City Manager's Bits & Pieces

TO: St. Joseph City Commissioners

FROM: Richard I. Lewis, City Manager

DATE: June 6, 2014

Summer time is in full swing and it hasn't even officially arrived. As you can imagine City crews are in full swing on grass mowing, projects, beautification, etc. They might not agree, but weather is much better than what we had in January and February. I also want to thank the downtown merchants for their assistance with compliance of the Sidewalk Amenities Policy. There are still a couple of permits yet to be received, but on a whole, everyone has been very cooperative.

Lighthouse Forever Fund Donor Wall

We had originally thought this would be on the agenda for Monday, however, while the "mock-up" has been placed, it is not where the fundraising community had thought it would be. There isn't a rush on this, so we want to make sure of getting it right and having the time for the Commission to have a visional on what is being suggested. Once ready in the next week, we will let you know and will plan to have on the June 23rd agenda for further discussion.

Lions Park/Tiscornia Beach E.coli Analysis by St. Joseph Water Plant

At the last City Commission meeting, I informed the Commission that Berrien County would no longer fund the cost for E. coli analysis of water samples taken at Lions Park and Tiscornia beaches and that we were working to find a way to continue the practice. Presently Berrien County Health Department employees collect three samples per beach once a week and submit them to Great Lakes Scientific for analysis of E. coli. Results are then posted online and advisories issued if bacteria counts exceed the maximum for bodily contact.

St. Joseph Water Plant staff met with County Health Director Ken Priest and determined that the plant which is currently equipped and already performs analysis for E. coli on its raw water

could also perform the analysis in house. The County would continue to collect the samples, which is done by wading out into waist high water and drawing a sample 18" under the surface. Samples would be brought to the water plant, planted by plant staff and incubated for 18 hours. Results would be available the next morning and sent to the County Health Department. There is an added benefit to the water plant since further analysis could be done on the samples which would yield valuable information on changing lake chemistry and organic content.

Invasive Species (Knotweed) Management Plan
On Friday, May 30th the City received two RFP's for the control of the Knotweed infestation in the City. The City sent out requests to 14 companies that specialize in this field. The RFP's received were from Applied Ecological Services and a joint submittal from Native Connections and Native Landscapes. The selected vendor will be required to provide a management/control plan, a public education and communication plan, funding/grant research and oversight of the removal and restoration program. Staff will have a selection recommendation for the City Commission at the June 23, 20014 meeting.

MDEQ 2013 Water System Sanitary Survey
Mr. Gary Wozniak, MDEQ District Engineer met with City staff on June 4th to discuss the findings of the 2013 Sanitary Survey. The primary purpose of a sanitary survey is to evaluate and document the capabilities of the water system's sources, treatment, storage, distribution network, operation and maintenance, and overall management to continually provide safe drinking water and to provide a safe reliable water supply. In addition, sanitary surveys also aid in the process of evaluating a public water system's progress in complying with federal and state regulations which require the improvement of the capabilities of the system to provide safe drinking water. Sanitary surveys provide the water system with technical and management information regarding the operation of the system from the water source, through the water plant and the distribution system. The MDEQ conducts sanitary surveys every three years as required under Michigan Public Act 399. The report was favorable.

> *"We recognize the numerous improvements the City has recently made regarding the water system, which include the following: the new intake and low lift pumping station, the replacement and enlargement of the elevated water storage tower, the additional auxiliary power generator at the treatment plant, the installation of mechanical rapid chemical mix in the treatment process, and certification of additional staff, as a result, water quality, reliability, and distribution pressure have been improved."*

Recommendations were made regarding source, treatment, and distribution system. The recommendations were as follows: Install a redundant flow switch on the fluoride feed at the water plant, provide "as-built" drawings of the new intake, low lift pumping station, and elevated tower, continue the distribution system valve turning program, complete a Water System Reliability Study and General Plan, continue to make water main replacement especially of undersized mains a priority and develop a Surface Water Intake Protection Program (SWIPP).

A copy of the DEQ letter is attached and staff is working to implement these recommendations.

Water Filtration Plant Operational Report
Attached is the Operational Report for May. Included is the Annual Water Quality Report which will be mailed to the system's customers during the third week of June and placed on the City's website. As always, if you have questions, please call.

Inspection Department Activities
Attached is the monthly report for May, 2014. The 97 permits issued is a new high number for the year.

As you will recall the "mad dash" to complete the Inn at Harbor Village crossed the finish line only moments before the SPGA was to begin. In the process of issuing the Certificate of Occupancy it was determined that the whole project was completed in exactly 1 year and 1 week. The result of all those efforts is now a beautiful addition to our community. The department did receive one additional permit for the "Outpost Bar" located on the pool deck. The other significant commercial project on the report is the permit for Buffalo Wild Wings on Niles Avenue. Apparently a final decision on the contractor selection is the last hurdle prior to start of construction.

The month of May also marked the start of tall grass enforcement with 145 lawns being posted of which 9 needed to be mowed by our contractor. Property maintenance "target area" audits were also started with 130 homes being inspected.

Library Items
Summer Reading, with a Science theme, will officially kick off on Monday, June 16th, 2014, when reading logs can be picked up. However, patrons can sign up before that by clicking on the registration hot link for their reading group on the library web page (stjoseph.lib.mi.us) under the "Summer Reading" section.

The library will host an exhibit of Lake Michigan and the Lake Michigan shoreline in the Solarium from June 19-July 9, 2014. Visitors are invited to come learn about the shoreline and about why when planning building projects it is so difficult to determine exactly where the shore meets the Lake in any given year. This exhibit is provided in collaboration with The Urban and Regional Planning Program at the University of Michigan and The City of St. Joseph.

In Car Video System-Department of Public Safety
As you will recall, Director Clapp, after consulting with City Manager Lewis and City Attorney Schmidt, sent a Notice of Default to Motorola citing multiple failures of the in car video system which, if not corrected before the time period allowed by contract, would result in the City changing vendors.

Since that time, Motorola has purchased all new radars for all squad cars at a cost of over $7,000.00 to rectify one of the cited issues. Additionally, a software upgrade has been

implemented successfully resolving the play back time for court eliminating the potential court dismissal of cases.

As that is the case, it appears Motorola has resolved those and other issues contained in the Notice of Default. Accordingly, with consultation from City Attorney Schmidt, a letter rescinding the Notice of Default has been sent to Motorola. It is important to note no payment for the in car system has yet been made and won't be made until the department is convinced the system functions as expected.

Fire Drill at the Berrien County Courthouse
On Wednesday, May 28, 2014, Director Clapp with Deputy Director Crow and Chief Bailiff Joe Zangaro, conducted a fire drill at the Berrien County Courthouse. The drill went very well and was good practice for all parties.

Change of Command-U.S. Coast Guard
On Thursday, May 29, 2014, Director Clapp along with Sgt. Neubecker, Deputy Director Crow, and myself attended the Change of Command at the U.S. Coast Guard, St. Joseph Station. The event provided the department with the opportunity to say farewell to outgoing Chief Adam Kane and meet incoming Chief Wesley Haslam.

Meetings
Agendas, minutes and reports for the St. Joseph Recreational Harbor Authority, Library Board, and Water Services Joint Operating Board at attached.

Closing Thought
Accomplish something every day. Sometimes days fly by without anything standing out in your mind, without any tangible improvement. Every day make sure, no matter how small the effort, that you do something to make your dreams come true.

Have a safe and great weekend.

STATE OF MICHIGAN
DEPARTMENT OF ENVIRONMENTAL QUALITY
KALAMAZOO DISTRICT OFFICE

RICK SNYDER
GOVERNOR

DAN WYANT
DIRECTOR

June 3, 2014

Mr. Richard Lewis, City Manager
City of St. Joseph
700 Broad Street
St. Joseph, MI 49085

WSSN: 6310

Dear Mr. Lewis:

SUBJECT: 2013 Water System Sanitary Survey

On February 6, May 9, July 18, and August 8, 2013, staff of the Department of Environmental Quality, Office of Drinking Water and Municipal Assistance, visited your water supply facilities and met with Water Plant Superintendent, Mr. Greg Alimenti. The purpose of the meeting was to evaluate the city of St. Joseph (City) water system with respect to the Michigan Safe Drinking Water Act – Act 399 (PA 1976 as amended), and the rules promulgated thereunder. In addition, the enclosed Water System Review form was updated to gather information on the City water supply system.

The last sanitary survey was completed in 2010. We recognize the numerous improvements the City has recently made regarding the water system, which include the following: the new intake and low lift pumping station, the replacement and enlargement of the elevated water storage tower, the additional auxiliary power generator at the treatment plant, the installation of mechanical rapid chemical mix in the treatment process, and certification of additional staff; as a result, water quality, reliability, and distribution pressure have been improved.

The following table summarizes our findings from our most recent survey of the water system:

Survey Element	Findings
Source	Recommendations made
Treatment	Recommendations made
Distribution System	Recommendations made
Finished Water Storage	No deficiencies/recommendations
Pumps	No deficiencies/recommendations
Monitoring & Reporting	No deficiencies/recommendations
Management & Operations	Recommendations made
Operator Compliance	No deficiencies/recommendations
Security	No deficiencies/recommendations
Financial	Recommendations made
Other	-

We propose the following requirements are necessary to improve the operation and maintenance of your water supply, and to maintain compliance with Act 399:

1. To further help prevent fluoride overfeed, install a flow switch that is wired to the chemical feed pumps and that will only activate with sufficient flow in the discharge pipe.

2. Please provide this office with "as-built" drawings of the new intake, low lift pumping station, and elevated tower by **December 31, 2014.**

3. We understand that the City has hired a firm to locate and turn the distribution valves. Continue valve maintenance by developing an ongoing valve turning program, to ensure operation and minimize service interruptions.

4. Our records show the last approved Water System Reliability Study (Study) was dated January 2009. Act 399 requires water systems to update their Study every five years. Recent amendments to Act 399 Rule 1203 include new Study requirements, enclosed on a separate sheet. Please have the Study updated and submitted for our approval by **December 31, 2014.**

5. The General Plan requirements have also been amended to include computer modeling and a Capital Improvement Plan for five-year and 20-year planning periods. The General Plan update requirements are also included on a separate sheet. Please update and submit your General Plan along with your Study by **January 1, 2016**.

6. We understand approximately 11 percent of the distribution main is undersized (four-inch diameter or less). Please continue making main replacement a priority, to improve fire flows and system hydraulics.

7. Please consider developing a Surface Water Intake Protection Program (SWIPP) for the new intake. A SWIPP guidance document is enclosed; a SWIPP grant application period is open through June 16, 2014. Call Jason Berndt at 517-284-6513 for further information.

If you have any questions, feel free to contact me at 269-567-3613, by e-mail at wozniakg@michigan.gov, or by mail at the address listed on the letterhead.

Sincerely,

Gary Wozniak, P.E., District Engineer
Field Operations Section
Office of Drinking Water and
Municipal Assistance

GAW/NKE

Enclosures

cc: Mr. Steve Tilly, Chairman SWMRSS&WA
Mr. Tim Zebell, P.E., City Engineer, City of St. Joseph
Berrien County Health Department
cc/enc: Mr. Greg Alimenti, Water Plant Superintendent, City of St. Joseph
cc/enc: Mr. Derek Perry, Public Services Director, City of St. Joseph

RELIABILITY STUDY & GENERAL PLAN DOCUMENT CONTENTS
(in accordance with Act 399 & Admin. Rules 12/09)

1. Planning Data [Admin. Rule 1203 (3)(a)]
    a. Population
    b. Service Connections
    c. REU's
2. 5 year and 20 year water use projections [Admin. Rule 1203 (3)(b)], must include the following as basis
    a. Current, 5 year, & 20 year average daily demand
    b. Current, 5 year, & 20 year maximum daily demand
    c. Current, 5 year, & 20 year maximum hourly demand
    d. Current, 5 year, & 20 year fire flow demands
    e. Basis for demand projections
    f. Historic monthly & annual totals for each water source (well/wtp/meter station/pump station)
    g. Annual usage of water supplied to other water systems, if applicable
    h. Annual usage for each customer class
        i. Residential
        ii. Commercial
        iii. Industrial
        iv. Govt./Other, etc.
3. Analysis of facility conditions: equipment, water mains, water quality issues, etc.
4. Analysis of unaccounted water and potential sources
5. Demonstration of adequate capacity under existing and future demand conditions [Admin. Rule 1204]
    a. WTP capacity
    b. Well capacity (firm/total)
    c. Pumping capacities (firm/total); pump stations, wells, etc.
    d. Contract capacity
    e. Storage capacity
6. Analysis and demonstration of adequate backup power service [Admin. Rule 1206]
7. Demonstration of sufficient continuous distribution capacity throughout system [Admin. Rule 1105]
    a. Meet peak demands + fire flow
    b. 35 psi min. under normal conditions
    c. 20 psi min. under emergency condition (fire)
8. Calibrated Hydraulic Model [Admin. Rules 1105, 1307, and 1605]
    a. Include all water mains
    b. Calibrate using new or recent hydrant flow test data in accordance with AWWA recommendations and test procedures (provide calibration data)
    c. Model Runs (provide contour maps, available hydrant flow, or node data with node map)
        i. Current System under existing demands
        ii. Current System under future demands (5 & 20 year)
        iii. 5 year improvements under 5 year demands
        iv. 20 year improvements under 20 year demands
    d. Identification and correction options for areas of inadequate capacity
    e. Analysis of transmission capacity
9. Capital Improvements Plan for 5year and 20 year planning periods [Admin. Rule 1606]
10. General Plan Document/Map items [Admin. Rules 1604, 1605, 1606]
    a. Treatment Systems and Capacities
    b. Water Main
        i. Location
        ii. Size
        iii. Material
        iv. Age

DEQ

Department of Environmental Quality
Water Bureau
Drinking Water and Environmental Health Section

Guidance for Surface Water Intake Protection Program (SWIPP)

Since the source water assessments (SWA) have been completed, the state is developing guidance for communities for development of a Surface Water Intake Protection Program (SWIPP). Michigan has a wellhead protection (WHP) program that has been approved by the USEPA. Since this would be the protection program for a system that is supplied with groundwater, it is logical to develop protection programs for surface water systems with the same logic. A SWIPP should have the same basic seven elements that a WHP program has. These are:

- Defining roles and duties of government units and water supply agencies.
- Designating a source water protection area for each water supply source based on the state's defined source water area.
- Identifying potential contaminant sources within each source water protection area.
- Utilizing management approaches for protection of source water, including but not limited to education and regulatory approaches.
- Creating contingency plans for public water supply sources including the location of alternate drinking water sources.
- Assuring proper siting on new water sources to minimize potential contamination.
- Encouraging public participation.

This guidance document is intended to assist communities with surface water systems in developing an approvable SWIPP. Communities may add other items as appropriate, and are encouraged to submit a work plan for review before proceeding with development of their SWIPP.

Program Elements

Basic information about the water supply system and community

_Community location and population
_Present service area (geographic area and population served)
_System capacity
_Local program goals for SWIPP

to impact the surface water source
_Map which displays potential sources of contamination within the SWIPP
_Description of the process used to identify potential sources of contamination, including the sources of information
_Comprehensive listing of potential sources of contamination within the SWIPP area

Utilizing management approaches for protection of source water, including but not limited to education and regulatory approaches

_Description of the local management program for SWIPP. Examples of local management program elements include:

- Zoning ordinance provisions for SWIPP
- Facility inspection or hazardous material survey program
- Information to businesses concerning state and county requirements
- Environmental permits checklist for new businesses
- Strategic monitoring within the SWIPP area
- Inter-agency coordination and communication
- Other SWIPP elements developed by the local agency
- Identification of partnerships or agreements with county or state agencies which will help implement the local SWIPP
- Development and implementation of best management practices that reduce the risk of surface water contamination
- On-site inspections for the purpose of improving facility management of potential sources of contamination
- Incorporation of SWIPP into a municipality's master plan or other regional land use planning program

_Timetable for management plan implementation

Creating contingency plans for public water supply sources including the location of alternative drinking water sources

_Plans for how the community would deal with a major threat to the intake.
_Response protocol in the event of a hazardous substance spill or other emergency
_Emergency water supplies (bottled, bulk, etc.)
_Policies and procedures related to water supply replacement

Sanitary Survey of Community Water Supply - Review Summary

Water Supply: City of St. Joseph
County: Berrien
Evaluator: Wozniak

WSSN: 06310
District: 52
Date: 8/8/2013

Category	Comment	N/A	NotEv	NoD/R	Rec	Def	SigDef
Source							
Construction & Maintenance				X			
Standby Power				X			
Isolation				X			
Source Water Protection	*implement SWIPP with new intake*				X		
Capacity				X			
Treatment							
Disinfection				X			
Fluoride	*install redundant flow-switch*				X		
Phosphate Addition		X					
Softening		X					
Iron/Manganese Removal		X					
Arsenic Removal		X					
Pretreatment				X			
Filtration (gravity or membranes)				X			
C*T				X			
Other			X				
Distribution System							
Interconnections w/ Other WS				X			
Hydrants & Valves	*implement valve turning program*				X		
Service Lines & Metering				X			
General Plan	*update General Plan to new requirements*				X		
Cross Connections				X			
Construction & Maintenance				X			
Capacity	*continue to replace undersized main*				X		
Finished Water Storage							
Construction & Maintenance				X			
Controls				X			
Capacity				X			
Pumps (All Pumping Facilities)							
Construction & Maintenance				X			
Controls				X			
Capacity				X			
Monitoring & Reporting							
Bacteriological Monitoring				X			
Chemical Monitoring				X			
MOR or Annual Pumpage Report				X			
Consumer Confidence Report				X			
Analytical Capabilities				X			
System Management & Operations							
Owner Responsibility				X			
Capacity Development		X					
Reliability Study	*Update reliability study*				X		
Operations Oversight				X			
Permits				X			
Operator Compliance							
Operator Certification				X			
Technical Knowledge & Training				X			
Security							
Emergency Response Plan				X			
Site Security (Fences, Alarms...)				X			
Financial							
Rates				X			
Budget & Capital Imp. Plan	*CIP along with General Plan update*				X		
Other							

N/A - Not Applicable
Rec - Recommendations Made
NotEv - Not Evaluated
Def - Deficiencies Identified
NoD/R - No Deficiencies/Recommendations Made
SigDef - Significant Deficiencies Identified

CITY OF ST. JOSEPH WATER FILTRATION PLANT

OPERATIONAL REPORT

MAY 2014

Mission Statement

WSJOB- The City and Authority working together to provide safe drinking water of the highest quality to all of our customers at the lowest possible price.

WATER PLANT REPORT-MAY 2014

Water demand in May down 11,729,561 gallons from last year which represents a 9.2% decrease. This year 127,550,790 gallons were delivered which compares to 139,280,351 gallons delivered in May of 2013. The 2014 May pumpage ranked 28th in the 30 year tabulation dating back to 1985.

GENERAL ACTIVITIES

Water Plant Security

Now that the security gates and perimeter fence are complete attention has turned to the installation of security cameras and access control for the water plant.

As you may recall in 2012 we invited area law enforcement and Homeland Security to the water plant to tour the facility and provide recommendations for security enhancements. From these recommendations plant staff and WSJOB developed plans and allocated funds. To date, $35,000 has been spent on the security gates and the perimeter fence which are not complete. In addition, $50,000 was set aside in the 2013/2014 budget for the installation of security cameras and access control.

In 2013, Mr. Lewis appointed a committee to review security at City Hall and all other facilities. The committee determined that the most cost effective approach was to upgrade the existing Simplex Grinnell system at City Hall and integrate it with a new security at the water plant with the server being located at City Hall. Plant staff met with James Corson of Simplex Grinnell at the water plant on March 10th. Mr. Corson provided a proposal to furnish and install cameras and readers and expressed confidence that the system could by installed by June 30th. The proposal was approved by the WSJOB and St. Joseph City Commission.

I also spoke with the Saginaw Water Plant Superintendent at the Borchardt Conference in February regarding security upgrades there which he will present at the Annual AWWA conference in Boston in June. Mr. Rheinsch invited us to tour his facility in Saginaw to learn from what they have done there.

Lead & Copper Monitoring

Lead and copper enter drinking water primarily through plumbing materials. Exposure to lead and copper may cause health problems ranging from stomach distress to brain damage. On June 7, 1991, EPA published a regulation to control lead and copper in drinking water. This regulation is known as the Lead and Copper Rule (also referred to as the LCR or 1991 Rule).

The treatment technique for the rule requires systems to monitor drinking water at customer taps. If lead concentrations exceed an action level of 15 ppb or copper concentrations exceed an action level of 1.3 ppm in more than 10% of customer taps sampled, the system must undertake a number of additional actions to control corrosion. If the action level for lead is exceeded, the system must also inform the public about steps they should take to protect their health and may have to replace lead service lines under their control.

On June 3rd sample bottles were distributed to customer homes served by the City of St. Joseph. Customers were asked to fill the bottles with first draw samples taken after the water had been allowed to sit in the pipe for a minimum of six hours. The samples were then picked up and will be shipped to the MDEQ laboratory. The results are expected by the end of June and will be forwarded to those who participated in the monitoring group. MDEQ will review the results and determine the system compliance. The City of St. Joseph has been in full compliance with the Lead & Copper Rule since its inception in 1991.

2013 Consumer Confidence Report (To Issue June 2014)

The 2013 Consumer Confidence Report is complete. The feature articles and format are identical to last year. The lead article will again be the Odd-Even Sprinkling Ordinance which is followed by the article on the background and make up of the area water and wastewater authorities. The color format was changed. The reports will be mailed to our customers and posted on the City website by the third week of June. We are pleased to report that water quality has been excellent and the City of St. Joseph remains in full compliance with the Safe Drinking Water Act.

Strategic Capital Improvement Plan

Plant staff met with Tony Myers of CH2M Hill at the water plant on April 30th for the On-site Facility Review and Assessment phase of the SCIP. Staff completed an Asset Hierarchy that was forwarded to Hill and was discussed and further developed in phone conference meeting on May 12th and May 21st. The asset hierarchy is part of an extensive database developed by Hill that will include asset rankings based on a number of criteria such as regulatory compliance, consequence of failure and water quality. The anticipated completion date is in October.

MDEQ Sanitary Survey-City of St. Joseph WSSN#6310

Gary Wozniak, MDEQ District Engineer completed the 2013 Sanitary Survey which was forwarded to City staff for review. This is a time consuming but vital task for Mr. Wozniak and we thank him for his effort and dedication. The primary purpose of a sanitary survey is to evaluate and document the capabilities of the water system's sources, treatment, storage, distribution network, operation and maintenance, and overall management to continually provide safe drinking water and to provide a safe reliable water supply. In addition, sanitary surveys also aid in the process of evaluating a public water system's progress in complying with federal and state regulations which require the improvement of the capabilities of the system to provide safe drinking water. Sanitary surveys provide the water system with technical and management information regarding the operation of the system from the water source, through the water plant and the distribution system. The MDEQ conducts sanitary surveys every three years. The completed survey was formally presented to the City on June 5th.

Benton Harbor Emergency Interconnect

Work is currently underway on the rehabilitation of the M63 Interconnect. Staff has ordered replacement bolts for all of the pipe flanges and valve housings located inside of the vault. Air Therm is replacing the bolts by cutting out the old ones with a welder and installing new. Staff is looking into the replacement of the roof slab and reinforcement of the walls. The City of Benton Harbor has expressed interest in contributing to this effort.

In addition, the Cities of St. Joseph and Benton Harbor are working together to draft an emergency interconnect agreement. The City Managers and Mr. Alimenti met on May 6th to review the draft document.

Sedimentation Basins

The sedimentation basins were inspected by Dixon Engineering in November. For the first time we saw evidence of leaks in the top of the basins. There is one transverse crack in the West chamber and approximately four to five closely placed cracks in the East chamber. Melting snow during the inspection provided excellent conditions to bring about and reveal the leakage. Staff is currently looking at mapping the locations of the leaks and procuring a firm to excavate the 18" of topsoil by hand shovel and sealing the cracks from above once this season's deep frost melts. The sedimentation basins are underground under the grassy area adjacent to the back parking lot. They were part of the treatment train for the 1931 plant and currently are used to provide contact time for chlorine.
The plant can be operated without the sedimentation basins since sufficient contact time is provided by the clarifiers, filters and reservoir. Concern remains however that the buffering capacity of the basins during thermal upsets in the clarifiers would be lost. In addition, filters 1-4 will have to be isolated from the sedimentation basins if they are to remain dry. These filters account for 4 MGD of the plant's total 16 MGD capacity and are needed to enable the plant to meet peak summer demand. Staff isolated the sedimentation basins from the filters in May 2014 by installing 2x12's in the preexisting 1931 sluice gates located under the museum room. In consultation with Dixon we have learned that if extensive cracking is found a membrane would have to be installed. Ira Gabin, Vice President of Dixon has estimated the cost of a membrane to be $45,000. B&Z provided a quote for the removal and replacement of topsoil. Staff is currently seeking other competitive quotes for this work.

UCMR III Monitoring

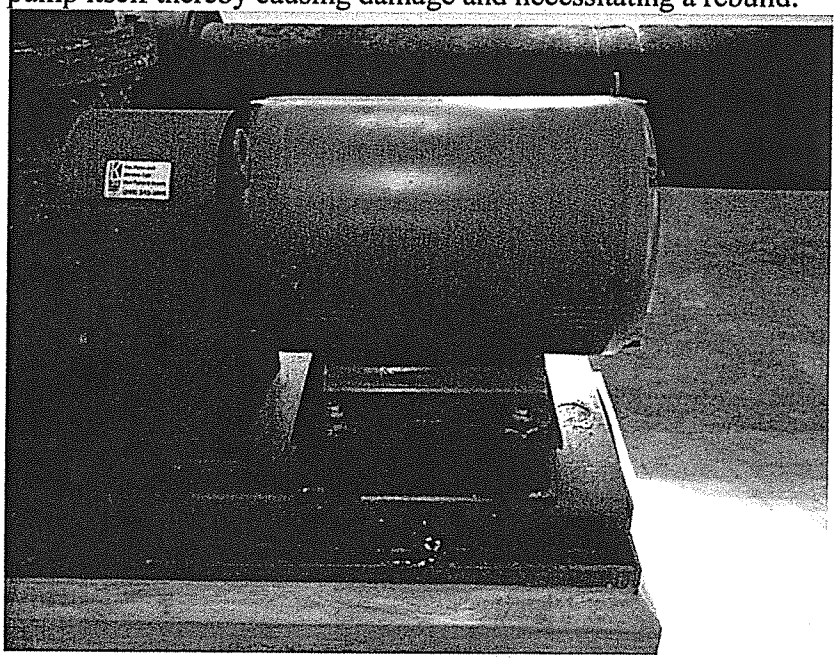
Plant staff is now collecting samples for both the City and Authority under the Unregulated Contaminant Monitoring Rule. EPA is funding the City monitoring costs since it is a community water supply serving a population under 10,000. The monitoring period is one year.

Hilltop Booster Station Pump #2

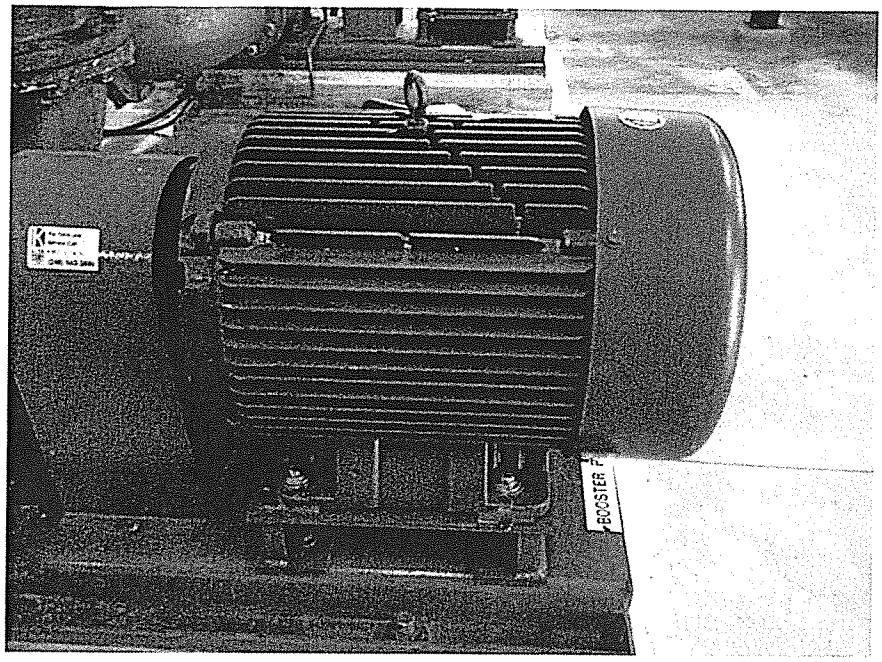
Earlier this year plant staff reported vibration and the loss of adjustment shims in the base on pump #2. As you may recall this pump and motor combination has presented problems in the past. Peerless Midwest was called in to evaluate the system and make a recommendation as to the proper resolution of the problem. Their team performed vibration analysis on the pump and motor while connected and the motor alone while disconnected and found that the motor exhibited excessive vibration. This motor was rebuilt in July of 2012 by Kerr Pump after a vibration problem was found at that time. The possibility of piping misalignment was checked as well by the removal and reinsertion of all of the pipe/pump flange bolts. No problem was found. Pump #1 was realigned by Peerless while on site. Peerless spent an inordinate amount of time and effort to align this pump and motor.

The conclusion that we have drawn at this point and this is based on what Mark Thornton had theorized at the onset is that the rolled steel motor housing of the Baldor motor is inadequate and cannot withstand the forces of pump torque in this application. Staff recommended the replacement of the motor on Pump #2 with a U.S. Motor equipped with an integral cast iron housing identical to Pump #1 at Cleveland Booster Station which had been replaced two years ago. The new motor was ordered and installed during the week of May 26th.

To date staff has reported a significant reduction in vibration and noise. We tested the motor at all rpm ranges and are impressed with the new motor. Given this result and the improved performance obtained from the #1 pump at Cleveland we will be recommending the replacement of the #1 motor at Hilltop this Fall when water demands permit. This replacement had been programmed into the 2016/2017 fiscal year since it was thought that the recently re-aligned #1 would provide two years of additional service. However, we are concerned that the vibration in the motor will telegraph to the pump itself thereby causing damage and necessitating a rebuild.



Hilltop Booster Station #2 Motor (Original Baldor installed 2007). The cylindrical motor housing is constructed from rolled steel which is tack welded to the motor mount.



Hilltop Booster Station #2 Motor (U.S. Motor installed May 2014). The heavy cast steel motor housing is integral to the motor mount.

Stage 2 D/DBP Monitoring Results-Authority

The Stage 2 DBP rule is one part of the Microbial and Disinfection Byproducts Rules (MDBPs), which are a set of interrelated regulations that address risks from microbial pathogens and disinfectants/disinfection byproducts. The stage 2 DBP rule focuses on public health protection by limiting exposure to DBP's, specifically total trihalomethanes (TTHM) and five haloacetic acids (HAA5) which can form in water through disinfectants used to control microbial pathogens. The St. Joseph Water Plant utilizes chlorine as a disinfectant.

In April the HAA5 level recorded was elevated at 72 ppb. This was likely due to high organics from Spring runoff and the lack of mixing in the lake given the unusually long ice cover. Community water supplies cannot exceed 60 ppb as a running annual average. Given the seasonal nature of HAA5, production, we expect the running annual average to remain well below the limit. The HAA5 running annual average is now 38 ppb. The last time the system recorded elevated HAA5 numbers was in April of 2008 in the City. In June of that year levels returned to normal.

Benton Township F-2 Coverage/Joint Sharing of Water Plant Superintendent

The warranty replacement of the membrane filter modules is now complete. Back in April of 2013, modules began failing at the potted ends of the cylinders. In November an additional 24 modules were found to have cracked pots. Staff began replacing the modules under the provisions of a prorated warranty. On December 13th we received word that Siemens would replace all of the remaining modules at no cost to the Township and in April 2014 all remaining modules were replaced.

We expect the need for our management assistance to the Township to come to an end once test results are received for Township water plant staff who took the F-2 examination on May 1st. In addition, a licensed F-1 shift operator was hired to fill a vacancy at the plant who could cover the requirement if staff did not pass the exam. The Shared Services Agreement expires on July 1st.

Intake Inspections

Both the north and south St. Joseph Water Plant intakes were inspected in May. Seebrex Diving recorded 1.5 ft of accumulated sand in the bottom of intake structures and in the pipe extending past the Y. A full report and video was presented to plant staff. Cleaning will be done in July/August as weather permits.

Intake Raw Water Sample Line

The raw water sample line is a ¾" HDPE pipe that extends from the low service pumping station to the north intake structure. The line provides plant staff with the capability of obtaining real time raw water data which is unaffected by the chlorine feed in the intake. The line must be periodically backflushed with tap water which contains chlorine. The current setup as designed is set to backflush to an end point wherein no chlorinated water reaches the lake. Plant staff is concerned however that the chlorine residual is weakened to such an extent by the time the stream reaches the intake that no protection against mussel growth in the line is achieved. Staff has been in discussion with DEQ Lansing regarding acceptable NPDES chlorine discharge limits and sampling protocols. Given the stringent limits an alternate design has been developed wherein the installation of a check valve and bypass inside of the intake structure has been devised and will be installed by Seebrex Divers. This bypass and check will redirect the backflush water into the intake which will then be drawn into the intake pipe and not discharged to the lake. A screen dome will be fabricated and placed on the existing sample line strainer located outside of the intake (on the 'roof') which will be cleaned by divers semi-annually.

ST. JOSEPH WATER FILTRATION PLANT
1701 LIONS PARK DRIVE
SAINT JOSEPH, MI. 49085

MAY 2014

By: Greg Alimenti
St. Joseph Water Plant
700 Broad St.
Saint Joseph, MI. 49085-1276
(269) 983-1240

DISTRIBUTION:	
Total Gallons	127,550,790
Average Day	4,114,542
Maximum Day	5,947,118
Minimum Day	2,833,465

TREATMENT:	
Total Low Service	131,055,589
Wash Water Gals.	1,843,939
Wash Water %	1.48%
Plant Use Gals.	1,542,407
Plant Use %	1.22%

FILTRATION:		
Ave. Filter Run	88.1	hours
Ave. Filter Rate	2.05	g/sqft/min
Filter Eff. Index	576.6	
Ave. Loss of Head	1.0	feet
Plant Sewer Useage		

LABRATORY REPORT		
Average of	Raw	Tap
Chlorides mg/L	19.8	19.4
Fluoride mg/L	0.14	0.96
Alkalinity mg/L	113	100
Hardness mg/L	142	139
pH	7.8	7.1
Calcium mg/L	38	38
Magnesium mg/L	12	11
Turbidity NTU	1.21	0.03
Temperature `F	50	
Total Coliform		0.0
Chlorine Residual		mg/L Free
Mixing Basin		1.53
Applied		1.65
Tap		1.46
Distribution		1.05

TREATMENT CHEMICAL SUMMARY:	Applied mg/L	Total Lbs. CHEMICAL	Cost	Inventory lbs.	Days Supply
Alum (Al^{+3})	1.59	1,710	$4,975.18	4,308	78
Chlorine (Cl_2)	2.76	2,973	$772.98	11,309	118
Fluoride (F_2)	0.71	769	$2,305.65	3,066	124

Total Cost all Chemicals	$8,053.81
Chemical Cost per Mil. Gallon Treated	$61.45
Chemical Cost per Mil. Gallon Delivered	$63.14

PLANT UTILITIES SUMMARY	
Electric:	
Total KWH	247,840
Total Power Cost	$17,268.01
Power Cost per Million Gallon Treated	$127.62
Power Cost per Million Gallon Delivered	$140.38
Gallons Pumped per KWH	515
Natural Gas:	
Metered Cubic Feet	0
Natural Gas Cost	-
Emergency Power Diesel Fuel Inv., Gals.	

REMARKS:

***includes measure of melted snow
visit the City of Saint Joseph's Home page at www.sjcity.com
e-mail comments to either: operator@sjcity.com or alimenti@sjcity.com

WEATHER CONDITIONS AT THE PLANT		Air Temp. 'F		
SJWW Weather Computer		Avg.		
Rain Guage, Inches	2.21	Max.		
days it rained***	13	Min.		
Wind Speed, Avg		Lake Temp.'F		
Wind Speed, Max		Avg.	50.1	
Prevailing Wind Dir.		Max	56.6	
Lake Level (USACE)	578.54	Min	44.5	

Monthly Maintenance Notes

May 2014

Normal PM Maint. done Monthly	Check all High Service and Low Service Pumps, BPS pumps, Service BPS Chlorinators, Change out air filters on VFD Drives and Air Handlers. Mow and Grounds Maintenance at Plant, Booster Stations and Towers
05/04/14	Filled Clarifier # 2 and put in service
05/06/14	Installed New Vacuum Primer Pump # 2
05/08/14	Repaired West Gate Key Pad Mount
5/7 to 5/9/14	Painted Vacuum Primer Piping
05/13/14	D.A.Dodd - Installed new 3" boiler line in North Boiler Room and Repaired leaking fittings on unit heater in Clarifier 2 & 3 room
05/13/14	Installed New Boards to block off filtered water channel for filters 1-4 from settling basin
05/16/14	Opened valve to fill filtered water channel for Filters 1-4 to go back into service, washed Filters 3 & 4
05/19/14	Repaired roof top exhaust fan for garage, replaced belt and greased bearings
05/27/14	Installed new belt on Clarifier 2 & 3 Exhaust Fan.
05/27/14	Clarifier # 1 Off Line, Started Draining for Cleaning
05/29/14	Peerless Midwest - Installed new motor on Pump # 2 at Hilltop BPS. Pump Back In Service
05/29/14	Installed new solenoid valves for water supply on chlorinator at Hilltop BPS. Replaced cracked piping on effluent side of the LMI doising pump
05/28/14	Daves Tree Service - Removed Tree on east side of plant by settling basin and cleared brush on east hill by 1931 section.
05/30/14	Cleaned Clarifier # 1

WSSN 3726

May 2014

CLEVELAND BOOSTER STATION								HILLTOP BOOSTER STATION							BOTH
DATE	MGD TREATED	FEED METER GAL	CHL LBS/DAY	CHLORINE APPLIED mg/l	Cl_2 RES PRE mg/l	Cl_2 RES POST mg/l	Cl_2 RES MON mg/l	MGD TREATED	FEED METER GAL	CHL LBS/DAY	CHLORINE APPLIED mg/l	Cl_2 RES PRE mg/l	Cl_2 RES POST mg/l	Cl_2 RES MON mg/l	MGD TREATED BOTH
1-Jan	0.000	0	0.00	0.00	1.31	1.24	1.26	2.013	55	7.80	0.46	2.35	1.78	1.91	2.013
2-Jan	1.980	68	9.64	0.58	1.78	1.52	1.53	0.000	0	0.00	0.00	1.99	1.56	1.63	1.980
3-Jan	1.050	18	2.55	0.29				1.042	25	3.54	0.41				2.093
4-Jan	1.050	18	2.55	0.29				1.042	25	3.54	0.41				2.093
5-Jan	1.050	18	2.55	0.29	2.12	1.50	1.51	1.042	25	3.54	0.41	2.31	1.49	1.54	2.093
6-Jan	0.353	4	0.57	0.19	1.68	1.33	1.38	1.801	23	3.26	0.22	2.11	1.51	1.54	2.154
7-Jan	2.196	30	4.25	0.23	1.77	1.58	1.61	0.281	6	0.85	0.36	1.36	1.71	1.73	2.477
8-Jan	1.941	26	3.69	0.23	1.73	1.41	1.48	0.655	26	3.69	0.68	1.36	2.14	2.19	2.596
9-Jan	1.457	12	1.70	0.14	1.27	1.33	1.29	1.450	24	3.40	0.28	1.35	1.48	1.53	2.907
10-Jan	1.594	57	8.08	0.61				0.847	31	4.40	0.62				2.441
11-Jan	1.594	57	8.08	0.61				0.847	31	4.40	0.62				2.441
12-Jan	1.594	57	8.08	0.61	1.29	1.51	1.59	0.847	31	4.40	0.62	2.46	1.90	2.04	2.441
13-Jan	2.663	53	7.51	0.34	1.26	1.36	1.28	0.000	0	0.00	0.00	1.55	1.72	1.81	2.663
14-Jan	0.000	0	0.00	0.00	1.33	1.35	1.32	2.459	52	7.37	0.36	1.92	1.73	1.80	2.459
15-Jan	2.133	21	2.98	0.17	1.31	1.31	1.37	0.000	0	0.00	0.00	1.65	1.57	1.61	2.133
16-Jan	2.169	58	8.22	0.45	1.84	1.58	1.39	0.000	0	0.00	0.00	1.42	1.38	1.36	2.169
17-Jan	1.177	41	5.81	0.59				1.219	26	3.69	0.36				2.395
18-Jan	1.177	41	5.81	0.59				1.219	26	3.69	0.36				2.395
19-Jan	1.177	41	5.81	0.59	2.11	1.74	1.83	1.219	26	3.69	0.36	1.98	1.34	1.43	2.395
20-Jan	1.071	29	4.11	0.46	2.36	1.62	1.78	1.451	39	5.53	0.46	2.46	1.67	1.81	2.522
21-Jan	2.871	47	6.66	0.28	1.60	1.41	1.40	0.008	0	0.00	0.00	1.21	1.35	1.36	2.880
22-Jan	1.857	22	3.12	0.20				1.007	1	0.07	0.01				2.864
23-Jan	1.857	22	3.12	0.20	1.49	1.30	1.28	1.007	1	0.07	0.01	1.01	1.11	1.10	2.864
24-Jan	2.463	71	10.07	0.49				1.180	4	0.57	0.06				3.643
25-Jan	2.463	71	10.07	0.49				1.180	4	0.57	0.06				3.643
26-Jan	2.463	71	10.07	0.49				1.180	4	0.57	0.06				3.643
27-Jan	2.463	71	10.07	0.49	1.58	1.26	1.26	1.180	4	0.57	0.06	1.27	1.31	1.31	3.643
28-Jan	3.305	103	14.60	0.53	1.28	1.23	1.23	0.325	24	3.40	1.25	1.19	1.22	1.25	3.630
29-Jan	1.767	56	7.94	0.54	1.36	1.61	1.65	0.022	0	0.00	0.00	0.98	1.10	1.09	1.789
30-Jan	3.581	75	10.63	0.36	1.46	1.65	1.68	0.001	0	0.00	0.00	0.86	0.81	0.90	3.582
31-Jan	4.092	122	17.30	0.51				0.340	10	1.42	0.50				4.432
TOTAL	56.606	1,380	195.66					26.864	522	74.01					83.470
AVE DAY	1.826		6.31	0.38	1.5965	1.442	1.456	0.8666		2.39	0.29	1.64	1.49	1.55	2.693
MAX	4.092		17.30	0.61	2.36	1.74	1.83	2.4595		7.80	1.25	2.46	2.14	2.19	4.432
MIN	0.000		0	0.00	1.26	1.23	1.23	0.0000		0	0.00	0.86	0.81	0.9	1.789

MONTHLY TOTALS:	Cleveland	Total MG	56.606	SJCT EAST		Hilltop	Total MG	26.864	Cleveland Pump Station:	56.606
		Treated	56.606	AVE DAY	0.247		Treated	26.833	Hilltop Pump Station:	26.833
Total Authority Flow:	84.437	Untreated	0.000	TOTAL MAY	7.664		Untreated	0.031	TOTAL AUTHORITY (Trted.)	83.439

DISTRIBUTION REPORT *For the Month of May 2014*

Activity	Number	Description
Water Main Breaks	0	
MISS DIGS	449	
Delinquent Shut Off	17	City
Hydrants (Repaired/Replaced)	0	
Valves	0	
Taps (1")	4	2330 Autumn Ridge (LCT), Bad Well
		4540 Bacon School Road (RCT), Bad Well
		3181 West Marquette Woods Road (Located at PRV), BW
		583 Summer Ridge Parkway (City). New construction
Service Work	1	900 State Street. (Replacement)
Water Service Repairs	1	6540 Fredonia Circle (Replace service-leaking under road)
Repair of Curb box/Shut-Off Valves	0	
Water Quality Complaint(s)	0	
Hydrant Flushing to maintain water quality	0	
Staff Education/Training	0	
Overtime-Total	33.5	
Turn Off	10	(Note: This number does not include delinquent Shut off)
Turn On	13	
Finals	116	
Meter Repair		
Meter Repair/Replacement	53	Verify Read
Per detail		New Installation 12
Meter leaking		New Installation-Benton Harbor
Stopped Meter		Replaced/various reasons
Faulty Register		Rockwell Replacement
Frozen Meter		Mxu Replaced
Move Meter Inside		Sprinkler meter removed/line capped
Hard to read		Removals 2
Replace/Adding Sprinkler Meter		Curb box location
Damage to Trt		Broken Remote
New Plumbing		Noisy Meter
New siding		Upgrade 5/8" to 3/4"
Meter sent out for testing		Meter Change/Benton Harbor

CITY OF ST. JOSEPH WATER MAIN BREAK REPORT

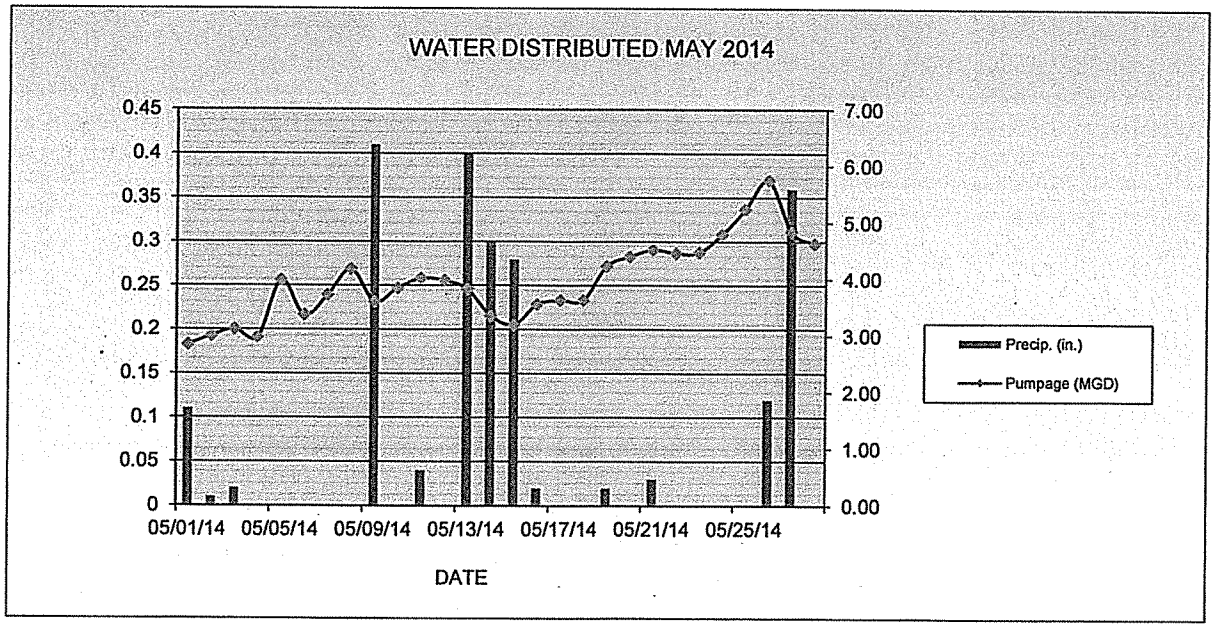
For the Month/Year of: May 2014

#	Date	Location	Main Size	Gallons Lost	Break Type	Valves Turned	City Twp	Labor	Remarks
1									
2									
3									
4									
5									
6									
		Total Gallons Lost		-					

ST JOSEPH WATER PLANT PUMPAGE-WATER DELIVERED/RAINFALL
MAY 2014

DATE	PUMPAGE (gallons)	PUMPAGE (MGD)	Rainfall (in)	Day to Day Comparison 2014/2013	
				2014	2013
05/01/14	2,833,465	*2.83*	0.11	2,833,465	
05/02/14	2,995,376	*3.00*	0.01	2,995,376	
05/03/14	3,109,560	*3.11*	0.02	3,109,560	
05/04/14	2,970,596	*2.97*	0	2,970,596	
05/05/14	3,981,710	*3.98*	0	3,981,710	
05/06/14	3,364,337	*3.36*	0	3,364,337	
05/07/14	3,718,910	*3.72*	0	3,718,910	
05/08/14	4,177,584	*4.18*	0	4,177,584	
05/09/14	3,602,362	*3.60*	0.41	3,602,362	
05/10/14	3,839,959	*3.84*	0	3,839,959	
05/11/14	4,017,127	*4.02*	0.04	4,017,127	
05/12/14	3,976,766	*3.98*	0	3,976,766	
05/13/14	3,825,719	*3.83*	0.4	3,825,719	
05/14/14	3,353,211	*3.35*	0.3	3,353,211	
05/15/14	3,195,198	*3.20*	0.28	3,195,198	
05/16/14	3,554,358	*3.55*	0.02	3,554,358	
05/17/14	3,628,199	*3.63*	0	3,628,199	
05/18/14	3,630,240	*3.63*	0	3,630,240	
05/19/14	4,229,891	*4.23*	0.02	4,229,891	
05/20/14	4,397,188	*4.40*	0	4,397,188	
05/21/14	4,525,284	*4.53*	0.03	4,525,284	
05/22/14	4,464,095	*4.46*	0	4,464,095	
05/23/14	4,478,623	*4.48*	0	4,478,623	
05/24/14	4,799,185	*4.80*	0	4,799,185	
05/25/14	5,241,045	*5.24*	0	5,241,045	
05/26/14	5,751,277	*5.75*	0.12	5,751,277	
05/27/14	4,850,194	*4.85*	0.36	4,850,194	
05/28/14	4,630,466	*4.63*	0	4,630,466	
05/29/14	4,760,323	*4.76*	0	4,760,323	
05/30/14	5,947,118	*5.95*	0	5,947,118	
05/31/14	5,701,422	*5.70*	0	5,701,422	
TOTAL	127,550,790	127.55	2.12	127,550,790	-

Average Day	**4,114,542**
Maximum Day	**5,947,118**
Minimum Day	**2,833,465**

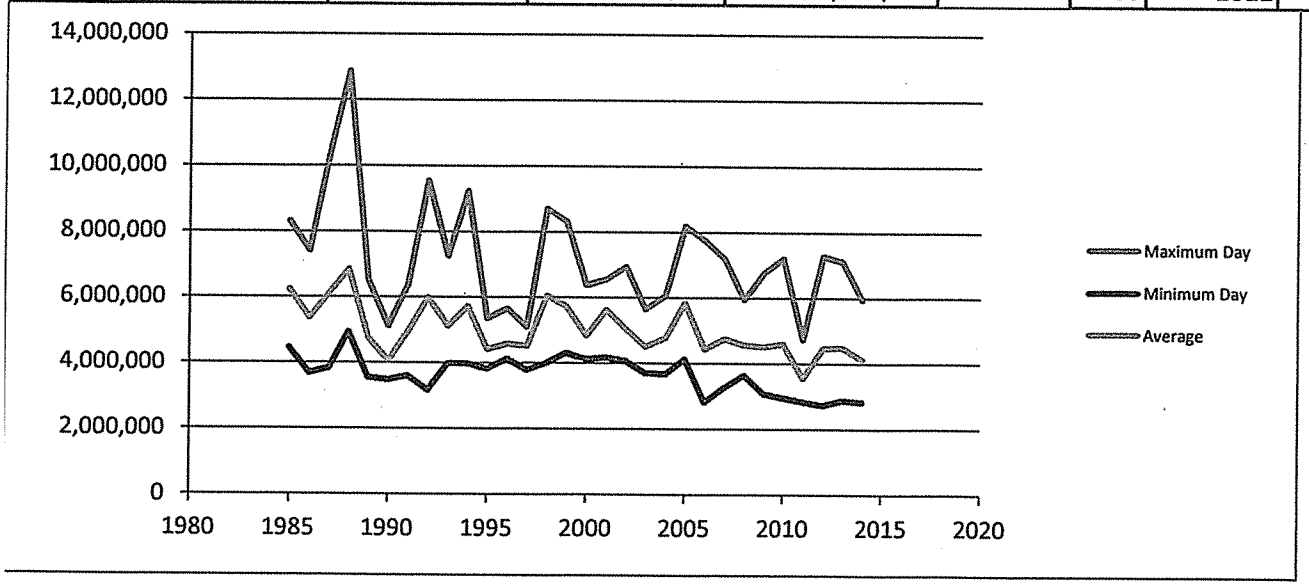


ST JOSEPH WATER PLANT PUMPAGE-WATER DELIVERED

MAY 2014

Year	Average	Maximum Day	Minimum Day	Monthly Total
1985	6,233,139	8,308,600	4,458,400	193,227,300
1986	5,363,400	7,413,800	3,684,000	166,265,400
1987	6,124,184	10,353,600	3,834,000	189,849,700
1988	6,845,745	12,870,400	4,940,900	212,218,100
1989	4,755,961	6,516,400	3,543,800	147,434,800
1990	4,056,606	5,126,500	3,481,200	125,754,800
1991	4,951,545	6,376,200	3,603,700	153,497,900
1992	5,986,790	9,542,900	3,172,600	185,590,500
1993	5,125,539	7,254,700	3,981,000	158,891,700
1994	5,725,045	9,246,500	3,979,600	177,476,400
1995	4,415,565	5,361,200	3,822,400	136,882,500
1996	4,573,452	5,658,000	4,136,000	141,777,000
1997	4,510,768	5,092,100	3,779,700	139,833,800
1998	6,048,352	8,692,600	3,999,500	187,498,900
1999	5,722,849	8,319,100	4,309,900	177,408,307
2000	4,836,010	6,376,100	4,118,250	149,916,300
2001	5,634,882	6,553,750	4,176,030	174,681,340
2002	5,038,950	6,937,050	4,063,900	156,207,450
2003	4,496,300	5,648,500	3,709,610	139,385,290
2004	4,776,464	6,061,080	3,682,780	148,070,370
2005	5,855,014	8,182,500	4,142,130	181,505,420
2006	4,429,722	7,748,000	2,824,250	137,321,390
2007	4,742,185	7,192,750	3,267,390	147,007,740
2008	4,551,589	5,950,750	3,642,770	141,099,260
2009	4,508,448	6,759,230	3,083,300	139,761,901
2010	4,593,824	7,207,765	2,960,557	142,408,530
2011	3,543,478	4,730,395	2,839,172	110,258,444
2012	4,457,338	7,282,740	2,737,559	138,177,494
2013	4,492,914	7,113,301	2,877,192	139,280,351
2014	4,114,542	5,947,118	2,833,465	127,550,790

Rank	Year	Monthly Total
1	1988	212,218,100
2	1985	193,227,300
3	1987	189,849,700
4	1998	187,498,900
5	1992	185,590,500
6	2005	181,505,420
7	1994	177,476,400
8	1999	177,408,307
9	2001	174,681,340
10	1986	166,265,400
11	1993	158,891,700
12	2002	156,207,450
13	1991	153,497,900
14	2000	149,916,300
15	2004	148,070,370
16	1989	147,434,800
17	2007	147,007,740
18	2010	142,408,530
19	1996	141,777,000
20	2008	141,099,260
21	1997	139,833,800
22	2009	139,761,901
23	2003	139,385,290
24	2013	139,280,351
25	2012	138,177,494
26	2006	137,321,390
27	1995	136,882,500
28	2014	127,550,790
29	1990	125,754,800
30	2011	110,258,444



CITY OF St. Joseph

JUNE 2014

ANNUAL Water Quality Report for 2013

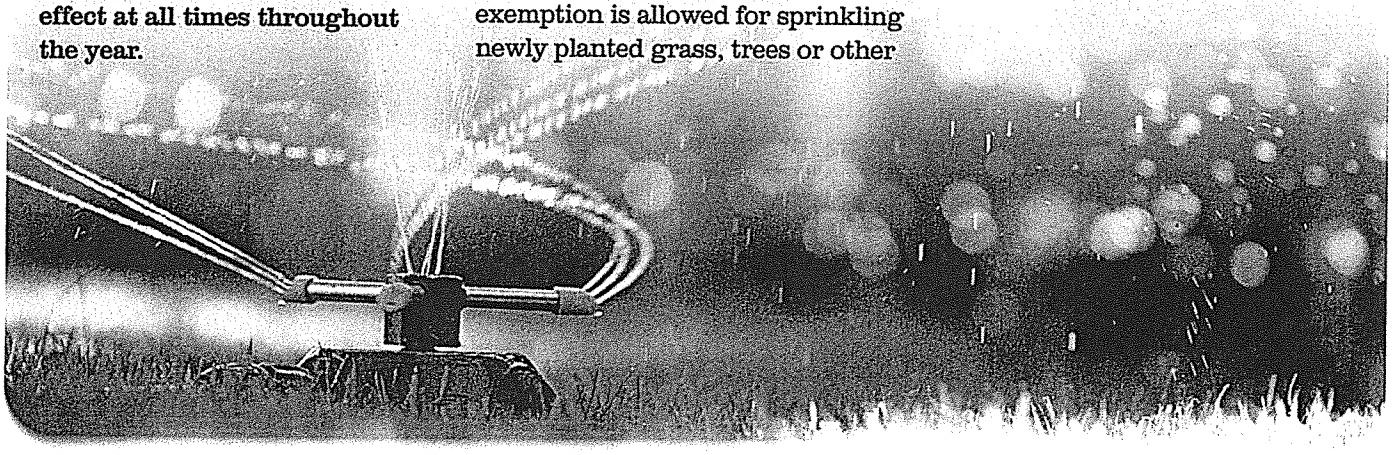
We are proud to report that the water provided by the City of St. Joseph meets or surpasses established water quality standards

The purpose of this report is to provide you with information on the quality of the drinking water produced by the St. Joseph Water Treatment Plant during the 2013 calendar year. The federal government established the requirement for this Water Quality Report, more formally known as a Consumer Confidence Report, in 1998. We welcome this opportunity to provide you with details of where your water comes from, what it contains, and how it compares to Environmental Protection Agency (EPA) and Michigan Department of Environmental Quality (MDEQ) Standards. In addition to the required information, this report includes articles to help keep you informed on current and upcoming projects and the ongoing efforts by City of St. Joseph and Authority to meet the growing water demands of the service area in the most economical manner possible. Questions regarding this report can be directed to Greg Alimenti, Water Plant Superintendent.

"Odd-Even" Sprinkling Ordinance Remains in Effect at All Times

In July of 2003, the City and the Lake Michigan Shoreline Water and Sewage Treatment Authority Municipalities introduced water conservation measures which restrict lawn sprinkling, with the goal of reducing the peak water demands placed on the St. Joseph Water Treatment Plant. **These restrictions remain in effect at all times throughout the year.**

Properties with "even" numbered street addresses, in which the last whole integer of the street address is 0, 2, 4, 6, or 8, may use water from the public water system for the purpose of sprinkling only on even-numbered calendar days. Likewise, "odd" numbered addresses ending in 1, 3, 5, 7 or 9 may sprinkle only on odd-numbered calendar days. An exemption is allowed for sprinkling newly planted grass, trees or other plants for up to 30 days following planting, however, you should contact your City, Township or Village Hall to obtain a special permit in advance of watering under this exemption.



Communities Cooperating to Provide Water and Sewer Services to the Area

***WSJOB** - The City and Authority working together to provide safe drinking water of the highest quality to all of our customers at the lowest possible rate.*

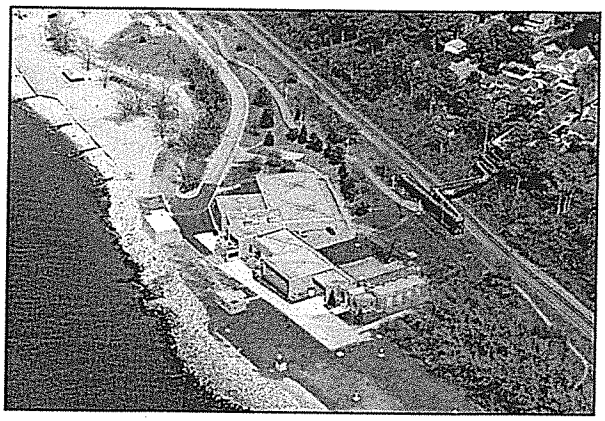
City of St. Joseph

The City of St. Joseph owns and operates the St. Joseph Water Plant. The Water Plant's average day demand is 4.3 million gallons per day (MGD) with a design capacity of 16.0 MGD. The maximum day water demand in 2012 was 11.2 MGD which occurred on July 4, 2012. The Water Plant provides water to approximately 34,000 people which include 8,800 in the City of St. Joseph and 25,000 in the townships.

Under the 2009 Water Service Agreement, the City sells water, provides maintenance and bills customers in the townships of Lincoln, St. Joseph and Royalton. The City bills all customers for water and sewer and then remits sewer charges and township water surcharges, in full, to the respective townships. Customers are billed quarterly: St. Joseph and Royalton Township customers are billed in January, April, July and October; St. Joseph Township Customers are billed in February, May, August and November; Lincoln Township customers are billed in March, June, September and December. Bills are mailed on the first of the month and due on the 21st of the month or the next business day.

Southwest Michigan Regional Sewer and Water Authority

The Lake Michigan Shoreline Sewer & Water Authority was formed in 1964 by the communities of St. Joseph and Lincoln Charter Townships to represent their residents as they negotiated water and sewer services from the City of St. Joseph. Royalton Township joined the Authority in 1996. In 2008, the Southwest Michigan Regional Sewer and Water Authority (SMRS&WA) was formed to replace the Lake Michigan Shoreline Sewer & Water Authority. Each of the three townships owns and operates their local water and sewer mains; the SMRS&WA owns and operates shared system assets including the sewer interceptor, water booster stations and water towers. Township representatives work together through the SWRS&WA to ensure that the three individual water and sewer systems operate cooperatively as one Authority System. The townships each contribute annually to the SMRS&WA, providing the revenue necessary to maintain these shared capital assets and to deliver common maintenance services to the individual township systems; however each township is responsible for the repair and replacement of their own sewer mains, and for the replacement of their own water mains.



Joint Water Services Board -WSJOB

In 2009 area municipalities in northern Berrien County served by the St. Joseph water system approved a new 30 year water contract that included a new operating structure and established a new level of municipal cooperation.

The three communities that make up the Authority include: Lincoln Charter Township, Royalton Township and St. Joseph Charter Township.

Under the agreement, members of the WSJOB set the water rate for all water system customers; all water users are charged the same rate. The WSJOB is charged with the responsibility of setting a rate sufficient to generate the revenue necessary to pay all costs associated with the operation and maintenance of the water plant and important shared system components as well as the routine maintenance of the distribution system of the entire system. Each community then establishes its own separate water rates to fund the installation and replacement of that community's own water mains. Surcharges previously charged to Authority customers have been eliminated.

The 2009 agreement made it possible for the water system to obtain funding at favorable rates through the State of Michigan revolving loan program for improvements to the St. Joseph Water Plant, including construction of a new intake as well as electrical upgrades and filter replacements, which were completed in 2012. The projects also received several million dollars in federal funding, further reducing the cost to residents.

Joint Board of Commissioners of the Benton Harbor-St. Joseph Wastewater Treatment Plant

The Joint Board of Commissioners is the governing body of the Benton Harbor-St. Joseph Joint Wastewater Treatment Plant. The Joint Plant treats an average daily flow of about 8.5 million gallons per day (MGD) with a design capacity of 15.3 MGD. The Joint Plant serves approximately 60,000 people in its north Berrien County service area.

Established in 1951, the Joint Board provides oversight of the treatment plant's operation. This oversight extends to all aspects of facility operation, maintenance and improvement. The current eight member board consists of the Benton Harbor and St. Joseph City Managers (designated representatives by ordinance), two additional representatives from each city, and one representative each from Benton Township and the Lake Michigan Water & Sewage Treatment Authority. The Joint Board meets monthly on the third Thursday of the month at 11:00 a.m.

Water Quality Data

The table below lists all the drinking water contaminants that we detected during the 2013 calendar year. The presence of these contaminants in the water does not necessarily indicate that the water poses a health risk. Unless otherwise noted, the data presented in this table is from testing done January 1 – December 31, 2013. The State allows us to monitor for certain contaminants less than once per year because the concentrations of these contaminants are not expected to vary significantly from year to year. All of the data is representative of the water quality, but some are more than one year old. Chlorine, HAA5 and TTHM results are reported as "Running Annual Averages" (RAAs).

Regulated Contaminant	MCL	MCLG	Your Water	Range	SAMPLE DATE	VIOLATION YES/NO	TYPICAL SOURCE OF CONTAMINANT
Fluoride (ppm)	4	4	1.1	N/A	4/10/2013	No	Water additive to protect teeth.
Barium (mg/L)	2	2	.02	N/A	1/24/2011	No	Discharge of drilling wastes, discharge from metal refineries, erosion of natural deposits.
TTHM - Total Trihalomethanes (ppb)	80	N/A	70.2	13 to 72	4 quarters	No	Byproduct of drinking water disinfection.
HAA5 Haloacetic Acids (ppb)	60	N/A	38.1	8 to 38	4 quarters	No	Byproduct of drinking water disinfection.
M&P-Xylene	1000	NA	0.5		6/19/2012	No	Discharge from petroleum factories, discharge from chemical factories.
Chlorine (ppm)	4	4	1.00	0.84 to 1.10	Daily	No	Water additive used to control microbes.
Gross Alpha	15	0	0.48	N/A	4/22/2013		
Beta emitters (pCi/L)	50	0	0	N/A	1/21/2010	No	Decay of natural and man-made deposits.
Combined radium (pCi/L)	5	0	2.2	N/A	4/22/2013	No	Erosion of natural deposits.

Special Monitoring and Unregulated Contaminant **	Your Water	Range	SAMPLE DATE	TYPICAL SOURCE OF CONTAMINANT
Sulfate (ppm)	37	N/A	4/10/2013	Treatment process additive to help remove suspended particles in water & erosion of natural deposits.
Sodium (ppm)	9	N/A	4/10/2013	Erosion of natural deposits.

Contaminant Subject to AL	Action Level	MCLG	90% OF SAMPLES < THIS LEVEL	SAMPLE DATE	NUMBER OF SAMPLES ABOVE AL	TYPICAL SOURCE OF CONTAMINANT
Lead (ppb)	15	0	2.4	9/21/2011	0	Corrosion of household plumbing systems.
Copper (ppb)	1300	1300	120	9/21/2011	0	Corrosion of household plumbing systems.

Water Quality Data (continued)

Microbial Contaminants	MCL	MCLG	Number Detected	Violation Yes / No	Typical Source of Contaminant
Total Coliform Bacteria	>1 positive monthly sample (>5% of monthly samples positive)	0	0	No	Naturally present in the environment
Fecal Coliform and E. coli	Routine and repeat sample total coliform positive, and one is also fecal or E. coli positive	0	0	No	Human and animal fecal waste

Substance (units)	MCL	MCLG	Highest Level Detected	Range of Detection	Violation Yes/No	Typical Source of Contaminant
Turbidity (NTU)	TT= 1 NTU TT=percentage of samples equal to or below 0.3 NTU	N/A	0.17	0.03 - 0.17	No	Soil Runoff

If present, elevated levels of lead can cause serious health problems, especially for pregnant woman and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. The City of St. Joseph Water Treatment Plant is responsible for providing high quality drinking water, but cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline or at http://www.epa.gov/safewater/lead.

Turbidity is a measure of the cloudiness of water. We monitor it because it is a good indicator of the effectiveness of our filtration system. Nephelometric Turbidity Units (NTU) is a measure of the clarity of water.

Contaminant and Unit of Measurement	MCL	MCLG	Lowest Running Annual Average, Computed Quarterly, of Monthly Removal Ratios	Range 2013	Violation Yes/No	Likely Source of Contamination
Total Organic Carbon	TT	N/A	1.20	1.18 - 1.36	No	Naturally present in the environment

**Treatment Technique for TOC is based on the lowest running annual average of the monthly ratios of the % TOC removal achieved to the % TOC removal required. A minimum ratio of 1.00 is required to meet the TT.

- The average water hardness is 138mg/l or 138 ppm (as $CaCO_3$) - This equates to 8.1 Grains

What are PPM and PPB?

Parts per million (ppm) and parts per billion (ppb) are units used to measure the concentration of a substance in water. Here are some examples that illustrate how small a ppm and ppb actually are:

One part per million (ppm) is the same as:

- One drop of gas in the gas tank of a mid-sized car
- One second in 11 days; one minute in two years
- One car in bumper-to-bumper traffic from St. Joseph to Cleveland
- One penny in $10,000
- One dollar bill in a stack of new dollar bills 250 feet high

One part per billion (ppb) is the same as:

- One drop in a railroad tanker car
- One second in 32 years; one minute in 1900 years
- One four-inch hamburger in a chain of hamurgers circling the earth at the equator 2.5 times
- One inch in the distance from St. Joseph to Hong Kong and back
- One silver dollar in a roll of silver dollars from Detroit to Salk Lake City

Contamination from Cross-Connections

Cross-connections that contaminate drinking water distribution lines are a major concern. A cross-connection is formed at any point where a drinking water line connects to equipment systems containing chemicals (air conditioning systems, fire sprinkling systems, irrigation systems) or water sources of questionable quality. Cross-connection contamination can occur when the pressure in the equipment or system is greater than the pressure inside the drinking water line (backpressure). Contamination can also occur when the pressure in the drinking water line drops due to main breaks causing contaminants to be siphoned out from the equipment and into the drinking water line (backsiphonage).

The most common sources of cross-connection contamination at home is outside water taps and garden hoses. Garden hoses create hazards when submerged in a swimming pool or when attached to a chemical sprayer for weed killing. Garden hoses that are left lying on the ground may be contaminated by fertilizers, cesspools or garden chemicals. Improperly installed valves in your toilet could be a source of cross-connection contamination. Community water supplies are continuously jeopardized by cross-connections unless appropriate valves, known as backflow prevention assemblies, are installed and maintained. We continually survey all commercial and institutional facilities in our service area to make sure that all potential cross-connections are identified and eliminated or protected by a backflow preventer.

For more information, you can call the Safe Drinking Water Hotline at (800) 426-4791 or review the Cross-Connection Control Manual at the U.S. EPA's website: www.epa.gov/safewater/crossconnection.html.

Water Conservation Tips for Consumers

Did you know that the average U.S. household uses approximately 400 gallons of water per day or 100 gallons per person per day? Luckily, there are many low-cost and no-cost ways to conserve water. Small changes can make a big difference-try one today and soon it will become second nature.

- *Take short showers- A 5 minute shower uses 4 to 5 gallons of water compared to up to 50 gallons for a bath.*
- *Shut off water while brushing your teeth, washing your hair and shaving and save up to 500 gallons a month.*
- *Use water-efficient showerhead. They are inexpensive, easy to install, and can save you up to 750 gallons a month.*
- *Water plants only when necessary.*
- *Fix leaking toilets and faucets. Faucet washers are inexpensive and take only a few minutes to replace. To check your toilet for a leak, place a few drops of food coloring in the tank and wait. If it seeps into the toilet bowl without flushing, you have a leak. Fixing it or replacing it with a new, more efficient model can save up to 1,000 gallons a month.*
- *Adjust sprinklers so only your lawn is watered. Apply water only as fast as the soil can absorb it and during the cooler parts of the day to reduce evaporation.*
- *Teach your kids about water conservation to ensure a future generation that uses water wisely. Make it a family effort to reduce next month's water bill!*

Visit **www.epa.gov/watersense** for more information.

General Information

Contaminants and their presence in water: Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the EPA's Safe Drinking Water Hotline **(800-426-4791).**

Vulnerability of sub-populations: Some people may be more vulnerable to contaminants in drinking water than the general population. Immunocomprimised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. EPA/CDC guidelines on appropriate means to lessen the risk of infection by Cryptosporidium and other microbial contaminants are available from the **Safe Drinking Water Hotline (800-426-4791).**

Sources of drinking water: The sources of drinking water (both tap water and bottled water) include rivers, lakes, streams, ponds, reservoirs, springs and wells. Our water comes from surface water. As water travels over the surface of the land or through the ground, it dissolves naturally-occurring minerals and, in some cases, radioactive material, and can pick up substances resulting from the presence of animals or from human activity.

Contaminants that may be present in source water include:

- Microbial contaminants, such as viruses and bacteria, which may come from sewage treatment plants, septic systems, agricultural livestock operations and wildlife.
- Inorganic contaminants, such as salts and metals, which can be naturally occurring or result from urban storm water runoff, industrial or domestic wastewater discharges, oil and gas production, mining or farming.
- Pesticides and herbicides, which may come from a variety of sources such as agriculture and residential uses.
- Radioactive contaminants, which are naturally occurring or the result of oil and gas production and mining activities.
- Organic chemical contaminants, including synthetic and volatile organic chemicals, which are by-products of industrial processes and petroleum production, and can also come from gas stations, urban storm water runoff, and septic systems.

In order to ensure tap water is safe to drink, EPA prescribes regulations that limit the amount of certain contaminants in water provided by public water systems. Food and Drug Administration regulations establish limits for contaminants in bottled water which provide the same protection for public health. Many water suppliers add a disinfectant to drinking water to kill germs such as giardia and E. coli especially after heavy rainstorms. Your water system may add more disinfectant to guarantee that these germs are killed.

Terms and abbreviations used on the facing page

Maximum Contaminant Level Goal (MCLG): The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs allow for a margin of safety.

Maximum Contaminant Level (MCL): The highest level of a contaminant that is allowed in drinking water. MCLs are set as close to the MCLGs as feasible using the best available treatment technology.

Maximum Residual Disinfectant Level (MRDL): means the highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.

Maximum Residual Disinfectant Level Goal (MRDLG): means the level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.

N/A: Not applicable ND: not detectable at testing limit ppb: parts per billion or micrograms per liter ppm: parts per million or milligrams per liter pCi/l: Picocuries per liter (a measure of radioactivity).
Action Level (AL): The concentration of a contaminant which, if exceeded, triggers treatment or other requirements that a water system must follow.

* EPA considers 50 pCi/l to be the level of concern for beta particles.

** Unregulated contaminants are those for which EPA has not established drinking water standards. Monitoring helps EPA to determine where certain contaminants occur and whether it needs to regulate those contaminants.

Your Opinion Counts

The Water Services Joint Operating board meetings are held at the St. Joseph Water Plant, 1701 Lions Park Drive on the third Wednesday of each month at 4:00 P.M. We recommend that you call to confirm the meeting time and date prior to attending or visit our website at www.sjcity.com for the exact date and time of the meetings.

Lake Michigan...

is the source of the water for the St. Joseph Water Treatment Plant. The new intake construction in 2011 extends approximately one mile into the Lake. In 2004 a Source Water Assessment was conducted by the Michigan Department of Environmental Quality using procedures established in the Great Lakes Protocol, Source Water Assessment Program. The criteria were used to develop a "sensitivity" rating, which reflects the natural ability of our source water area to provide protection against contamination of the water supply. A water source "susceptibility" rating was then established based upon the sensitivity rating coupled with other factors that affect whether a contaminant reaches the intake. Surface source sensitivity and susceptibility ratings range from moderate sensitivity/moderately low susceptibility to very high sensitivity/very high susceptibility. The conclusion of the assessment indicated the Lake Michigan water used by the St. Joseph Water Treatment Plan is considered highly sensitive and highly susceptible to potential contamination but the report also stated the "City of St. Joseph Water Treatment Plant has effectively treated this source water to meet drinking water standards." A copy of the Source Water Assessment Report is available at the Water Treatment Plant, Superintendent office.

The St. Joseph Water Plant quality control laboratory performs more than 58,000 water tests annually on your water before it reaches you.

CITY OF St. Joseph

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St. Joseph, MI 49085

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The St. Joseph Water Treatment Plant was originally constructed in 1892 serves the St. Joseph area with water drawn through the 48" diameter intake pipe installed in 2011. Treatment plant processes include screening, disinfection, settling and filtering. The treatment plant is manned 24 hours per day and your water is constantly monitored for quality. The current Water Plant personnel, listed here, have more than 80 years of collective experience at the St. Joseph Water Treatment Plant and are dedicated to providing safe and reliable drinking water to our community.

Contact Information:

Water Plant Superintendent: ..... Greg Alimenti

..... Email: galimenti@sjcity.com

Chief Plant Operator: ..... Shawn Orlaske

Maintenance Foreman: ..... Mark Thornton

Water Plant Operators: ..... Jeff Faultersack, Jerrold Thomas, Jeff Peden
Rory Dickey, Josh Frazee

Water Treatment Plant Phone: 269-983-1240

Water Treatment Plant Fax: 269-982-1089

MEMORANDUM

To: Honorable Mayor and City Commissioners

From: Rhonda Fryer – Planning/Zoning/Inspections/Property Maintenance

Subject: Monthly Report –May, 2014

Date: June 2, 2014

INSPECTION DEPARTMENT: Following are the number of **new homes** and **conversions from multi-family to single-family** for 2014.

NEW HOMES:	1st Quarter	=	1	1
	2nd Quarter	=	0	
	3rd Quarter	=	0	
	4th Quarter	=	0	
CONVERSIONS:	1st Quarter	=	0	0
	2nd Quarter	=	0	
	3rd Quarter	=	0	
	4th Quarter	=	0	

RENTAL INSPECTIONS: 43 rental inspections were completed by the Fire Department and 7 by the Inspection Department during the month.

DEPARTMENT OF INSPECTIONS
MONTHLY REPORT FOR:
May, 2014

TYPE	# OF PERMITS	EST. COST	FEE	TOTALS
BUILDING PERMITS:				
Residential	29	$206,148.00	$4,877.00	
Commercial	7	$645,800.00	$5,754.00	
		$851,948.00	$ 10,631.00	
				$ 10,631.00
ELECTRICAL	17		$ 2,658.00	
MECHANICAL	36		$ 4,425.00	
PLUMBING	5		$ 923.00	
DEMOLITION				
SIGN PERMITS	2		$ 254.00	
PLAN REVIEWS	1		$ 2,226.00	
			$ 10,486.00	$ 10,486.00
TOTAL PERMITS:	97			$ 21,117.00
MISC. CATEGORIES:				
ZONING PERMIT/FENCE	6		$ 180.00	
BOOKS				
DUMPSTERS	6		$ 180.00	
SPECIAL USE PERMITS	4		$ 1,600.00	
RENTAL REGISTRATION & FEES	47		$ 2,660.00	
BOARD OF APPEALS FEES			$ -	
LAND DIVISION FEES				
			$ 4,620.00	$ 4,620.00
TOTAL MAY, 2014				**$ 25,737.00**

Respectfully submitted,

Rhonda Fryer
Department of Planning/Zoning/Inspections

St. Joseph St. Joseph Recreational Harbor Authority
St. Joseph River Yacht Club
Marina Drive, St. Joseph, MI 49085

AGENDA
May 28, 2014
12:00 PM

Call to Order

Order of Business

1. Election of Officers
2. Approval - Minutes - April 30, 2014
3. Financial Report

Old Business

4. Gazebos

New Business

5. Five Year Plan

Reports

6. Manager Report

Public Comments

Board Member Comments

Adjournment

CITY OF St. Joseph

Agenda Item

TO:	**St. Joseph Recreational Harbor Authority**
FROM:	**Deborah Koroch**
RE:	**Approval - Minutes - April 30, 2014**
MEETING DATE:	**May 28, 2014**

Attached the minutes of the April 30, 2014 regular meeting, as prepared by Secretary Allan Westmaas.

ACTION REQUESTED: Please consider approving the minutes of April 30, 2014 as presented.

ATTACHMENTS:

- Marine minutes 2014 04 (PDF)

City of Saint Joseph Recreational Harbor Authority

October 29, 2013 meeting at Saint Joseph River Yacht Club

Present: Glenn Zerler, Tom Zellers. Ken Zimmerman, Mike Dumke, Richard Lewis, Bill Marohn and Allan Westmaas.

Also Attending: Marina Manager Brian Dwan, and Derek Perry

The minutes of the previous meeting were approved as presented.

The financial report for the nine months ended March 31, 2014 was reviewed. Cash on hand at March 31 was $287,458. Revenue was $561,539. Expenses were $288,537. Debt service was $47,149. Cash flow was a positive $225,853.

Mike Dumke moved that the financial report be approved. Tom Zellers supported and the motion carried.

Emergency piling repair was approved by the City Commission for $26,100. The work will begin tomorrow (by DK Construction).

The pavilion project was discussed. Three bids were received last year. They were all too high. A new request for quote will be prepared with more detailed specifications. It will be posted on the city web site and advertised in the paper. They will be asked to quote on options of a concrete pad or pavers (with a proper base). Each of the three pavilions will be different because of the topography. The requested appearance and materials will be researched and finalized at the next meeting.

The annual fishing tournament will be held next week. There are no charges for use of the docks. Significant revenue is gained from fuel purchases and local merchants benefit from having the tournament participants in town.

The travel lift which we purchased used about twelve years ago has had new tires and a new engine installed. It was built in 1973. It was inspected and found to be in good shape except for the winch chains and the way the cables were wound. These problems will be corrected for about $3,000. We plan to have it inspected annually at a cost of approximately $900.

The Harbor Authority budget for next fiscal year went to the City Commission last Monday. It will be finalized on May 27. It includes $50,000 for unspecified capital improvements and $50,000 for emergency dredging. The projected cash increase for the year is $81,400.

Brian Dwan reported that the gas and diesel prices were the same as last year ($4.99 and $4.26 respectively). They will be adjusted based on the cost of our next delivery.

The need for a pickup truck was discussed. We need one with 4 doors so it could be used to transport people to town. The van we own has over 100,000 miles and is near the end of its useful life. The City motor pool will own the truck and rent it to the Harbor Authority.

Bill Marohn reported that the new fish cleaning station at the launch site is great. The grinder, tables and the toilets are very nice. He noted the need for a trash can and brushes. There is also a problem with birds nesting there. Brian Dwan said that those problems will be addressed.

Attachment: Marine minutes 2014 04 (1562 : Approval - Minutes - April 30, 2014)

Glenn Zerler handed out some ideas for items to be included in our 6 year capital spendi plan. These will be discussed at the next meeting.

The election of the chairman, vice chairman and secretary will be held at the next meeting.

The next meeting will be held 12:00PM at the Yacht Club on May 28, 2014.

Respectfully submitted,

Allan J. Westmaas

Attachment: Marine minutes 2014 04 (1562 : Approval - Minutes - April 30, 2014)

MEETING WILL BEGIN AT 6:00 P.M.

MAUD PRESTON PALENSKE MEMORIAL LIBRARY
BOARD OF TRUSTEES
May 27, 2014

AGENDA FOR THE MEETING

President	Call to order Announcements
President	Approval of Minutes
Treasurer	Approval of Bills Financial Report
Director	Statistical Reports Directors Report
President Comments	
Old Business	Union grievance arbitration status
Fundraising	
New Business	Agreement with City re: Elections Handicap Parking
Board Comments	
Public Comment	
Adjournment	

Next meeting date: June 24, 2014

Our Public Library: creatively serving the community with
diverse resources and learning opportunities

Maud Preston Palenske Memorial Library
Meeting of the Board of Trustees
March 22, 2014

President, Rebecca Sanford, called the meeting to order at 6:20 PM. Other board members present were Liz Darato, Mimi Elwell, Diana Flora, Mike Moon and Director Stephanie Masin.

Also present: Administrative Assistant Marsha Ammeson, Assistant Director Paula Stakley, Friends of the Library Representative Norma Nisbet, and Richard Lewis - City Manager.

Absent: Kate Cravens

Announcements: None

There were not enough members present for a quorum. Sanford decided to skip items requiring a vote until another trustee arrived. We moved ahead to financials. Elwell arrived at 6:30 fulfilling the quorum.

Minutes: It was moved by Elwell, seconded by Flora, to approve the minutes of February 25, 2014 board meeting. Motion carried.

Treasurer's Report: Board members reviewed the bills for February 2014. Sanford remarked that $9,000.00 for the gas leak repair was surprising. It was moved by Elwell, seconded by Flora to approve the bills of February 2014. Motion carried.

Financial Report: Masin noted that the funds had not been transferred from the reserves yet to cover the gas line repairs. Richard Lewis noted that the City finance office was waiting to do that until the City Commission had a chance to discuss and determine the City's role in maintenance of the library building.

Statistical Report: Everything looks good overall.

Directors Report: The inventory project started with 118,000 items. At this point about 113,000 items remain with 57% of the project completed. The project will resume again in September and continue through December as approved by the Board in 2013. The library has been closed 88 hours to the public.

The library co-sponsored "Annie's Ghost" author Steve Luxemburg's visit to the St. Joseph High on April 20, 2014. Almost 200 people attended the event.

Substitute Library Assistant positions have been filed by Nancy Skryzcki and Letalee Becker.

The Library Assistant/Computer Service opening has not been filled, yet, but almost done with interviews.

Amy Nolan attended the MLA Institute Conference.

Summer Reading sponsorships continue to come in; we have received about 65 % so far.

Fundraising: The Heritage might want to have another Trivia night at the end of the summer. Concours will not be collaborating with the library this year. A sub-committee was formed to generate ideas for alternate fundraising during the Concours.

Old Business: Books withdrawn during the inventory process have been recycled to local groups.

New Business:

City Manager Richard Lewis

The City Commission held a study session on April 7, 2014, to review the end of year City budget. In that session he presented them with issues pertaining to the library building and asked them to begin thinking about how we might fund the large capital improvement repairs that have already been incurred and the future capital improvement repairs that are needed to keep the building up. The topics he covered with them were:

1) $5200 – to move the gas valve
2) $11,500 – already paid for gas line repairs
3) The need for a new air conditioner before it gets hot outside
4) Reopening discussions with St. Joseph Township about funding the library,

At the City Commission meeting scheduled for April 12, 2014, one of the capital improvement funding proposals he will make is that the Commission consider levying the full millage rate for the library. In the past they've only levied a portion of what they could be collecting for the library. The extra amount raised would be earmarked solely for library capital improvement items. He has been working with all City Departments on identifying capital fund projects over a five year span.

Sanford would like to discuss the status of the grievance still outstanding from 2012. She also discussed setting up a foundation for donations for the library. Donations directly to the library cannot be deducted for State taxes under Michigan law, they can only be deducted on Federal taxes.

Board Comments: None.

Public Comments: Norma Nisbet from the Friends of the Library reported that all the books were sold at their recent Children's Book Sale, raising approximately $250. - $300 . The next book sale will be held June 4th – June 7th.

Marsha Ammeson mentioned that one of the library pages, Raven Wright, worked with her senior project group on a bake sale to raise funds for the library.

Meeting adjourned at 7:28 p.m.

Maud Preston Palenske Memorial Library

Director's Report
May 27, 2014

To: Members of the Library Board
From: Stephanie Masin, Director of the Library

INTRODUCTION

In the three years I've been the director of this library we have had significant capital improvement expenditures. From a new roof and new tracer panel (which runs our heating and cooling system and, as such, affects our utility bills) to the more recent gas line repairs and air conditioner replacement, and looking forward to the need for new carpeting and painting inside and out, the library building has required far more costly capital improvements than our regular maintenance operating budget has been able to sustain. I have checked into possible grant funding that is available to libraries through the USDA for rural communities, but we don't qualify as our average income for our community is too high. This year the new City Manager, Richard Lewis, implemented a five year capital improvement plan for all city departments. He has been very supportive of including the library more directly in City department planning processes and meetings. As such, I was asked to present library capital improvement needs to him for inclusion in his report to the City Commission. He presented our needs, which included a new air conditioner, new carpeting, and painting to them in planning sessions over the last few months. He also proposed several different ways that our capital improvement expenses might be covered, ranging from the City covering exterior capital improvements to the possibility of having the City leverage the full millage amount that they could be collecting (right now the City only assesses .68 mils but could potentially leverage .78 mils), with the additional funds raised to be used for capital improvements only. While the Commission was not in favor of increasing the levy, they did acknowledge that the library is an important part of a strong and vibrant community and that they do believe that the City has some responsibility for keeping the library building in good shape. However, the status of the library building as it pertains to City responsibility and state law regarding how our library was formed is still being discussed by the Commission. They are also planning on opening discussions with St. Joseph Township again regarding library services. While there is still much to review and discuss, the City Commission, at their regular meeting held on April 28, 2014, did unanimously approve the transfer of funds from the City capital improvement funds into the Library capital improvement fund to cover the costs incurred for the gas line repairs, the air conditioner replacement, and the upcoming gas valve relocation requirement. They are also discussing potential reimbursement into the library reserve fund to cover the amount that was transferred/needed for the roof repair in 2011. I am thankful to both Mr. Lewis and the City Commissioners for their work on our behalf and for their careful consideration of this matter and of the library's role in the City.

BUDGET

I have requested a journal entry to transfer the expenditures for the gas line repairs out of our general fund over to the capital improvement fund. That should bring the line

items for Routine Maintenance (labor costs) and Repair & Maintenance Supplies back in line with where they should be at this time in the fiscal year. Software expenditures were affected by the need to update the operating systems on all of our computers as well as the Office software. You'll also note that the income from late fees, rentals, and photocopies have been impacted by our closures over the last few months for the gas line repairs, inclement weather, and the inventory project.

Statistics remain steady this month.

STATISTICS

The new air conditioning unit has been installed and has already been pumping out cool air on our recent warm, humid days.

FYI

We received $455 from The Heritage Museum and Cultural Center, our half of the proceeds from the Trivia night we held in March.

I researched information about how to form a non-profit foundation. I found several websites with good basic information. I've also ordered a book for the collection on the topic. Last but not least, I thought the Board might want to talk with the Berrien Community Foundation as I know several area non-profits work closely with them.

Our new Library Assistant for Technology and Computer is Mayuri Bodhankar. She has quickly gotten up to speed with the new catalog and has been working alongside Paula Stakley, familiarizing herself with our system and computer needs.

FOR BOARD APPROVAL

Complaints about our decision back in January to make the alley entrance a staff entrance only have tapered off. However, we did have a special request that we make an exception to that policy on election days only. I have provided a copy of the proposed agreement for your review and approval.

I would also like to propose that we request that the City Commission add one more handicap parking space near our building. I would suggest the parking spot that is directly in front of the handicap parking spot that is currently in front of the library by the handicap accessible ramp to the street. I am basing this request on the demographics of the majority of our patron population and the fact that we have made the front entrance our only public access to the building. It would be an additional handicap parking space as I would like to keep the van accessible space along the alleyway as well.

Respectfully submitted,

Stephanie Masin

Stephanie Masin – Library Director

St. Joseph Water Services Joint Operating Board
St. Joseph Water Plant
Lion Park Drive, St. Joseph, MI 49085

AGENDA
May 21, 2014
4:00 PM

Call to Order

Order of Business

1. Approval of the May 21, 2014 Agenda
2. Minutes of the April 16, 2014 Regular Meeting
3. April 30, 2014 Financial Report

Old Business

4. Fairplain Acceptance

New Business

5. Proposal - Security

Reports

6. Strategic Capital Improvement Plan
7. Superintendent Report - April 2014

Public Comment

Board Member Comment

Adjournment

Minutes of the St. Joseph Water Services Joint Operating Board Meeting held in the St. Joseph Water Plant, Lion Park Drive, St. Joseph, MI 49085 on April 16, 2014.

Call to Order

The meeting was called to order at 4:02 PM by Trustee Ray Mak

Attendee Name	Title	Status	Arrived
Deborah S. Koroch	City Clerk/Finance Director	Present	4:08 PM
Tim Zebell	City Engineer	Absent	
John Hodgson	Community Development Director	Present	4:03 PM
Bob Basselman	Trustee	Present	
Ray Mak	Trustee	Present	
Charles Garlanger	Trustee	Present	4:08 PM
Robert L. Judd	Alternate	Present	

Order of Business

1. Approval of the April 16, 2014 Agenda

MOTION: To approve the April 16, 2014 Agenda as presented.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Ray Mak, Trustee
SECONDER:	Bob Basselman, Trustee
AYES:	City Clerk/Finance Director Koroch, Community Development Director Hodgson, Trustee Basselman, Trustee Mak, Trustee Garlanger, Alternate Judd

2. Minutes of the March 19, 2014 Regular Meeting

MOTION: To approve the Minutes of the March 19, 2014 Regular Meeting as presented.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Robert L. Judd, Alternate
SECONDER:	Ray Mak, Trustee
AYES:	City Clerk/Finance Director Koroch, Community Development Director Hodgson, Trustee Basselman, Trustee Mak, Trustee Garlanger, Alternate Judd

3. March 31, 2013 Financial Report

MOTION: To approve the Financial Report for the period ending March 31, 2014 as presented.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Charles Garlanger, Trustee
SECONDER:	Robert L. Judd, Alternate
AYES:	City Clerk/Finance Director Koroch, Community Development Director Hodgson, Trustee Basselman, Trustee Mak, Trustee Garlanger, Alternate Judd

Old Business

4. Fairplain Acceptance

Superintendent Alimenti distributed copies of a proposal for system modeling as prepared by Wightman & Associates Engineer, Alan Smaka.

Mr. Alimenti explained that he met with Mr. Smaka in March to discuss the idea of modeling the system as a means of determining the optimal quantity and placement of interconnects between the Fairplain, Benton Harbor City and Benton Township systems.

Discussion ensued regarding the scope of the modeling and related costs; the original agreement between the City and St. Joseph Charter Township regarding interconnects and metering and whether or not the modeling was necessary at all. It was the consensus of the Board that City Engineer Tim Zebell should review the proposal and the discussion should be continued at the regular meeting in May.

New Business

5. Water Bill Format

Trustee Koroch stated that staff had been investigating the cost savings that would be realized from using post card utility bills as opposed to the full page bills used currently. She stated the Water System would save as much as $15,000 by moving to a post card bill and that plans are underway to transition to the new style beginning with the October 2014 billing.

Discussion ensued.

Reports

6. Superintendent Report - March 2014

Superintendent Greg Alimenti reviewed the March Monthly Water Plant Report, which was provided as part of the Agenda Packet.

Public Comment

There were no public comments.

Board Member Comment

Trustee Mak suggested that consideration be given to metering the water used during routine hydrant flushing to more accurately reflect the actual unaccounted for water quantity.

Adjournment

The meeting was closed at 4:40 PM

_____

Presiding Officer

_____

City Clerk/ Recording Secretary

Attachment: April 2014 Minutes (1545 : Minutes of the April 16, 2014 Regular Meeting)