

**JOINT WATER/SEWER BOARD OF THE CITY OF BUCHANAN AND
BUCHANAN TOWNSHIP
MONDAY, MAY 05, 2025 – 7:00 AM
DEPARTMENT OF PUBLIC WORKS BUILDING- 606 CLARK ST. BUCHANAN, MI
49107**

AGENDA

THE JOINT WATER SEWER BOARD OF THE CITY OF BUCHANAN AND BUCHANAN TOWNSHIP, in compliance with the Open Meetings Act, hereby gives notice of a regular meeting to be held in the Chamber of Buchanan City Hall.

* Comments may be submitted in writing at least 72 hours in advance to the City Clerk at clerk@cityofbuchanan.com

I. Call to Order

II. *Pledge of Allegiance*

III. Roll Call

IV. Approve Agenda

V. *Public Comment - Agenda Items Only*

VI. Approve Minutes

A. Minutes

1) Consider approving Regular Meeting Minutes, February 2nd, 2025

2) Consider approving Special Meeting Minutes from February 27th, 2025.

VII. *Unfinished Business*

A. Jones & Henry Fesiability Study Update

VIII. *New Business*

A. Water & Sewer Budget FY 2025-2026- City Manager McGhee

B. Water and Wastewater Department Reports

1) Water Department; Operator in Charge, Craig Miller

2) Wastewater Department; Environmental Compliance Supervisor, Zoey Martin

C. Department of Public Works & Water Department Tours

IX. *Public Comment - Non-Agenda Items Only*

X. Adjournment



JOINT WATER/SEWER BOARD OF THE CITY OF BUCHANAN AND BUCHANAN TOWNSHIP

MONDAY, FEBRUARY 03, 2025 – 7:00 AM

CHAMBER OF BUCHANAN CITY HALL - 302 N REDBUD TRAIL, BUCHANAN MI

MINUTES

THE JOINT WATER SEWER BOARD OF THE CITY OF BUCHANAN AND BUCHANAN TOWNSHIP, in compliance with the Open Meetings Act, hereby gives notice of a regular meeting to be held in the Chamber of Buchanan City Hall.

* Comments may be submitted in writing at least 72 hours in advance to the City Clerk at clerk@cityofbuchanan.com

I. Call to Order

Chairman Gordon called the meeting to order at 7:01 AM.

II. Pledge of Allegiance

The pledge of allegiance was recited.

III. Roll Call

Present: Chairman/Buchanan Township Trustee Thomas Gordon, Buchanan Charter Township Supervisor Mindy Cole- Crocker, Mayor Pro Tem Patrick Swem, Commissioner Larry Money, Member Brian Murphy

City Staff: Tony McGhee, City Manager; Kalla Langston, City Clerk; Director of Public Services, Mike Baker, Lead Water Operator, Craig Miller; Wastewater Compliance Officer, Zoey Martin

IV. Approve Agenda

Motion made by Swem, supported by Money to amend and approve the amended agenda to add VIII. D Discussion of Feasibility Study for expansion. Voice votes carry unanimously.

V. Public Comment - Agenda Items Only

None.

VI. Approve Minutes

A. Minutes from November 18th, 2024

Motion made by Cole-Crocker, supported by Swem to approve the minutes as presented. Roll call votes carries unanimously.

VII. Unfinished Business

VIII. New Business

A. Update- Downtown Projects/ New Influent line to WWTP

Baker and McGhee have been meeting with contractors over the past few weeks. Work will begin in the coming weeks, starting with tree removal and the establishment of detour routes. A community kickoff meeting is scheduled for March 3rd. The project will commence at the wastewater treatment plant and progress downtown. As the project advances, weekly updates will be sent out to the community.

B. TMF Grant Update- Inside Verifications

Miller has begun the initial interior inspections, and the work is progressing very well. The second letter will be sent out soon to those who missed the initial sign-up for appointments. Additionally, the water department has been working hard to educate residents as much as possible about the situation.

C. Water & Wastewater Reports

WATER

Improvements to the Drinking Water Supply System's Chemical Feed System were performed at the Water Plant by Solberg Knowles Associates. This work included maintenance and calibration of chlorine application equipment, installation of two new vacuum regulators, a new remote meter, a rebuilt remote meter, and a new gas sensor for the City's water distribution system. The system is now fully functional.

Gasvoda completed extensive SCADA System improvements, including programming, telemetry, and firewall updates, as well as installing new electrical equipment and control panels. The project was finished in October, and the City has requested warranty and documentation from Gasvoda.

Peerless Midwest overhauled the pumping equipment for Water Well 1A, which is now expected to operate effectively for another 10 to 15 years after being cleaned and repaired.

Last year, EGLE conducted a full inspection of the water plant, and we passed with notable commendations for being particularly well-prepared.

There was a spike in water loss during November and December. Baker questioned whether this might be related to a well issue, and Miller stated he would investigate further.

Since Miller took Well 1 offline, there have been no power issues, and he plans to bring it back online soon. Baker may encounter a similar issue at the new Department of Public Works (DPW) building.

The City dealt with two water main breaks recently, and they were able to fix them quickly

WASTEWATER

In September, the Wastewater Treatment Plant acquired 48 new lamps for the Ultraviolet (UV) disinfection system, replacing one complete bank. The system faced electrical faults in November, resolved by installing a new ballast. Additional ballasts were purchased as backups.

The Mixed Liquor Mixer failed in December due to moisture in the motor. After being sent for repairs, it is expected to be back in service the week of January 27th.

On December 3rd, an underground natural gas leak was discovered near the SEMCO gas meter at the old Buchanan Wastewater Plant. SEMCO repaired the leak, and future gas needs for the plant are being assessed.

A meeting on January 14th with Jones & Henry Engineers focused on the PFAS Local Limits and Pollutant Minimization Plan, discussing sources, analytical data, and future improvements. A follow-up meeting will be scheduled to finalize strategies.

Feasibility Study for Expansion

The board had previously asked for estimates from Jones & Henry regarding a potential southern expansion. There was discussion of other areas of potential expansion and future sources of water. McGhee will look into getting estimates.

IX. *Public Comment - Non-Agenda Items Only*

None.

X. *Adjournment*

Chairman Gordon adjourned the meeting at 8:01 A.M.



JOINT WATER/SEWER BOARD OF THE CITY OF BUCHANAN AND BUCHANAN TOWNSHIP

THURSDAY, FEBRUARY 27, 2025 – 9:00 AM

CHAMBER OF BUCHANAN CITY HALL - 302 N REDBUD TRAIL, BUCHANAN MI

MINUTES

I. Call to Order

Chairman Gordon called the meeting to order at 9:00 AM.

II. Pledge of Allegiance

The pledge of Allegiance was recited.

III. Roll Call

PRESENT: Chairman/Trustee Tom Gordon, Commissioner Patrick Swem, Commissioner Larry Money, and Member Brian Murphy

ABSENT: Supervisor Mindy Cole-Crocker

CITY STAFF: City Manager, Tony McGhee; City Clerk, Kalla Langston; Operator in Charge, Craig Miller

IV. Approve Agenda

A motion was made by Swem, supported by Murphy, to approve the agenda as presented. Voice Vote carries unanimously.

V. Public Comment - Agenda Items Only

None

VI. New Business

A. Jones & Henry Engineers Proposal- *Discussion and consideration of the proposal by Jones and Henry to study the expansion of the current water and sewer system to serve parts of Buchanan and Bertrand Township.*

Motion made by Swem, supported by Money, to recommend to the City Commission and Buchanan Charter Township to approve the proposal, with one-third of the cost going to each municipality, Buchanan City, Buchanan Charter Township, and Bertrand Charter Township. Roll call vote carried unanimously.

VII. Public Comment - Non-Agenda Items Only

VIII. Adjournment

Chairman Gordon Adjourn the meeting at 9:19 AM.

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Water and Sewer

OPERATING, MAINTENANCE AND CAPITAL IMPROVEMENT BUDGET

Proposed

Fiscal Year: 2025-26

City of Buchanan

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WATER AND SEWER OPERATING, MAINTENANCE AND CAPITAL BUDGET

Fiscal Year: 2025-26

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City of Buchanan

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WATER & SEWER FISCAL BUDGET SUMMARY Fiscal Year 2025-26

	2023-24	Fiscal Year 2024-25		Fiscal Year 2025-26	
	Actual	Budget	Actual as of 3/31/2025	Projected as of 6/30/2025	Proposed Adopted
Operating Revenue	\$3,221,378	\$3,317,000	\$2,923,073	\$3,793,200	\$3,490,000
Sewer Mtc. Expenses	839,833	1,004,900	565,246	858,663	1,121,450
Water Mtc. Expenses	569,772	728,600	455,520	629,800	867,250
W & S Bonds / Loans					
-2009 SRF P & I	111,938	114,500	114,500	114,500	112,000
-2010 DWRP P & I	119,000	121,500	121,500	121,500	118,875
-2020 WWTP P & I	548,490	549,740	549,740	549,740	550,710
-2023 DPW Bond P & I	149,136	149,547	149,547	149,547	149,922
2024 USDA 3 LOANS				113,200	537,000
2024 USDA R&I				86,000	86,000
2024 USDA Bond Reserves				61,700	61,700
NET	883,209	648,213	967,020	1,108,550	114,907
Capital Outlay - W & S	103,768	155,000	144,000	155,000	112,700 **
				**budgeted expenses included in totals above & detail provided below	

Sewer Operations:

Pump Rotating Assembly	20,000
& Check Valves	
Lift Station Generator	15,000
Technology Upgrades	8,000
Bldg Backup Capital Improvements	8,350

Water Operations

Water Department Service Pickup	45,000
Water System GIS Upgrades	8,000
Bldg Backup Capital Improvements	8,350

City of Buchanan

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WATER & SEWER REVENUE BUDGET Fiscal Year 2025-26

REVENUES

	2023-24	Fiscal Year 2024-25			Fiscal Year 2025-26	
	Actual	Budget	Actual as of 3/31/2025	Projected as of 6/30/2025	Proposed	Adopted
Penalties, Delinq. Collect	\$60,887	\$42,000	\$58,953	\$70,000	\$65,000	
Performance Fees	7,474	5,000			5,000	
Water Sales	620,056	700,000	571,193	715,000	720,000	
Leachate Treatment	334,260	270,000	222,286	330,000	250,000	
Ready To Serve Charges	1,072,038	1,150,000	1,054,029	1,340,000	1,200,000	
TMF Grant (EGLE)			28,639	35,000	60,000	
Sewer Charges	896,772	975,000	852,656	1,100,000	1,050,000	
Buchanan Twp. Assessment	12,400	14,000	12,100	13,000	13,000	
Interest Earned - Investments	158,364	125,000	62,447	125,000	100,000	
Portable Toilet Dumping	32,760	30,000	16,985	20,000	20,000	
Miscellaneous Income	21,530	1,500	31,439	32,000	1,500	
Class Action Settlement						
Hydrant Rental	4,042	4,500	4,162	4,200	4,500	
Meter Sales	795		8,184	9,000	1,000	
TOTAL REVENUES	\$3,221,378	\$3,317,000	\$2,923,073	\$3,793,200	\$3,490,000	

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WATER & SEWER OPERATING AND MAINTENANCE BUDGET Fiscal Year 2025-26

SEWER EXPENSES	2023-24	Fiscal Year 2024-25		Fiscal Year 2025-26	
	Actual	Budget	Actual as of 3/31/2025	Projected as of 6/30/2025	Proposed Adopted
Buchanan Twp. Utility Assessment	\$12,400	\$14,000		\$14,000	\$6,500
Transfer To General	5,800				
Salaries - Full Time	282,986	387,000	214,166	320,000	390,000
Salaries - Overtime	7,790	10,000	9,601	14,000	12,000
Salaries - Part Time		5,000		2,500	5,000
Fringe Benefits	123,104	198,000	82,330	106,000	135,000
Pension GASB 68	31,177	5,000		10,000	10,000
Office Supplies	179	1,000	235	300	1,000
Postage	6,717	11,000	199	400	1,000
Chemicals	20,292	22,000	14,615	22,000	25,000
Gas & Oil	5,087	7,500	3,350	5,500	7,500
Misc. Supplies	5,331	4,000	4,070	5,500	6,000
Lab Supplies & Equipment	11,365	13,000	10,544	17,000	20,000
Uniforms	447	2,000	400	900	3,500
Equipment Maintenance Supplies		5,000	4,379	7,000	8,000
Audit	9,944	10,000	7,762	8,000	10,000
Laboratory Analytical		12,000	6,596	11,000	13,000
Contractual	47,932	18,000	25,055	30,000	62,000
Membership & Dues		2,000		500	1,000
Telephone, Internet, Cable	4,502	5,000	3,907	5,500	6,000
Conference & Workshop	95	3,500	1,137	1,500	4,000
Travel & Car Allowance		1,000		200	1,000
Utilities	134,796	160,000	87,675	130,000	160,000

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WATER & SEWER OPERATING AND MAINTENANCE BUDGET Fiscal Year 2025-26

SEWER EXPENSES	2023-24	Fiscal Year 2024-25		Fiscal Year 2025-26	
	Actual	Budget	Actual as of 3/31/2025	Projected as of 6/30/2025	Proposed Adopted
Maintenance - Buildings	\$588	\$3,000		\$1,000	\$3,000
Maintenance - Equipment	18,147	20,000	3,078	9,000	20,000
Maintenance - Office Equipment	85	1,000	23	100	1,000
Solids Handling and Disposal	35,682	40,000	25,120	38,000	44,000
Maintenance - System	4,825	8,000	27,920	32,000	8,000
Maintenance - Vehicle	36	3,000	2,797	3,000	4,000
Maintenance - Electrical		4,000		1,000	4,000
Maintenance - Instrument		2,000	691	2,000	3,000
Annual Permit Fees	6,169	6,500	5,760	6,000	6,500
Education & Training	340	3,500	1,364	2,000	4,000
Medical Exams	122	400	168	300	600
Miscellaneous	2,466	4,000		1,000	4,000
Fire & Liability Insurance	12,750	13,500	16,463	16,463	18,000
Legal					15,000
Payroll Processing			233	1,000	1,500
Land Use Fee	24,699			25,000	30,000
Overdue Land Use Fees	23,980				
Printing & Publishing			5,608	9,000	10,000
Technology Service & Equipment					6,000
CAPITAL OUTLAY ITEMS:					
Pump Rotating Assembly&Check Valves					20,000
Lift Station Generator					15,000
Technology Upgrades					8,000
Bldg Backup Capital Improvements					8,350
TOTAL SEWER EXPENSES	\$839,833	\$1,004,900	\$565,246	\$858,663	\$1,121,450

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WATER & SEWER OPERATING AND MAINTENANCE BUDGET Fiscal Year 2025-26

WATER EXPENSES	2023-24	Fiscal Year 2024-25		Fiscal Year 2025-26	
	Actual	Budget	Actual as of 3/31/2025	Projected as of 6/30/2025	Proposed Adopted
Buchanan Twp. Utility Assessment					\$6,500
Salaries - Full Time	\$258,851	\$310,000	\$211,853	\$290,000	338,000
Salaries Overtime	9,482	20,000	7,248	8,500	15,000
Salaries - Part Time		5,000		\$2,000	5,000
Fringe Benefits	107,837	161,000	80,845	\$101,000	135,000
Pension - GASB 68	31,178	5,000		\$5,000	10,000
Office Supplies	174	2,000	144	300	1,500
Meters / Hydrants / Fittings	23,934	25,000	10,758	\$16,000	25,000
Postage	5,543	11,000	3,402	5,000	5,000
Chemicals	9,016	15,000	6,871	11,000	15,000
Gas & Oil	4,442	5,500	3,786	5,500	6,000
Misc. Supplies	1,375	1,800	1,886	3,000	3,000
Equipment Maintenance Supplies		10,000	4,473	\$7,000	10,000
Uniforms	354	1,000	682	750	2,500
Payroll Processing			233	1,000	1,500
Audit	9,944	10,500	7,762	8,000	10,000
Laboratory Analytical		3,500	2,088	\$3,000	4,000
Contractual	31,584	18,000	48,062	52,000	42,000
Membership & Dues		2,000	556	\$750	2,000
Telephone, Internet, Cable	4,288	5,000	3,096	5,000	6,000

City of Buchanan

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WATER & SEWER OPERATING AND MAINTENANCE BUDGET Fiscal Year 2025-26

WATER EXPENSES	2023-24	Fiscal Year 2024-25			Fiscal Year 2025-26	
	Actual	Budget	Actual as of 3/31/2025	Projected as of 6/30/2025	Proposed	Adopted
Conferences & Workshops	\$3,480	\$2,500	\$413	\$500	\$3,000	
Travel & Car Allowance	92	500		200	500	
Utilities	33,518	45,000	27,026	\$42,000	45,000	
Maintenance - Buildings	988	6,000	2,332	\$3,000	6,000	
Maintenance - Equipment	4,053	7,000	2,342	\$6,000	7,000	
Maintenance - Office Equipment	33	1,000	2,820	\$700	1,000	
Maintenance - System	20,670	30,000	10,692	\$30,000	35,000	
Maintenance - Vehicle	1,272	2,500	794	1,500	2,500	
Maintenance - Electrical		3,000			3,000	
Equipment Rental		500		200	500	
Annual Permit Fee		1,000	1,293	1,300	1,500	
Education & Training	1,251	2,500		300	5,000	
Medical Exams	212	500		300	500	
Miscellaneous	497	1,500		1,500	1,500	
Fire & Liability Insurance	5,704	9,800	8,497	8,500	9,500	
Wellhead Protection Program		4,000			4,000	
Printing & Publishing			5,566	\$9,000	10,000	
Legal					15,000	
Land Use Fee					6,400	
Technology Service & Equipment					6,000	
CAPITAL OUTLAY ITEMS:						
Water Department Service Pickup					45,000	
Water System GIS Upgrades					8,000	
Building Backup Capital Improvements					8,350	
TOTAL WATER EXPENSES	\$569,772	\$728,600	\$455,520	\$629,800	\$867,250	

****JWSB Meeting****

****Water Department Report****

****April 28, 2025****

The Water Department has been quite busy over the past few months. We recently lost our other operator but have successfully hired a new team member who is settling in well.

We are currently in the third round of home inspections, focusing on identifying the materials used for water lines in approximately 850 houses that remain. I'm pleased to report that we have consistently met the standards set by the Michigan Department of Environment, Great Lakes, and Energy (EGLE) each month.

Additionally, you may have noticed some ongoing construction in the area. This has required a significant investment of time, resulting in over 150 locate requests ("Miss Dig"). Our team is also present on-site to answer any questions.



Buchanan Water Monthly Report for March 2025

- **We completed the M.O.R. and two sets of Bacti samples to stay in compliance with EGLE.**
- **I inspected 157 houses for the CDSMI program from EGLE.**
- **We marked 87 different addresses for Miss Dig. Water, Sewer and Storm Drains we marked at each address.**
- **Responded to 12 service calls from residents.**
 - **I assisted with the downtown construction project. Helping figure out water and sewer lines.**
- **Had many interviews for the water operator job. I hired a local young man, who I think will be a great fit in the water dept.**
- **I attended a few meetings about the water/sewer policy. These haven't been updated in years.**



Buchanan Water Monthly Report for February 2025

- **We completed the M.O.R. and two sets of Bacti samples to stay in compliance with EGLE.**
- **Dylan and I inspected 150 houses for the CDSMI program from EGLE.**
- **We marked 75 different addresses for Miss Dig. Water, Sewer, and Storm Drains we marked at each address.**
- **We had two water main breaks and one water line that was leaking, we fixed them.**
 - **Responded to seven service calls from residents.**
- **I submitted our annual Cross Connection Report and the Service Line Replacement Report to EGLE for compliance.**
 - **Assisted DWP with River St filling potholes.**
 - **Repaired Chlorine gas injection system.**



WASTEWATER TREATMENT ACTIVITY BRIEFING

APRIL 2025

PREPARED BY: Terry Burns and Zoey Martin

PREPARED ON: 5/1/25

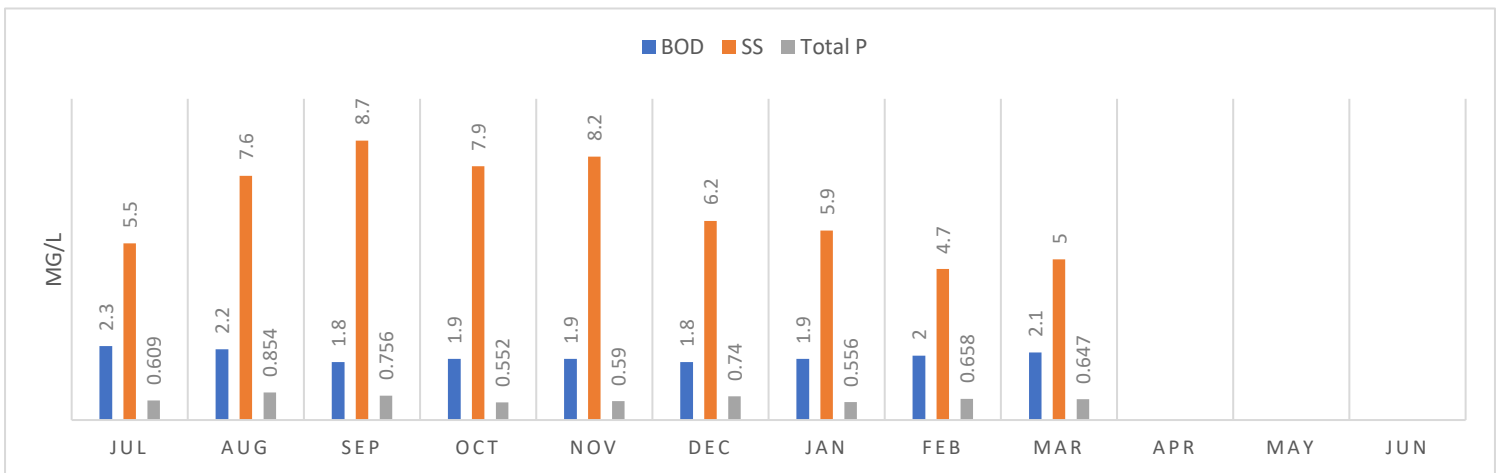
SUBJECT: WWTP Activity Briefing

BACKGROUND: The following items were completed over the last month by the WWTP staff.

- The DRB 200 Digital Reactor Block (TNT) was previously out of service and sent to Hach for repair. It has since been returned, and all functions are working properly.
- All Wastewater Treatment Plant personnel participated in a virtual training course focused on nitrogen removal design and operation using Sequencing Batch Reactors (SBR). The course was provided by the Michigan Department of Environment, Great Lakes, and Energy (EGLE).
- While attempting to waste through the SCADA system, a valve failed to open. Terry manually adjusted it and then contacted James from Windemuller for assistance. A blown fuse was discovered on the control board, which was replaced. The system is now functioning properly.
- After a recent storm, staff conducted lawn cleanup. Sticks were collected and transported to the cemetery for disposal. Leaves were raked and thrown over the rear fence to maintain the facility's grounds.
- Wastewater Treatment Plant personnel visited the Benton Harbor–St. Joseph Wastewater Treatment Plant to observe different operational processes and improve understanding of alternative plant systems.
- Chlorine testing equipment was ordered to meet NPDES permit requirements. Testing will commence once the chlorine treatment process is finalized and implemented.
- Terry and Joe attended a full-day Michigan Rural Water Association math class via Zoom to prepare for their upcoming “D” certification exams.
- A pump was installed near the primary tanks to help empty standing water from the old plant. The water is directed to the thickener, which then routes it to the influent channel for proper treatment before discharge into the river.
- Both T-10 wear plates required adjustment. While working on them, Terry discovered that one unit had a faulty check valve. Gasvoda & Associates were called in to assess the issue. They confirmed the check valve was not seating properly and are compiling a list of necessary parts and repairs to restore full functionality.
- Tim and Zoey met with Terri Shattuck to discuss Buchanan's pretreatment program and are currently finalizing edits to the updated Sewer Use IPP Ordinance, originally drafted in May 2020.
- The Millpond lift station was temporarily shut down due to alarm calls. It was determined that the pump needed to be pulled and cleared of debris clogging the motor. Once cleared, the station was returned to normal operation. The yard was also cleaned up following damage from the March storm.
- Monthly sampling and analyses were performed for effluent total chlorides, sulfate, and copper. As well as quarterly testing on influent and effluent on mercury and PFOS. These tests are requirement of the plant's new NPDES discharge permit.

City of Buchanan Wastewater Reporting May 2025

	March 2025	February 2025	January 2025	March 2024	
PLANT FLOW					
DAILY AVERAGE (MG)	0.865	0.798	0.938	0.929	
MAXIMUM DAY (MG)	1.269	1.082	0.752	1.077	
GAL/CAP/DAY	197	181	213	211	
FINAL EFFLUENT					
CARB-BOD (mg/l)	2	2	2	3	Regulatory Limit 25 mg/l
SUSPENDED SOLIDS (mg/l)	5	5	6	6	30 mg/l
PHOSPHORUS (mg/l)	0.65	0.66	0.56	0.72	1.0 mg/l
FECAL COLIFORM / 100 ML	8	3	4	3	200 ct/100 ml
pH	7.4	7.4	7.4	7.1	6.5 - 9.0
DISSOLVED OXYGEN (DO) in mg/l	5.9	5.5	6.2	5.7	3.0 mg/l min.
POWER AND GAS					
POWER KWH/MG	2,325	2,456	2,599	2,196	
KWH / #CBOD	3.29	3.22	3.51	3.90	
NATURAL GAS (100 CU. FT.)	369	359	450	527	



WASTEWATER TREATMENT ACTIVITY BRIEFING

MARCH 2025

PREPARED BY: Terry Burns and Zoey Martin

PREPARED ON: 3/31/2025

SUBJECT: WWTP Activity Briefing

BACKGROUND: The following items were completed over the last month by the WWTP staff.

- The policies and procedures book for the Wastewater Plant Emergency Response Plan was updated, reviewed, and distributed. Outdated contact numbers were replaced and updated with current.
- Terry attended a two-day training session in Jackson, Michigan, hosted by the Michigan Rural Water Association (MWEA). This class covered wastewater operations and procedures.
- Monthly sampling and analyses were performed for effluent total chlorides, sulfate, and copper. This testing is a requirement of the plant's new NPDES discharge permit.
- A scheduled inspection was performed on the influent pump drive belts at the Headworks Building. A cracked belt was identified and replaced with a belt from spare inventory.
- The yearly inspection of fire extinguishers was completed. While most extinguishers were in good condition, one was sent for repairs. A loaner extinguisher is being used temporarily, with the repaired unit expected to return in early April.
- Mike Baker assisted in reinstalling a light over one of the clarifiers that burned out in October. The original light model is discontinued, a new model was selected and will be used going forward. replacements.
- The headworks wet well was thoroughly cleaned, and all components appeared to be functioning intended.
- The UV channels and lamps were cleaned using a crane to lift the lamp racks and applying cleaning solution. During the process, a broken steel band was found in one of the banks. Replacement parts have been ordered and will be installed upon arrival.
- Three lift stations were cleaned of accumulated scum and grease on the water surface.
- A new building cleaning schedule was created to maintain cleanliness and good hygiene throughout the plant and to ensure ongoing upkeep.
- Construction work relating to the installation of the new WWTP influent line and Parshall Flume has been initiated.
- The snow-related equipment, including plow markers, snow blower, and salt spreader, was cleaned and stored away for the season in the barn.
- The septage receiving station was reopened for haulers on March 28th, and calls were made to inform them on this matter. New construction necessitated shutdown of the area temporarily.
- The recent storm caused power outages in Buchanan, prompting Terry and Joe to pump down five of the seven lift stations on a frequent basis. One generator was used during the process. We are exploring the feasibility of installing permanent generators at critical lift stations on a priority basis.
- Annual reports relating to the plant's Industrial Pretreatment Program (IPP) and Mercury Pollutant Minimization Plan (PMP) were submitted to EGLE through the MiEnviro portal.
- In addition to the items listed above and daily operation of the lab and plant, 149 Preventative Maintenance (PM) work orders were performed. PM work orders can be as simple as checking fluid levels or greasing equipment, but they can also entail major maintenance tasks that take hours or even days to complete.

ACTIVITY BRIEFING ITEM

PREPARED BY: Terry Burns and Zoey Martin

PREPARED ON: 2/28/2025

SUBJECT: WWTP Activity Briefing

BACKGROUND: The following items were completed over the last few weeks by the WWTP staff:

- A pipe burst was discovered due to a frozen water line in the maintenance shop. Water Department personnel assisted in shutting off the supply until repairs could be made. The leak was repaired by installing a new section of pipe and water service was restored.
- The Berrien County Health Department conducted a facility and septage receiving program inspection on January 30th. The inspection covered staffing, odor control measures, maintenance of the septage receiving facilities, and records management. All areas were found to be in compliance. The wastewater plant received and treated 459,000 gallons of septage waste in Calendar Year 2024
- All Wastewater Treatment Plant personnel attended a virtual training program on total nitrogen removal design and operation modifications for oxidation ditches for wastewater treatment. The class was provided by Michigan Department of Environment, Great Lakes, and Energy (EGLE)).
- The Mixed Liquor Mixer motor was repaired by Fixall Electric in Grand Rapids. The repair work included the installation of new bearings, seals and motor windings. The equipment was picked up and returned to the wastewater plant. A plan is currently being developed to pump down the Mixed Liquor Tank to accommodate the installation of the mixer into the tank.
- A new pump head from spare inventory was installed on the polymer pump associated with the sludge press equipment.
- Snow removal has been a major item in the last few weeks. A good routine has been developed for plowing, snow blowing and spreading salt around the plant.
- The Final Clarifiers were sprayed down and cleaned to assist in maintaining optimal functionality and operation.
- The UV channels and lamps were cleaned by using a crane to lift the lamp racks, followed by applying cleaning solution. All the lamps appeared in good condition.
- A monthly safety meeting was conducted with the topic being slip, trips, and falls - to reinforce safety measures and prevent workplace injuries.
- Monthly sampling and testing was performed for effluent total chlorides, sulfate, and copper. This testing is a new requirement of the plant's NPDES discharge permit.
- Otsego Crane and Hoist performed the annual MIOSHA required inspection on the plant's three cranes on February 21st. One worn cable was replaced on a tripod hoist to ensure safe operation.
- Notification was provided to the plant's septage haulers that the septage receiving station will be closed from March 3rd-12th due to planned construction work in that area.
- The plant's pickup trucks were cleaned at the City's new Department of Public Works Building.
- In addition to the items listed above and daily operation of the lab and plant, 146 Preventative Maintenance (PM) work orders were performed. PM work orders can be as simple as checking fluid levels or greasing equipment, but they can also entail major maintenance tasks that take hours or even days to complete.