Sewer Authority property. The proposal amount was a not-to-exceed estimate of $5,000.

E. Facilities Plan
Members of the Sewer Authority Board previously expressed interest in determining long term plans of all facilities located at the treatment plant. At this time the Board may consider determining next steps.

F. Approval of Sewer Authority Meeting Dates for 2022
Included in the meeting packet is a list of proposed meeting dates for 2022.

8. Board Member Comments.

9. Announcement of next Sewer Authority Meeting:

10. Adjournment.

Sewer Authority Members: Alternate Members:
Craig Bessinger, Treasurer Matt Schindlbeck
Patrick McGinnis, Vice-Chair Derek Gajdos
Steve Namene
Gordon Gallagher John Nash
Christine Burns, Chairperson
Patrick Staskiewicz Joe Wallace
Bill Cargo Alando Chappell
Joel Tepasite
Roger Van Opynen

Consultants: Others:
Matt VanHoef Grand Haven Tribune
Catherine McNally
Linda L. Browand

GENERAL MEMBERS: IF YOU CANNOT ATTEND THE MEETING, PLEASE NOTIFY YOUR ALTERNATE SO THAT HE/SHE MAY
"For Cleaner Lakes and Rivers"

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AGENDA FOR REGULAR MEETING
Wednesday August 18, 2021
8:30 A.M.

1. Meeting called to order. 8:30 a.m.

2. Roll Call: Gallagher, McGinnis, Cargo, Tepastte, Bessinger, Van Opynen, Staskiewicz, Nameny, Burns.
   Tepastte – Absent
   Cargo – Absent, Alando Chappell filling in

3. Approval of the minutes of the May 19, 2021 Sewer Authority Board meeting.
   Motion – mcginnis
   Support - Gallagher
   All approve, motion carries

4. Public Comment
   No public comment

   $636,000 available in operations account
   New rates in place for this fiscal year
   June bill was higher than normal – All sludge hauling billing came at once

   Motion – mcginnis
   Support – Nameny
   All approve – motion carries

6. Superintendent’s Report
   Ammonia limits are in effect but we have been well below limits
   We were able to utilize extra space for sludge in order to avoid hauling to Muskegon
   New NPDES goes into effect on September 1st
     Very few changes – increase in frequency for BCC testing and acute toxicity
   Previously approved bypass pump replacement
     Bid accepted from Xylem
   Continued our biosolids improvement plan
     Working with Prein and Newhof to research our next step towards future improvements. Deep dive beyond the scope of Donahue’s previous study
Sludge storage restoration – Currently advertising looking for companies to bid project

7. Crockery Township update – Pat Staskiewicz
Contracts are very close to completion
Construction will be beginning today
On track to have Crockery system online by the end of this year (proposed end date – November 15th, substantially complete - December 1st – full completion)

8. Grand River Park Parking Lot Discussion – City of Grand Haven
McGinnis – The extra land available at/around the treatment plant is a long way out from being necessary for expansion. With the temporary extra availability, the City of Grand Haven would like to utilize the north end of East End park in order to expand the current parking lot at the plant. This lot would increase available parking for the east end community and businesses. Needs to be put in writing that the property belongs to the Sewer Authority and when expansion is needed that property will be used to suit the plant expansion needs.

Discussion will continue as more details and information is gathered. Need to take a strategic look at the land.

Initial input of the board is accepting of looking further into possibility of parking addition.

Pat S. – Additional options are out there for further odor control ability, we should examine these options and see if it is in the best interest to pursue


A. Annual evaluation of the WWTP Superintendent
The Sewer Authority Executive Committee met with the WWTP Superintendent to evaluate this past years’ performance. The committee agreed that Ryan’s performance has been satisfactory and have recommended wage increases for Ryan as directed in City of Grand Haven’s compensation step scale

Motion – Gallagher
Support – VanOpynen
All in favor – Motion carries

10. Board Member Comments.
Naménye – Financial audit questionnaire, does everyone need to respond
If you have comments, yes please respond
McGinnis – Portable trash pump is available for all communities to utilize in case of emergency situation
Burns – Tanglefoot park is undergoing complete overhaul
Would like to make SLPS more appealing to the eye
Plant staff can make the decision as to painting, etc.

11. Announcement of next Sewer Authority Meeting: November 17, 2021

12. Adjournment. 9:19 a.m.
Motion -- Nameny
Support -- Pat S.
All approved

Sewer Authority Members:  Alternate Members:
Craig Bessinger, Treasurer  Matt Schindlbeck
Patrick McGinnis, Vice-Chair  Derek Gajdos
Steve Nameny
Gordon Gallagher  John Nash
Christine Burns, Chairperson
Patrick Staskiewicz  Joe Wallace
Bill Cargo  Alando Chappell
Joel Tepastte
Roger Van Opynen

Consultants:  Others:
Matt VanHoef  Grand Haven Tribune

GENERAL MEMBERS: IF YOU CANNOT ATTEND THE MEETING, PLEASE NOTIFY YOUR ALTERNATE SO THAT HE/SHE MAY
Monthly Operations

Plant performance for the month of October was satisfactory. We averaged a daily flow of 3.508 MGD in our treatment plant, which is an increase from 3.465 MGD average daily flow from September. That same October total is down slightly from the same time last year where we saw an average flow of 3.639 MGD in 2020.

\[\text{Total Flow (MGD)}\]

Over the course of October, we produced 612,862 gallons of biosolids. The additional amount of solids has resulted in our storage level to be at 292,740 gallons or 12.73% of storage capacity. Our contractor for land applications was able to have our biosolids hauled away and applied to farm fields last month. Total amount applied was 984,000 gallons.

We have been able to maintain a higher than average % total solids of our sludge being held in storage. We are excited that we are maintaining this for a second consecutive month and hope that these continued efforts can prove to hold these levels over the winter months and into next year. We have averaged a % total solids of 5.88 over the last two months as compared to the 3.94% we averaged the 10 months previous to that.

Monthly Compliance

Compliance items for October included our monthly operating report (MOR) that was submitted to MiWaters, and no violations occurred.

We also submitted our annual Biosolids Report to EGLE.
More Facility News

- **Sludge Storage Roof Restoration Project** – Our contractor worked hard over the previous month in between rain showers but taking advantage of the warmer weather. The contractor has been able to caulk all of the joints, repair concrete spalls, repair some cracks and apply the base coat of the deck coating system. There are two more layers needed to be applied but it may need to wait until spring. We both agreed that we do not want to suffer the performance of the system by rushing it before winter when cold nights and wind blowing leaves into the product can impact cure times. There is reassurance that this base coat is still stronger than the previous failed system we replaced so we can operate through winter knowing we are still better protected, even though we are not complete.

- **Effluent Pump Improvement Project** – Notice to Proceed has been given to the contractor and things should get rolling in the near future as materials start to arrive onsite.

- **Biosolids Study Update** – Prein and Newhof is still in the information gathering phase of the project. I have asked to have a meeting to revisit our scope of work. I want to discuss the possibility of reducing the volume of our biosolids production while also addressing process improvements that could handle anticipated future limit restrictions concerning ammonia discharge into surface waters.

- **Bypass Pump** – Plant staff set up and ran the bypass pumps at both the Grand Haven and Spring Lake Pump Stations to ensure the performance would meet the level required to maintain services and both tests did just that.
AGENDA

HARBOR TRANSIT MUTI-MODAL TRANSPORTATION SYSTEM (HTMMTS) BOARD MEETING
CITY OF GRAND HAVEN
519 WASHINGTON STREET
GRAND HAVEN, MICHIGAN
November 17, 2021, 4:30 PM

1. Meeting Called to Order

2. Roll Call

3. Approval of September 22, 2021 HTMMTS Board Meeting Minutes

4. Additions/Corrections to the Agenda

5. Approval of Regular Agenda

6. General Business / Call to Audience

7. New Business:
   B. Discussion/action on Payable Warrant.
   C. File/Receive Financial Statements.
   D. Discussion/Action Resolution of MDOT Master Agreement 2022-0063.
   E. Discussion/Action Approval of Propane Contract with Wesco, Inc.
   F. Vehicle Sale to City of Grand Haven and City of Battle Creek Transit.
   G. Discussion/Action on Inter-Local Agreement to allow Public Transportation Across Jurisdictional Boundaries.
   H. Discussion/Review of the (LAC) Local Advisory Council Meeting.

9. Marketing Update – Annelise Walker

10. Operation Director’s Update – Melvin Barkley

11. Transportation Director’s Update – Scott Borg

12. Board Member Comments

  ▪ Craig Bessinger
  ▪ Donald Reis
  ▪ Bill Cargo
  ▪ Patrick McGinnis
  ▪ Bob Monetza
  ▪ Joel Tepastte
  ▪ Christine Burns
  ▪ Gordon Gallagher
  ▪ Cathy Pavick

Next regularly scheduled Board Meeting will be held on January 26, 2022 at 4:30 PM at Grand Haven Charter Township, 13300 168th Avenue, Grand Haven, MI 49417.
OVERVIEW
In the midst of the ongoing Covid-19 pandemic, Harbor Transit is continuing to take extra precautions to keep our passengers safe and reduce the spread of Covid-19. We are focusing marketing efforts on demonstrating Harbor Transit as a safe and reliable means of transportation around the area, as well as educating our ridership on the Covid-19 safety precautions that Harbor Transit is taking.

OBJECTIVES

1. Increase the community’s awareness of Harbor Transit’s services.
2. Demonstrate that public transportation is a safe way to travel by demonstrating the Covid-19 precautions that Harbor Transit is taking.
3. Pursue opportunities to give back to the communities in our service area by partnering with local charities during the holiday season.

MARKETING INITIATIVES

Radio Advertising on WAWL 103.5 FM & WGHN 92.1 FM

Promotions in October and November 2021:
- Information about our service area and the current free rides.
- Information about Harbor Transit’s Covid-19 safety precautions.
- Promotion of the open positions for a Board Member At Large and LAC members.
Lakeshore Trolley

- Harbor Transit ran a trolley naming poll so that community members could help determine the name of the trolley. We had more than 275 participants and the winning name was Lakeshore Trolley.
- Images of the blue trolley were captured by Shoot for Sold Photography to provide us with assets to use in marketing the trolley.

SUMMER FUN AWAITS!

LAKESHORE TROLLEY
Explore the Tri-Cities area on two brand-new trolleys. With stops at local attractions from ice cream shops to the Tri-Cities Historical Museum, this iconic summer activity is fun for all ages.
View hours and routes at harbortransit.org/trolley

AVAILABLE MEMORIAL DAY - LABOR DAY

BEACH EXPRESS
Skip the hassle of beach parking!
Park-and-Ride the Beach Express to the Grand Haven State Park & City Beaches. Parking locations shown below and on the map.
1) Spring Lake Orchard Market
2) Harbor Island Soccer Field Lot
3) Taylor Avenue Parking Lot
4) Grand Haven Mall
Learn more at harbortransit.org/beach-express

DIGITAL ADVERTISING

Social Media - Facebook
Account Growth:

14% 14K+

Increase in followers Facebook users reached
since 9/10/21 in the past 30 days

Google Analytics

Harbor Transit's website was recently set up with Google Analytics, a tool that provides insight about our online audience. Google Analytics will help Harbor Transit measure the success of digital advertising and social media campaigns, and will help us tailor our website for the best user experience.


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To: HTMMTS Board Members

From: Melvin Barkley

Date: 10/17/2021

Re: Operations Update

Harbor Transit Ridership Comparison: Years 2016-2021

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Ridership by Municipality:

### 2021 Ridership by Municipality

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On-time Performance:

### On-time Performance

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Weekday trips by time of the day for the month of October

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<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
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<td><strong>2090</strong></td>
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</table>

The data shows that Harbor Transit is busiest during the 8:00 AM and 3:00 PM hours. These are the hours that we transport students to school. This increase in trips during these times has caused our decrease in On-time performance for the months of September and October.

Safety

Bus Crashes since last board meeting: 2

Calendar year 2021- 17 total crashes with a current frequency of **4.89** accidents per 100,000 miles.

Injuries: **3 Injuries year to date**

Injury Frequency: 0.863 Per 100,000 Miles

Vehicle Road Calls per 100,000 Miles: **0.575** per 100,000 Miles

Ridership Complaints:

Harbor Transit had **1** complaint since the last Board meeting.

Complaint

Harbor Transit received a complaint from a citizen who stated that driver of bus #19 did not yield to the right of way at south bound Pine St./M-104 merge to sound bound US-31. After researching the complaint, the bus was confirmed in the area and the driver was identified. A trail check was performed
on the operator to monitor his driving. No questionable behaviors were observed. Operator was reminded to follow all traffic laws.
TO: HTMMTS Board Members  
FR: Scott Borg, Transportation Director  
DT: November 17, 2021  
RE: Transportation Directors Report

Operations Update:  
I am proud to announce the Promotion of Tom Burghardt to the position of Operations Supervisor effective October 18, 2021. Tom was one of 6 Internal Candidates that applied for the position. Tom started out at Harbor Transit as part-time bus operator in January 2017. Tom worked his way up to a full-time bus operator. Tom is also very familiar with the Dispatch part of the Operation. Tom has always had a willingness to learn and help out in any capacity at Harbor Transit. Tom, along with his Fiancé, and 4 girls reside in the City of Grand Haven. Please join me in welcoming Tom to the Harbor Transit Team.

West Michigan Regional Transit Systems Governance and Organizational Transition Study.  
- The SRF Consulting Group held 3 Policy and Planning Workshops on October 26th, 27th and November 2nd.  
- Interviews with Stakeholders have taken place. I have asked that they talk to Bill Cargo and Gordon Gallagher.  
- SRF Consulting is expected to present recommended governance/and organizational structures for consideration sometime in December.  
- Once a structure is agreed upon locally, SRF Consulting will assist in the implementation of the structure in January 2022.

Right Away and Land Acquisition Services:  
Special Thank you to Pat McGinnis on connecting Harbor Transit and ORC with a Local Business Owner on an 8-acre Parcel on Eaton near Beechtree in the City of Grand Haven. Dana Appel and myself presented to the owner on Friday, November 5, 2021 on why it would be a good thing for them to sell the property to Harbor Transit for a new bus facility.

New Facility Update:  
Scoring and Interviews took place for (A/E) Architectural and Engineering Services with the following firms. 1. Bergmann Associates. 2. TowerPinkster. Progressive A/E. Final Interview were conducted with TowerPinkster and Progressive A/E. Our plans are to choose the most qualified A/E provider this week and bring the result to the next Board Meeting for approval. Harbor Transit is in the process of securing 1.7 Million in Funding through the following Fund Sources. 5307 – Urbanized Area Formula Funding program. 5339 – Grants for Buses and Bus Facilities Program. CMAQ – Congestion Mitigation and Air Quality Improvement Funding.
Dispatch Professional Development Training:
The Harbor Transit Dispatch team started the Five Behaviors of a Cohesive Team. The Training is being conducted by Dave Vermilye CEO Edgeline Resources LLC. Dave is also a Trainer for the Leadership Connect Program through the Local Chamber of Commerce. This training will help create unity and cooperation amongst the dispatch team. This training will be conducted once a month for 6 months 2 hours per session.

Ferry School Neighborhood Program:
Harbor Transit will meet with the 3rd and 4th Grade Teachers at our Facility to review the plan to support the business partner meetings for the Ferry Voyager Program. Our plan is to have the students interact with each department at Harbor Transit. This would include Operations, Dispatch, Automotive and Finance. This will allow the students to interact in several different areas to see if a role in Public Transit might be in their future.

New Trolley update:
The new Blue Trolley is out front of City Hall. After the meeting you are all invited to take a quick trip down by the Harbor Front and get a close up look of the Trolley. We are also offering to work with the Local Municipalities if you have an event such as “Sparkle” in the Village of Spring Lake. We would be interested in setting up parking locations and running a fixed route for the passengers to enjoy the downtown area.

Human Resources Update:
Human Resources Director Andrea Dumbrell is assisting Harbor Transit with Interviews for her replacement. Andrea is completing the prescreening of 9 Candidates. Second Interviews will take place within the next couple of weeks. I would like to take this opportunity to Thank Andrea and Bill Cargo for providing the Human Resources Support to Harbor Transit. Andrea is a True Professional and her expertise will certainly be missed by this Harbor Transit Team. Thank you Andrea for your Help and Guidance.
LOCATION: GRAND HAVEN CITY HALL
519 WASHINGTON STREET

A regular meeting of the Northwest Ottawa Water System Administrative Committee will be held Wednesday, November 17, 2021 at 9:30 a.m. at the Grand Haven City Hall Council Chambers. Immediately following the GH/SL Sewer Authority meeting.

1. Meeting called to order.
2. Roll call.
3. Approval of minutes from August 18, 2021 Meeting.
4. Manager’s Report:
   Operation & Financial Report

ITEM 1    NOWS Fiscal Year 2020-21 Financial Audit Draft Review – Doug Vredeveld

ITEM 2    Unit Refund Totals – End of Year Audit Adjustment for Working Capital – Amy Bessinger

ITEM 3    Approval of Proposed 2022 NOWS Committee Dates

ITEM 4    Fishbeck / Prein & Newhoff Reliability Study Draft Copies Review – Eric Law & Derek Gajdos

ITEM 5    NOWS Water Efficiency Plan Draft Copy Review – Eric Law

OTHER ITEMS

ADJOURNMENT

11/11/21 EL
A motion by Burns, supported by Gallagher to accept the minutes for the February 17, 2021. The motion was unanimously approved by voice vote.

Manager’s Report, May, June, July ’21 – By Law
Law provided the Managers report with the following highlights presented.
Record pumpage for the month of May started the quarter. A dry spring started in April and customer irrigation is attributed to the increase pumpage led to eclipsing the previous May record from 2016 by 29%. June and July both saw pumpage slow down as consistent precipitation and lower temperatures prevailed. July starts the new fiscal year and Law briefly covered the current July to the historical average whereas the current July is 6% or roughly 22 MG below the 5yr average. Fiscal year 2020-21 ended with total distribution pumpage up just over 11% over 2019-20 and roughly 14% higher than the 2.28BG projection.
Committee Discussion on Water Demand Trends:
Gallagher raised concerns over the May pumpage/demand and wanted to understand what should be done to encourage conservation while acknowledging the issue resides with outdoor irrigation. Block rate structuring was discussed by the group as possibly having merit in the effort to address peak hourly demand pumpage which Law defined as 4:30AM to 11:00AM. Law shared the recently reported census numbers to illustrate how the NOWS communities are all growing and how this growth combined with erratic weather patterns can stress capacity when the area is in draught conditions and warned of falling into a false sense of security during times of unusual wet weather patterns. Shaving peak hourly demand was discussed amongst the committee. The committee opened discussion on the relevancy of using a strategic rate structure to offset peak hourly demand and comparisons to the Consumers Power AMI meter system were brought up. Law described his experience from the mid 90’s with being a customer in the Denver area and Denver Waters’ journey to block a rate structure. Law described Denver Waters approach as being targeted towards over consumption by emphasizing a marketing campaign for public awareness while shifting to block rate structure. Gallagher expressed the need to shave peak demands to avoid NOWS system expansion expenses. Burns
along with Gajdos suggested that there should exist a multi layered approach of public education, awareness, with possible incentives. Staskiewicz pointed to the soon to be released reliability study and how this study can be used as a basis for the educational approach. Staskiewicz also pointed to the established practices of tiered pricing as outlined by AWWA and emphasized the importance of following that lead should the committee decide to take that approach. Staskiewicz did cite examples in Holland and Chicago of those communities taking measures to curb peak demands and agreed that urgency to have direction on this topic is important. Burns addressed the nature of the individual community’s involvement in outreach and how it should be done professionally and uniformly through all NOWS communities. Burns reiterated and it was agreed with by all committee members, the importance of getting the messaging correct and correctly sized for public consumption to have its greatest impact. The committee concluded that a draft of the NOWS conservation plan be available to discuss during the November 2021 committee meeting and that finalization of planning targets the ability to launch publicly March of 2022. Law finished the pumpage discussion covering end of year system allocation data.

Continuing with the Managers Report Law covered preliminary EOY financial data highlighting revenue generated estimated to come in 101.8% to plan while expenditures estimated to end the year at 88%. Money market plus replacement fund (cash) total is $463,133. Chemical and power cost were mostly in-line with the with the 11% increase in pumpage for the year with power cost slightly higher. Law providing the committee information on a temporary 49% increase to chemical cost for liquid chlorine. This increase is specifically related to supply issues with caustic, a key component to creating liquid chlorine. Trending graphs were discussed with Law highlighting power consumption increases for the month of June. Law attributed the anomaly to max demand charges attributed to stop starting increase to vertical turbine pumps during an unusually wet June period. Moving on to water quality Law highlighted the continuing trends of outstanding quality seen at the source and how this has contributed to driving down chemical usage. TOC and system wide DBP sampling results continue to look acceptable with all communities remaining well within regulatory compliance levels. Law provided the committee with the current status of Harbor Island activity related to PFAS as well as a review of the city website posted document on PFAS sampling results of the finished water supply.

Projects:

Reliability Study – By Law
On schedule with draft copy due September 24th

Manpower Planning – By Law
Newly promoted Crew Leader Adam VanOeveren is currently training the newly hired Night Operator. VanOeveren is slated to come onto days in late October.

Agenda Item 1: Annual Water Rate Review – By Law
A delayed decision on rate change was requested by the committee at the August 2021 Committee meeting. Members wanted the final numbers of the 2011 raw water bond refunding to be finalized. The resulting refunding savings of approximately $45K annually was considered significant however while factoring in all considerations presented by Law within the May 17, memorandum (NOWS Annual Rate Recommendation) the
committee elected to stay with Laws recommendation of no change to the wholesale rate for fiscal year 2021-22. A motion by Gallagher to keep the current wholesale rate structure for fiscal year 2021-22 was supported by Staskiewicz and was passed unanimously on rolcall vote.

**Agenda Item 2: Water Loss Discussion – By Law**
Law opened discussion by pointing out the absence of a formalized timeline for water loss data to be reviewed by the committee and requested the committee consider formalizing an annual review process to better understand water loss within each of the NOWS communities. Gajdos suggested the committee consider the February meetings annually as a possible date. Staskiewicz spoke to the process that Joe Wallace uses and has just recently finished 2020 data. All members acknowledged the frustration with recent loss and agreed to on further discussion to formalize a water accountability program for periodic committee review.

**Other:**
No other items.

**Adjournment:** 10:28 a.m. – Submitted by Eric Law
**NOWS Managers Report** - Eric Law – November 17, 2021

**Operation Report** See *(Monthly Operating Reports May, June, July)*


**NOWS Quarterly Pumpage / Monthly Comparison to Last Year.**

![Monthly Comparison Graph]

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<th>This Year</th>
<th>Last Year</th>
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<tbody>
<tr>
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<td>170.332</td>
<td>151.859</td>
</tr>
<tr>
<td>September</td>
<td>303.406</td>
<td>275.078</td>
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<td>October</td>
<td>365.216</td>
<td>380.961</td>
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**2021-22 Year to Date Pumpage Comparison to Last Year.**

NOWS System Total @ 97% comp to LY. Down 38.432 million gallons.

![YTD Graph]

<table>
<thead>
<tr>
<th></th>
<th>This Year</th>
<th>Last Year</th>
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</thead>
<tbody>
<tr>
<td>COGH</td>
<td>1183.837</td>
<td>1222.269</td>
</tr>
<tr>
<td>GHCT</td>
<td>485.960</td>
<td>491.588</td>
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<td>N. Ottawa</td>
<td>358.530</td>
<td>353.444</td>
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<td>NOWS Total</td>
<td>339.347</td>
<td>377.237</td>
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**Units Allocation - October 31st, 2021.**

![Allocation Pie Chart]

**EOY Pumpage % Change.**

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<tr>
<td>NOWS Total</td>
<td>97%</td>
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<tr>
<td>N. Ottawa</td>
<td>99%</td>
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<tr>
<td>GHCT</td>
<td>101%</td>
</tr>
<tr>
<td>COGH</td>
<td>101%</td>
</tr>
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</table>

![% Change to LY Graph]

% Change
YTD Financials – Accounts Balance Report

Fiscal Year 2021-22 is 40% complete. Revenue is 43.3% year to date with expenditures at 26%.

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<thead>
<tr>
<th>Fund 810</th>
<th>Department 484 - Administration &amp; General</th>
<th>Adopted Budget</th>
<th>Amended Budget</th>
<th>YTD Expenses</th>
<th>YTD Encumbered</th>
<th>% Fiscal Year Completed</th>
<th>% Used</th>
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<td>$1,283,924</td>
<td>$1,283,924</td>
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<td>$55,729</td>
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<td>13%</td>
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<td>49%</td>
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<td>Department 580 - Water Plant - Intakes</td>
<td>$137,000</td>
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<td>26%</td>
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Summary of Revenue & Expenses

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<th>Fund 810</th>
<th>CASH</th>
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<td>CASH</td>
<td>REPL. FUND + MMarket</td>
<td>$508,959</td>
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<td>BALANCE</td>
<td>DUE FROM G.H. TWP.</td>
<td>$0</td>
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<td></td>
<td>DUE FROM QC ROAD COM.</td>
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<td>DUE FROM CITY</td>
<td>$0</td>
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Production Cost Comp to Last Year, EOY Totals – June 2021.

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<th>This Year</th>
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<td>Pumpage</td>
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<td>1183,837</td>
<td>97%</td>
</tr>
<tr>
<td>Chemical</td>
<td>$29,624</td>
<td>$30,386</td>
<td>103%</td>
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<td>Power</td>
<td>$200,375</td>
<td>$190,768</td>
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<td>Combined Total</td>
<td>$229,999</td>
<td>$221,154</td>
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<td>Chemical/MG</td>
<td>$24</td>
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<td>106%</td>
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<tr>
<td>Power/MG</td>
<td>$164</td>
<td>$161</td>
<td>98%</td>
</tr>
<tr>
<td>Combined Total/MG</td>
<td>$188</td>
<td>$187</td>
<td>99%</td>
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</table>
On peak hours are from 10 AM to 6 PM. Operators

Power Usage
Total KWH vs. Distribution Pumpage

- Total KWH (LS&WTP)
- Dist. Pumpage
- KWH/MG
- Linear (Total KWH (LS&WTP))
- Linear (Dist. Pumpage)
- Linear (KWH/MG)
Chemical usage is based not only on water pumpage, but on water quality parameters too. Also take into
NOWS WTP 4 Year - Est. Power & Chemical Cost Per Million Gallons

based from finished water totals
Turbidity & TOC Reporting. - A measure of water clarity... a key test of water quality

CFE Maximum Contaminant Level (MCL) = 1.0 NTU. Total Organic Carbon (TOC) is a running monthly analysis in mg/l.

<table>
<thead>
<tr>
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<th>September</th>
<th></th>
<th>October</th>
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<td>Ave.</td>
<td>Max</td>
<td>Ave.</td>
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<td>NTU</td>
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</tr>
<tr>
<td>Raw</td>
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<td>0.08</td>
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<td>1.98</td>
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<td>1.67</td>
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Northwest Ottawa Water Filtration Plant - Total Organic Carbon in mg/l

5 Year Trend - Raw Avg. = 1.98 mg/l, Finished Water Avg. = 1.87 mg/l
<table>
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<th>Sample Date</th>
<th>Result</th>
<th>Result</th>
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<td>ND</td>
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<td>ND</td>
<td>2 ppt</td>
<td>ND</td>
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<td>3 ppt</td>
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<td>2 ppt</td>
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<td>2 ppt</td>
<td>2 ppt</td>
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In Compliance: Yes Yes Yes Yes Yes Yes Yes
**Quarterly Disinfection Byproducts (DBP) Report.** See *(Quarterly Disinfection Byproducts Report)*

TTHM’s and HAAS’s/Stage 2 results from all of the communities remain in compliance.

**AGENDA ITEMS SUMMARY:**

**ITEM 1** – NOWS Fiscal Year 2020-21 Financial Audit Draft Review – Doug Vredeveeld

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**ITEM 5** – NOWS Water Efficiency Plan Draft Copy Review – Eric Law

**OTHER ITEMS**
Please note that North Ottawa Dunes & Ottawa Sands will be CLOSED for an annual wildlife management hunt on **Friday, November 19 through Monday, November 22, 2021**. Access is by permission only; those in the parks without permission will be ticketed.

This is a long-term project. Hunting, on a limited basis, is an important part of the management of these parks’ ecosystems.

For more information on the purpose of the hunt visit [https://news.miottawa.org/nod-os-closed/](https://news.miottawa.org/nod-os-closed/) or contact Melanie at mmanion@miottawa.org.

North Ottawa Dunes & Ottawa Sands will be **CLOSED**

**Friday through Monday, November 19-22**

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