



**JOINT WATER/SEWER BOARD OF THE CITY OF BUCHANAN AND
BUCHANAN TOWNSHIP
MONDAY, AUGUST 11, 2025 – 7:00 AM
WASTEWATER TREATMENT PLANT 502 RIVER ST, 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 the Meeting Minutes from May 5th, 2025.**
- VII. *Unfinished Business***
 - A. Jones and Henry Update**
- VIII. *New Business***
 - A. Wasterwater Operator Update**
 - B. Water & Wastewater Department Reports**
- IX. *Public Comment - Non-Agenda Items Only***
- X. Adjournment**



**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**

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.

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I. Call to Order

Meeting called to order at 7:00am.

II. Pledge of Allegiance

Gordon led in the pledge of allegiance.

III. Roll Call

Present: Gordon, Swem, Murphy, Crocker (arrived after roll call at 7:05am)

Absent: Money

IV. Approve Agenda

Motion made by Swem, seconded by Murphy, to approve agenda as presented. Roll call vote carried unanimously.

V. Public Comment - Agenda Items Only

None.

VI. Approve Minutes

A. Minutes

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

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

Motion made by Murphy, seconded by Swem, to approve February 2nd and February 27th Minutes as presented. Roll call vote carried unanimously.

VII. Unfinished Business

A. Jones & Henry Feasibility Study Update

McGhee let the Board know a date had been set for the initial meeting. Bertrand has not indicated they'll be attending, McGhee will reach out one on one if need be.

The study is to look into expanding the City's water and/or sewer services to Bertrand Township as the City of Niles cannot currently meet their needs. Niles has offered the existing systems to Bertrand, who would like to know all their options. The feasibility study will look at the City's capacity, what it will take to get out there and what it will cost.

VIII. New Business

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

McGhee presented the Water & Sewer budget for fiscal year 2025-2026. Water and sewer expenses are up, as is our debt service. The budget is very conservative. McGhee detailed different items and any changes in the budget. He is speaking with potential operators for Wastewater and is exploring our options. Burns and Bartus have taken their test, and if they pass will be about 2 years away from getting their licenses. McGhee will present to the Township as well.

Motion made by Crocker, seconded by Murphy, to recommend approval to the City of Buchanan and Buchanan Charter Township boards of the 2025-2026 FY Water & Sewer Budget. Roll call vote carries unanimously.

B. Water and Wastewater Department Reports

1) Water Department; Operator in Charge, Craig Miller

Miller reported the Water Department had been busy performing In-Home Lead Line inspections. They are currently on round three. On completion, they will have database of every line the City serves. By 2041, every line will need to be compliant.

Miller has a new Water Operator who is helping with Miss Digs, Lead Line inspections, and EGLE compliance items. Daily water usage is back to normal. Well 1A is back up and running.

2) Wastewater Department; Environmental Compliance Supervisor, Zoey Martin

Bartus and Burns have taken their tests and are waiting for the results. We are meeting all regulatory limits. Flow to the landfill has been high, the leachate has been ok.

Baker updated the Board on work that was being done for the downtown construction project. Martin and Crocker spoke about the ordinance update. Lynch is working on it as well.

B. Department of Public Works & Water Department Tours

They will adjourn the meeting and begin the facility tours.

IX. Public Comment - Non-Agenda Items Only

None.

X. Adjournment

Meeting adjourned at 8:04am.



Water Department Report

- **WE have been busy with the downtown construction project. Finding Water lines, valves, And meter information**
- **Miss Digs again has been a lot this month with 86 miss digs and reports we completed.**
- **We are on the 3rd round of home inspections. We have around 850 left to inspect.**
- **We have fixed a couple of water leaks and ran 2 new services for residents.**
 - **We did a couple work orders for City Hall.**
- **We are up to date with compliance with EGLE for the month.**



The month of June Water Department report

Submitted TTHA 5 water samples to EGLE, they came back good. These are part of my yearly samples I must do. The regular monthly reports and samples were also submitted on time and were accepted.

Had to do a boil order for E Front St. due to the new watermain connecting to the old watermain. Everything went well and both samples passed. Total days of boil order was two days.

Ryan completed 30 in-house inspections this month. We are getting close to being finished with the in-house inspections. Next to do on the list is pot-holing the service lines. We do have money in the grant to get that started. They should be starting mid-July.

We marked and filled out reports for close to 100 Miss-Digs again this month. Mostly due to construction projects.

I worked with a resident who had a plumber test for lead and had very high levels when they tested. I worked with EGLE and did our own test and found no detection of lead in our samples. I had a meeting and took educational pamphlets to them and explained how to limit lead exposure.

Put a new water service line in a house that was previously Galvanized and had broken. They now have a copper line to their house.

We repaired a couple services that were leaking at the shut-off valve. Also added new top soil and grass seed.

Fix a water -main break on the old Clarks property.

Handled 15 service calls to residents.

Worked downtown on the project most of the month.

Did Junes shut off list/handed out door cards



July water report

We spent a lot of time downtown this month. Very busy with water lines getting connected, along with boil orders due to that. This was mostly on Front st.

Ryan did 50 in home inspections this month. This should be about the end of them for a while. Only a few left that are being sorted out.

Plenty of Miss Digs again this month. They were nonstop all summer.

We had our annual well maintenance this month done by Peerless.

Everything was good running order no issues were found.

We were in compliance with EGLE again this month. We did have Well 4A fail the Bacti sample, Peerless came out and shocked the well and I had two clean tests in a row, and the well is back online.

Ryan attended a water class this month. He will be testing this fall for his S-4 D-4.

Completed shut offs for the month.

Fix a few smaller water leaks on service lines.

We are marking all the water service shut offs for the crew to pothole per our grant.



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.



WASTEWATER TREATMENT ACTIVITY BRIEFING JUNE 2025

- The facility underwent thorough cleaning, with the UV room swept and mopped, and dirt cleared from the barn, headworks, and shop. Additionally, the headworks wet well was cleaned out to ensure continued efficiency.
- Several alarm calls were received from the Millpond Lift Station. Due to being out of the office, Terry consulted DPW Mike Baker, who determined that an electrician was needed. Upon inspection, the electrician identified a failed transducer. A replacement transducer was promptly ordered from Gasvoda and Associates, and Electric Maintenance and Construction installed the new unit. This resolved the issue, restoring normal operations at Millpond.
- With ongoing construction, contractors scheduled a sewer line cleanout on Schimmer Parkway in preparation for repaving the road. This will improve infrastructure and ensure proper drainage.
- The ferrous tank was nearing depletion, reaching a level below three feet. A new supply was ordered, delivered, and inspected, with a sample taken for observation. The 4,500 pounds of iron were successfully pumped into the tank.
- An alarm was triggered for an over-temperature issue at the Glacier Lift Station. A backflush was performed on pumped two to remove the rag ball and upon further inspection, Terry determined that the fuel filter required replacement. The filter was changed the next day, resolving the issue and restoring the pump to normal function.
- The wastewater facility welcomed a part-time worker for the summer months; they have been assisting us with lawn care and other small projects.
- As algae growth accelerates in warmer weather, the clarifier water level was lowered to facilitate cleaning. The arms and weirs were thoroughly cleared of algae buildup, which was then disposed of in the dumper.
- Crews worked along the fence line near the wooded area and creek to clear limbs and debris. Fallen branches were gathered from the surrounding property, loaded into a truck bed, and transported to the cemetery for proper disposal. This effort improved site safety and aesthetics while preventing potential obstructions or hazards.
- Due to ongoing construction E. coli levels were above normal range, so grab samples were collected at five locations along Buchanan Creek to monitor E. coli levels. The samples were sent to Stevensville for testing, which confirmed a decrease in E. coli numbers compared to the initial sampling.
- A flapper valve replacement was performed at the headworks building after noticing higher-than-usual pump runtime. Following the replacement and an adjustment to the pump's rotating assembly, operations returned to optimal efficiency.
- Sludge was successfully removed from the drying beds and loaded into a dumper. This process was carried out to maintain the cleanliness and efficiency of the beds by preventing debris buildup. The operation was completed without issue, leaving the beds clear and ready for continued use.
- A power outage triggered an alarm at the Glacier lift stations. Upon inspection, it was found that Pump 1 had become clogged with a rag ball. The wastewater crew promptly responded, pulled the pump, and cleared the obstruction. After reinstallation, the pump was tested and found to be operating normally, restoring full functionality to the lift station.
- In addition to the major events listed above, the plant conducted 157 Preventative Maintenance (PM) work orders, covering tasks ranging from routine equipment inspections to significant repairs requiring extended labor.



WASTEWATER TREATMENT ACTIVITY BRIEFING JULY 2025

- Millpond Lift Station triggered an alarm due to Pump 2. Upon inspection, a large rag ball was removed. The pump was reinstalled and tested, restoring full functionality. Later in the month, Pump 2 again triggered an alarm. Terry identified that backflushing wouldn't help, so Joe and Jeremy removed the rag ball and restarted the pump.
- Schirmer Lift Station was inspected during routine maintenance. A sinkhole near the generator was discovered, likely caused by settled fill in the manhole. With assistance from the DPW's Vactor truck, the hole was temporarily filled with sand and covered with limestone rocks. Terry continues to monitor the area.
- Glacier Lift Station had an after-hours alarm. Terry determined Pump 2 required manual removal rather than backflushing. The next morning, the team removed a rag ball and replaced stripped bolts. Gasvoda will inspect further to ensure oil containment.
- Influent Electrical Box experienced a SCADA communication failure due to a blown fuse. Windemuller replaced the fuse, restoring connectivity.
- Sludge Press Polymer System had a pump head replaced. Four 55-gallon drums of polymer were ordered since the press requires it to run. Only one spare pump remains; more will be ordered.
- Distilled Water Tanks used for BOD5 testing were producing inconsistent results. Nalco Water replaced both tank canisters and verified no leaks. Testing results have returned to normal.
- Headworks Building received a fresh coat of floor paint after excessive moisture caused previous layers to chip. The surface was scraped, cleaned, and repainted.
- New lab supplies were ordered from North Central Labs, and gloves were restocked through Material Resources.
- Monthly and quarterly water testing (chlorides, sulfate, copper, mercury, PFAS) was conducted per NPDES permit requirements. Samples were sent to ALS in Holland, MI, all results were within acceptable ranges.
- The Annual Asset Management Report was submitted via the Mi Enviro portal, including updates to the 2025–26 budget, fixed assets, rate structures, and detailed water/sewer operations data for 2023–24 in accordance with the facility's NPDES permit.
- Superintendent Tim announced his departure. The city manager and department heads have begun the search for a full-time plant lead. Tom Rodgers (Benton Harbor St. Joe WWTP) was hired as interim support for paperwork a few times per month until a full-time Class B operator is found.
- A meeting with Jonas and Henry focused on reducing PFAS local limits in Bucchanan's IPP ordinances, with guidance from Anne of EGLE.
- Anne issued an email indicating that Bucchanan was overdue in submitting the PFAS POTW Effluent Monitoring Report. Upon further review, it was determined that the overdue report pertained to a previous permit, which expired in September 2024. All required information has since been updated in Mi Enviro and successfully submitted, resolving the issue.
- The upcoming DMR-QA 45 study, scheduled for October. All required testing materials have been ordered and successfully delivered to the plant by Advanced Analytical Solutions. The testing procedures to be conducted align with the requirements specified in the plant's NPDES permit, ensuring full compliance with regulatory standards.
- The facility completed 150 Preventive Maintenance work orders, ranging from equipment checks to complex repairs requiring substantial labor.

City of Buchanan Wastewater Reporting August 2025

	June 2025	May 2025	April 2025	June 2024	
PLANT FLOW					
DAILY AVERAGE (MG)	0.722	0.854	0.990	0.692	
MAXIMUM DAY (MG)	1.188	0.976	2.304	0.828	
GAL/CAP/DAY	164	194	225	157	
FINAL EFFLUENT					
CARB-BOD (mg/l)	2	3	2	2	Regulatory Limit 25 mg/l
SUSPENDED SOLIDS (mg/l)	6	6	5	6	30 mg/l
PHOSPHORUS (mg/l)	0.81	0.81	0.67	0.67	1.0 mg/l
FECAL COLIFORM / 100 ML	17	3	7	6	200 ct/100 ml
pH	7.3	7.2	7.5	7.2	6.5 - 9.0
DISSOLVED OXYGEN (DO) in mg/l	6.0	5.7	5.5	5.6	3.0 mg/l min.
POWER AND GAS					
POWER KWH/MG	2,553	2,210	2,183	2,873	
KWH / #CBOD	2.58	3.37	2.97	3.90	
NATURAL GAS (100 CU. FT.)	57	196	402	200	
MG	21.66	26.46	29.69	20.75	
KWH	55,296	58,464	64,800	59,616	
Inf # CBOD	21,423	17,343	21,853	12,662	

