



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

MONDAY, MAY 06, 2024 – 7:00 AM

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

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. Consider approving the JWSB Minutes from February 5th, 2024.

VII. Unfinished Business

A. Rate Study Discussion- John Holland, Michigan Rural Water Association

VIII. New Business

A. 2024-2025 Water & Sewer Budget Presentation- City Manager, Tim Lynch will present the 2024-2025 Water & Sewer Budget.

B. Water/Wastewater Reports & Updates- City Manager, Tim Lynch will update the Board with Water & Wastewater Reports as well as any updates regarding projects.

IX. Public Comment - Non-Agenda Items Only

X. Adjournment



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

MONDAY, FEBRUARY 05, 2024 – 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

Meeting was called to order at 7:00 A.M. by Chairperson, Tom Gordon. (10:19)

II. Pledge of Allegiance

Gordon led in the Pledge of Allegiance.

III. Roll Call

Present: Chairperson & Buchanan Township Trustee, Thomas Gordon; Buchanan Township Supervisor, Mindy Cole-Crocker; City Commissioner Patrick Swem, Commissioner Larry Money, Brian Murphy.

City Staff: City Manager, Timothy Lynch; City Clerk, Kalla Langston; Water Operator in Charge, Craig Miller; Wastewater Operator in Charge, Andy Warner; Director of Public Services, Mike Baker

IV. Approve Agenda

Motion made by Cole-Crocker, supported by Swem, to approve the agenda as presented. Voice vote carries unanimously.

V. Public Comment - Agenda Items Only

None.

VI. Approve Minutes

A. Consider approving the JWSB minutes from November 6th, 2023.

Motion made by Swem, supported by Murphy, to approve the minutes from November 6th, 2023 as presented. Voice vote carries unanimously.

VII. Unfinished Business

A. Life Action Camp Continued Discussion

Mary filling in for Frank Renaldi, the engineer with Wightman on the project:

- 3 potential force main connections, two require life station upgrades, we prefer the connection where no upgrade is needed
- Developed flow rates, and a model of your collection system with the SAW grant work
- What is the city willing to accept and if so where would be connect?

Lynch: We are interested - need to work out modeling, analysis, who's paying for what, REUs, and costs per million gallons. With the water and sewer contract between the City and Township, any upgrade or planning to systems in the Township would fall on them. St Joseph Township charges REU's in the \$27-

32 range, and \$4,500-5,400 per million gallons. 4th street connection does appear to be a good hook up good spot, we are trying to determine the condition of the lines downstream from there

Mary: Once the model is built plugging in flow is easy, infiltration and inflow analysis is included. We have experience with sanitary models as we modeled the City of Kalamazoo’s flow. During the SAW I assume you have CCTV to give an idea of the line current condition. We expect necessary capital improvement the SAW analysis found would be the responsibility of the system, and as a user we anticipate the connection and treatment fees to cover that. Could have mag meter installed for billing, develop a maintenance and calibration agreement. Lift station flow rate is the determining factor, volume won’t be an issue. Experience with Niles City lift station upgrade where we used velocity dissipators which could help minimize flow here

Craig: Mike Schwartz with Prein and Newhoff has the videos, we received them but manholes were numbered without the location. I will get that information from him.

Gordon: Are we looking at a six-inch force main? Do you have retention times and odor control within the system? Are we looking to connect to the city with a drop manhole device?

Mary: To get 2 ft per second through a HDPE we are looking at ~150 gallons per minute. PVC force main and slightly larger ID for a six inch would be ~180 gallons per minute at 2ft per second. Also have to have relief valves and vacuum release valves included in that. We have 6 air release manholes and 7 clean out manholes in the cost estimate.

Baker: I don’t think 4th St is too deep, we will probably come in at the bottom.

Moving Forward: Contact Prein, give them a range from 150-200 gallons per minute, what would they charge to punch this flow into the model? Run a scenario on either end of the range to see if we hit the capacity point. May call special meeting if anything comes up.

VIII. New Business

A. Rate Study Discussion- John Holland, Michigan Rural Water Association

– on hold –

B. Water & Wastewater Reporting- Including data, studies, and asset management; City Manager, Timothy Lynch (numbers based on state reports)

Water Data

Water Production: rates consistent after Dec 2022 when there was water loss usage

Daily Average in Dec 2023-0.27 million gallons, down from Dec 2022-0.67 million gallons

Chemical Application: Chlorine/Fluoride application rates consistent since Dec 2022 water loss

Water Quality: residual Chlorine/Fluoride well below regulatory limit, indicates proper disinfection

Raw Water Coliform Monitoring performed at 4 wells monthly – 0 MPN (most probable number)

Wastewater Data

Plant Flow: plant designed for 1.3 million gallons per day, daily average is consistent and fell between 0.757 and 0.827 between Dec 2022 and Dec 2023.

Gallons/Capita/Day: strive for 100 gallons/day/person, we are at ~180 gallons/day/person.

- that’s a sign you have a lot of inflow and infiltration or could have high industrial users
- used a population of 4,400 in this calculation for this system

Final Effluent Sent to the St Joe River: Carbonaceous Biochemical Oxygen Demand (CBOD), Suspended Solids, Fecal Coliform, pH, & Dissolved Oxygen levels → consistent, well within range. Phosphorous → close to the limit but within range, can always drop level by increasing ferrous chloride dosage but it's expensive so phosphorous levels are kept higher.

Power and Gas: first time report as monitoring started last March, power usage around 2,100 kilowatt hours/million gallon, we are tracking natural gas.

C. Water Department Report- Craig Miller, Operator in charge

- Fixed 3 main breaks 1 service line
- Dylan is now D4-S4 certified
- Consumer Confidence Report, SARA II Chemical Inventory Report, Reports done for EGLE
- Great progress on meter no reads, have parts on order for repairs
- PFAS sample for EPA done, water loss improvements
- Capital Needs: hydrants in the budget, service van, commission approved SCADA upgrade
- Applied for EGLE lead service line grant for \$558,000 which only applies to identifying line
 - Makes you eligible for the next step offering removal and replacement grants
 - Our Drinking Water Fund put us in the second tier of eligibility, answers in March

D. Wastewater Department Report- Andy Warner, Operator in Charge

- Current NPDES Discharge Permit and Limitations
 - Stormwater entering sanitary system at 2 known locations and unmetered well water suspected of entering sanitary at one location. We are investigating this.
- City of Buchanan Sewer Use Industrial Pretreatment Program (IPP) Ordinance of May 2020
 - Adoption By Buchanan Township
 - SEBC Landfill Authority Permit
- Township Infrastructure and Lift Station maintenance
- Capital Planning relating to Prein & Newhof CIP
 - Schirmer Force Main
 - Glaser Lift Station and Force Main
- Capital Needs – Wastewater Plant: Plow Truck and Plow
- Spare Parts and Equipment Inventory
- Disinfection system issues
- Leachate and sludge production
- Permit required sampling and testing
- Maintenance Activities

IX. Public Comment - Non-Agenda Items Only

None.

X. Adjournment

The meeting adjourned at 8:07 am.

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Water and Sewer

OPERATING, MAINTENANCE AND CAPITAL IMPROVEMENT BUDGET

Proposed

Fiscal Year: 2024-2025

City of Buchanan

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WATER AND SEWER OPERATING, MAINTENANCE AND CAPITAL BUDGET

Fiscal Year: 2024-2025

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WATER & SEWER FISCAL BUDGET SUMMARY Fiscal Year 2024-25

	2022-23	Fiscal Year 2023-24		Fiscal Year 2024-25		
	Actual	Budget	Actual as of 4/25/2024	Projected as of 6/30/2024	Proposed	Adopted
Operating Revenue	\$3,039,753	\$3,027,500	\$2,567,692	\$3,299,386	\$3,317,000	
Sewer Mtc. Expenses	916,185	908,600	617,842	821,844	1,005,400	
Water Mtc. Expenses	720,059	785,800	436,316	593,737	728,600	
W & S Bonds / Loans						
-2009 SRF P & I	114,313	111,938	111,938	111,938	114,500	
-2010 DWRP P & I	121,500	119,000	119,000	119,000	121,500	
-2020 WWTP P & I	444,860	548,490	548,490	548,490	549,740	
-2023 DPW Bond P & I		149,136	149,136	149,136	149,547	
NET	722,836	404,536	584,970	955,241	647,713	
Capital Outlay - W & S	103,768	400,000	79,400	165,000	155,000	

Note: The Bond and Loan payments do not include anticipated acceptance of USDA Loans for the upcoming Infrastructure Improvement Projects.

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WATER & SEWER REVENUE BUDGET Fiscal Year 2024-25

REVENUES	2022-23	Fiscal Year 2023-24		Fiscal Year 2024-25		
	Actual	Budget	Actual as of 4/25/2024	Projected as of 6/30/2024	Proposed	Adopted
Penalties, Delinq. Collect	\$52,887	\$42,000	\$50,842	\$60,000	\$42,000	
Performance Deposit	32,642	12,000	4,649	5,000	5,000	
Water Sales	612,339	575,000	508,365	655,000	700,000	
Leachate Treatment	231,573	240,000	261,274	325,000	270,000	
Ready To Serve Charges	1,063,701	1,100,000	879,033	1,125,000	1,150,000	
Oxidation Ditch Reserves	20,000					
Sewer Charges	923,307	945,000	725,992	950,000	975,000	
Buchanan Twp. Assessment	12,642	11,500	10,071	13,000	14,000	
Interest Earned - Investments	41,144	80,000	96,445	126,000	125,000	
Portable Toilet Dumping	27,378	20,000	26,631	32,000	30,000	
Miscellaneous Income	4,036	1,500	4,390	4,390	1,500	
Class Action Settlement	17,414					
Hydrant Rental	690	500		3,996	4,500	
TOTAL REVENUES	\$3,039,753	\$3,027,500	\$2,567,692	\$3,299,386	\$3,317,000	

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WATER & SEWER OPERATING AND MAINTENANCE BUDGET Fiscal Year 2024-25

SEWER EXPENSES	2022-23	Fiscal Year 2023-24		Fiscal Year 2024-25		
	Actual	Budget	Actual as of 4/25/2024	Projected as of 6/30/2024	Proposed	Adopted
Buchanan Twp. Utility Assessment	\$11,643	\$14,000		\$14,000	\$14,000	
Transfer To General	5,800					
Salaries - Full Time	359,807	335,000	228,230	295,000	387,000	
Salaries - Overtime	10,794	10,000	6,104	8,500	10,000	
Salaries - Part Time		5,000		2,500	5,000	
Fringe Benefits	77,226	185,000	126,022	154,000	198,000	
Pension GASB 68	117,067	5,000		5,000	5,000	
Office Supplies	529	1,000	154	300	1,000	
Printing and Postage	6,914	2,000	5,024	6,500	11,000	
Chemicals	12,379	16,000	14,017	20,000	22,000	
Gas & Oil	4,631	16,000	3,515	6,000	7,500	
Misc. Supplies	1,818	2,500	3,133	4,000	4,000	
Lab Supplies	15,422	14,000	8,446	11,500	13,000	
Uniforms	1,234	2,000	265	1,000	2,000	
Equipment Maintenance Supplies					5,000	
Accounting Support	6,517					
Audit	10,500	12,000	9,944	9,944	10,000	
Laboratory Analytical					12,000	
Contractual	25,218	45,000	35,503	45,000	18,000	
Membership & Dues					2,000	
Telephone, Internet, Cable	2,510	3,500	3,776	4,500	5,000	
Conference & Workshop		1,500	95	500	3,500	
Travel & Car Allowance		1,000			1,000	
Utilities	143,917	150,000	105,588	145,000	160,000	

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WATER & SEWER OPERATING AND MAINTENANCE BUDGET Fiscal Year 2024-25

SEWER EXPENSES	2022-23	Fiscal Year 2023-24		Fiscal Year 2024-25		
	Actual	Budget	Actual as of 4/25/2024	Projected as of 6/30/2024	Proposed	Adopted
Maintenance - Buildings	\$2,004	\$5,000	\$588	\$1,000	\$3,000	
Maintenance - Equipment	14,085	25,000	14,368	19,000	20,000	
Maintenance - Office Equipment	13	1,000		300	1,000	
Sludge Removal	22,267	18,000	26,760	36,000	40,000	
Maintenance - System	4,945	7,000	4,465	6,500	8,000	
Maintenance - Vehicle	2,033	2,500	36	2,500	3,000	
Maintenance - Electrical					4,000	
Equipment Rental		200			500	
Maintenance - Instrument					2,000	
Annual Permit Fees	7,282	6,500	6,160	6,500	6,500	
Education & Training	2,109	3,500	340	750	3,500	
Medical Exams	218	400	122	300	400	
Miscellaneous	4,022	4,000	2,437	3,000	4,000	
Fire & Liability Insurance	23,281	15,000	12,750	12,750	13,500	
Oxidation Ditch	20,000					
TOTAL SEWER EXPENSES	\$916,185	\$908,600	\$617,842	\$821,844	\$1,005,400	

WATER & SEWER OPERATING AND MAINTENANCE BUDGET
Fiscal Year 2024-25

WATER EXPENSES	2022-23	Fiscal Year 2023-24		Fiscal Year 2024-25		
	Actual	Budget	Actual as of 4/25/2024	Projected as of 6/30/2024	Proposed	Adopted
Salaries - Full Time	\$274,267	\$312,000	\$201,102	\$270,000	\$310,000	
Salaries Overtime	18,690	22,000	7,455	8,500	20,000	
Salaries - Part Time		5,000		\$2,500	5,000	
Fringe Benefits	126,897	230,000	104,430	\$141,000	161,000	
Pension - GASB 68	117,068			\$5,000	5,000	
Office Supplies	223	3,000	166	300	2,000	
Meters / Hydrants / Fittings	15,688	24,000	18,472	\$24,000	25,000	
Printing and Postage	7,052	8,000	3,966	5,500	11,000	
Chemicals	17,555	18,000	7,003	11,000	15,000	
Gas & Oil	4,377	5,500	3,009	4,500	5,500	
Misc. Supplies	1,581	1,800	915	1,200	1,800	
Equipment Maintenance Supplies					10,000	
Uniforms	742	800	267	500	1,000	
Accounting Support	6,517					
Audit	10,500	12,000	9,944	9,944	10,500	
Laboratory Analytical					3,500	
Contractual	15,449	30,000	24,725	30,000	18,000	
Membership & Dues					2,000	
Telephone, Internet, Cable	2,921	4,000	3,299	4,500	5,000	

WATER & SEWER OPERATING AND MAINTENANCE BUDGET
Fiscal Year 2024-25

	2022-23	Fiscal Year 2023-24			Fiscal Year 2024-25	
	Actual	Budget	Actual as of 4/30/2023	Projected as of 6/30/2024	Proposed	Adopted
WATER EXPENSES						
Conferences & Workshops	2232	2,000		500	2,500	
Travel & Car Allowance		\$500	92	\$200	\$500	
Utilities	42,405	46,000	25,043	\$38,000	45,000	
Maintenance - Buildings	4,749	6,000	988	\$2,000	6,000	
Maintenance - Equipment	5,705	6,000	2,088	\$3,500	7,000	
Maintenance - Office Equipment	4,051	1,000	33	\$100	1,000	
Maintenance - System	27,998	25,000	14,382	\$18,000	30,000	
Maintenance - Vehicle	595	2,000	1,273	1,500	2,500	
Maintenance - Electrical					3,000	
Equipment Rental		200		200	500	
Annual Permit Fee	2,400	3,000			1,000	
Education & Training		1,500	1,251	300	2,500	
Medical Exams	256	500	212	300	500	
Miscellaneous	948	1,500	497	1,500	1,500	
Fire & Liability Insurance	9,193	10,500	5,704	9,193	9,800	
Wellhead Protection Program		4,000			4,000	
TOTAL WATER EXPENSES	\$720,059	\$785,800	\$436,316	\$593,737	\$728,600	

City of Buchanan
Proposed New / Replacement Equipment
Water & Sewer Fund
Fiscal Year 2024-25

DESCRIPTION	AMOUNT
Water Well 1A Overhaul	\$55,000
Service Van	45,000
Fire Hydrant Replacement	20,000
WW Pump Rotating Assemblies	20,000
Laboratory Equipment	10,000
UV Lamps for Disinfection	<u>5,000</u>
TOTAL	\$155,000