

NORTHWEST OTTAWA WATER SYSTEM  
Administrative Committee Minutes  
November 14, 2018

A regular administrative committee meeting of the Northwest Ottawa Water System was called to order by Derek Gajdos, at 9:35 a.m., Wednesday, November 14, 2018 at the City Hall Council Chambers. On roll call, the following members were

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

absent:

also present: Joe VanderStel (City of Grand Haven), Eric Law (City of Grand Haven), Jim Bonamy (City of Grand Haven), Doug Vredevelde (Vredevelde Haefer LLC, CPA's) and Mark VerBerkmoes (Grand Haven Township).

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A motion by Cargo, support by Burns to accept the minutes for August 15, 2018. The motion was unanimously approved by voice vote.

A motion by Cargo, support by Gallagher to accept the 2019 Nows Administrative Committee schedule. The motion was unanimously approved by voice vote.

VanderStel provided the manager's report in review of the August, September and October 2018 monthly operation reports. Pumpages overall were reported as being about 4 percent higher than last year at this time. As the lake goes through its fall overturn turbidity will start to increase slightly as expected for this time of year. The operating expense at this point in the fiscal year shows that revenue is at 39% and expenses are at 25%. Nows members received the graphs and trends representing power and chemical usage through October. City finance has provided a comparative balance report with last year.

Master meters were calibrated and remain within specifications. All of the communities remain in compliance with the DBP's locational running annual average. Spring Lake Township exceeded the TTHM's MCL, which required them to submit an operational evaluation to the DEQ. Currently they are focusing and resolving an isolated TTHM problem with their sample location. LT2 is now complete and delivered to the DEQ and as Nows is aware, the results were below the minimum reporting level maintaining a lower susceptibility to cryptosporidium. PFAS result have been posted to the City of Grand Haven's website and has been provided to the Nows members.

**Item 1 Auditors Presentation – Nows Draft Audit Review FY17-18 & Working Capital Charge**

-by Doug Vredevelde of Vredevelde Haefner, CPAs, LLC.

The auditor discussed the financial audit and working capital and remarked that all reported fairly, which is the highest opinion you can receive. Bonamy continued to discuss the working capital and that difference will be billed accordingly to the communities. Nows members were pleased with the work that Bonamy's financial team has provided. A motion by Cargo, support by Gallagher to accept the audit of Financial Statements for the Northwest Ottawa Water Treatment Plant ending June 30, 2018. On roll call vote, Ayes: Bessinger, Gallagher, Gajdos, Staskiewicz, Cargo, and Burns. Nays: none. The motion was approved.

**Item 2 Master Meter Audit/Accountability Discussion – by Staskiewicz**

Staskiewicz presented the committee a summary on the details and history of unaccountable water problems. The review included what was found in meter inaccuracies and how it was corrected. Basically changing operation procedures for metering water and taking actual meter reads. Through that process another inaccuracy was discovered at the Grand Haven Charter Township meter stations. Sometime during the SCADA project or through general maintenance the meter output was inadvertently setup wrong, an incorrect factor was applied to the flow that produced an overbilling condition to Grand Haven Charter Township. Water use billing adjustments were provided in a spread sheet reflecting what the water totals should have generated. The years in which the factor was inaccurate started in 2015 thru 2018. Staskiewicz provided an estimated amount overbilled at a cost of \$115,067.17. This amount does not include 2018 as the year has not yet concluded; therefore more time is needed to go over the data of water loss. Once the 2018 information becomes available then the same formula will be exercised. A motion by Staskiewicz, support by Gajdos to have the City of Grand Haven reimburse Grand Haven Charter Township for a water overbilling meter error determined from 2015, 2016 and 2017 water pumpages using Ottawa County Road Commission's billing adjustment formula, for the sum of \$115,067.17. At a later date, the same formula and water loss adjustments will then be determined for 2018. On roll call vote, Ayes: Bessinger, Gallagher, Gajdos, Staskiewicz, Cargo, and Burns. Nays: none. The motion was approved.

**Item 3 Water System – Peak Water Flow Modeling** - by Staskiewicz & Gajdos

In review of past water demands, specifically last summer, the water plant operators have been observing a significant increase in peak demands during the day. A handout trend was provided by VanderStel that indicated those peak flows. Plant operators continue to spend more time trying to make sure the communities are keeping up with water demands and also observing that those demands are over our 80% plant capacity parameter. These increases during the day prompted Staskiewicz, Gajdos and plant staff to discuss options and planning for current and future water demands. Staskiewicz is looking for an approval from the committee to provide a peak water flow modeling study to determine water delivery and storage efficiencies. The focus would be a skeletal approach for all of the NOWS communities for water mains 12 inch and larger. The major concern is for Grand Haven Charter Townships infrastructure and the ability to deliver water to them during those peak days. Cargo commented that the township is aware of these infrastructural problems, which includes additional water storage. Cargo is receptive to water storage, but is interested in the study and other alternatives. Staskiewicz would solicit two consultants, Prein & Newhof and FTC&H Engineers, to model those peak hour flows.

Exchange of ideas from the NOWS committee centered on other approaches that could provide additional water to the communities. Water use, education and conservation and to publicize those efforts to control water use throughout the water system. Even adopting a punitive action for those that do not practice water conservation, for instance an additional fee or rate change over a determined water total. There was even discussion of creating a NOWS task force committee to develop alternatives including water conservation. The primary discussion from the committee is that NOWS has to start promoting water conservation and that theme is difficult to market when we are surrounded by the great lakes.

Motion by Staskiewicz, support by Gallagher to have Ottawa County Road Commission solicit proposals from Prein & Newhof and FTC&H Engineers to provide a Northwest Ottawa Water System peak flow analysis/modeling for current and future water demands. The study will include flows, storage and infrastructure, and water transmission mains larger than 12 inches in diameter. On roll call vote, Ayes: Bessinger, Gallagher, Gajdos, Staskiewicz, Cargo, and Burns. Nays: none. The motion was approved.

**Item 4 Other Business**

No other business to bring to the table.

**Adjournment**

The meeting adjourned at 10:45 a.m. - Submitted by Joe VanderStel