

## *City Manager's Bits & Pieces*

TO: St. Joseph City Commissioners

FROM: Richard I. Lewis, City Manager

A handwritten signature in black ink, appearing to be "R. Lewis", is written over the printed name of the City Manager.

DATE: July 24, 2014

It is hard to believe we have passed the mid-way point of the summer season and I hope that everyone is taking the time to enjoy the season.

A few items to bring for your information.

### **Mold Remediation - Fire Station**

Earlier this year, a concern of mold at the fire station was raised. Due to the concern, Villa Environmental Consultants was hired to inspect the building for \$690.00. The inspection revealed the living area of the station had elevated levels of both Spore and Aspergillum Penicillium and recommended mold remediation. An estimate for the remediation work was requested from three vendors; Stanley Steemer of Byron Center, MI with an estimate of \$21,374.44, First Response Disaster Restoration Specialists of South Bend, IN with an estimate of \$15,137.25, and ServPro of Benton Harbor, MI with an estimate of \$7,246.52. Given the fact ServPro is both local and the low bidder; it is my intent to hire them to complete the remediation work at the fire station. With this work, we believe that all the issues relating to the fire station facility will have been addressed.

### **Fire Truck Replacement**

Attached please find a copy of the RFP sent to local banks soliciting funding for the proposed fire truck. These proposals are due back from the bank by August 4, 2014 with an anticipated date for consideration of the entire package at the City Commission meeting of August 11, 2014.

### **1302 Niles Ave Demotion Update**

We ran into a snag regarding the demolition of 1302 Niles Avenue last week. In the process of lining up the requirements to transfer the property to Withrow Excavating, it was learned that the title insurance (requested by Withrow) would take between 45 and 60 days to complete. The delay in the obtaining the title insurance is not typical, and results from the need to search the records to determine that the foreclosure process was followed correctly.

We contacted John Withrow when we learned of the above situation and he stated that Withrow Excavating will honor the bid as long as the duration allowed to complete the work remains the same. Based upon the new set of circumstances, construction will likely start just after Labor Day and be wrapped up prior to the end of October.

### **West Highland Pavement Cracking**

City staff noted longitudinal cracking of the concrete pavement on West Highland around mid-May. Since that time, staff and Abonmarche have investigated the cause of the cracking but that research yielded no conclusive findings. You may recall that Kalin Construction was the general contractor and NCSC was the concrete pavement sub-contractor. Both construction companies are reputable and have a long history of strong performance on City projects. A review of the materials and field test reports indicated no deficiencies in the concrete mix, road base or workmanship. The only potential cause may have to do with the contraction joint spacing, however even that point is arguable. Given our findings, City staff and Abonmarche both believe the most prudent action is to crack seal the concrete at the selected spots as a preventative maintenance measure. Hot black rubber material will be used to seal the joints and from an aesthetic point of view, it will not look good. Staff's over-riding concern is the longevity of the concrete pavement and the goal of the action is to extend the life of the concrete. We expect that this sort of action will become more common with the development and implementation of an infrastructure asset management plan and staff hopes to see SAW Grant funding within the next year to get started on that effort.

### **Botham Avenue Reconstruction Project**

Contract documents have been delivered to Abonmarche for signatures. Abonmarche informed City staff that a survey crew will likely be on site next week to get the project started.

### **Flow Monitoring/2013 S2 Grant – CSO NPDES Permit**

Completing a program performance certification (or PPC) is required as part of the City's Combined Sewer Overflow (CSO) National Pollutant Discharge Elimination System (NPDES) permit. The purpose of the PPC is to determine how effective the recently completed sewer separation projects have been toward eliminating CSO's from anything less than a 25 year, 24 hour storm event. This past January, several flow monitors were installed at select points to measure how our system responds to dry and wet weather conditions. In March, additional "wet weather" monitors were installed at additional locations to refine the source of inflow and infiltration to the sanitary sewer system. It appears we have collected enough data to remove the wet weather monitors, however the monitors installed in January will remain in place for 12

months as per the work plan. Initial results indicate that inflow and infiltration has been reduced and this may result in smaller CSO storage basins.

Separately but related, the City has not received the draft CSO NPDES permit language that we expected to see in June. You may recall that City Manager Lewis and City Engineer Zebell met with MDEQ permits section personnel in March and received a verbal commitment to ease the CSO corrective measures schedule. At primary issue was the rate increase required to meet the current corrective schedule and the desire to phase the rate increases in over time. MDEQ agreed to relax the schedule and staff followed up that meeting with a letter to confirm the discussion. This past week, City Engineer Zebell contacted the MDEQ permit writer, Sean Syts, and was informed that MDEQ permits staff is dealing with a backlog of work and will start work on the City's permit as soon as possible. Syts also stated that nothing has changed since the meeting in March; it is just a matter of him finishing higher priority permits before turning his attention to draft the City's permit language.

#### **Park Street Bridge Preventative Maintenance Project**

Following a cumbersome preliminary engineering review process, the City has received the CSX construction agreement necessary in order to move forward with letting the project. The agreement is currently being reviewed by Attorney Schmidt and Engineer Zebell and will be brought to the Commission for approval in August.

#### **2014 Sidewalk Project**

Construction on the 2014 Sidewalk Project is nearing completion. Sidewalk Inspector Rachael Whise is working with NCSC to verify quantities and following that, invoices will be sent to residents for their share of the sidewalk replacement cost. Staff is pleased with NCSC's workmanship and professionalism.

#### **Boards & Commissions**

Attached are agendas, minutes, reports for:

- Library Board July 22 Meeting and the Annual Meeting
- St. Joseph Water Services Joint Operating Board July 16 Meeting
- Benton Harbor-St. Joseph Joint Wastewater Treatment Plant Board July 17 Meeting
- Twin Cities Area Transportation Study Policy Committee July 21 Meeting and Executive Summary Draft Final Report of the "Moving Forward: A Plan for Public Transit in Berrien County" (a copy of the full report is in my office).

#### **Closing Thought (with the summer season)**

Don't forget to have fun. Every day leave yourself some time to enjoy, to be silly, to laugh.

Have a great weekend.

July 16, 2014

Old National Bank  
3125 Cleveland Avenue  
St. Joseph MI 49085

Re: \$665,200 City of St. Joseph  
Installment Purchase Agreement

PROJECT: City of St. Joseph (the "City") desires to purchase a Pierce Dash CF PUC pumper fire truck (the "Truck"). The total price of the Truck is approximately \$691,142; the City desires to borrow the sum of \$665,200, to be repaid over a period of three (3) years through an Installment Purchase Agreement.

INSTALLMENT PURCHASE AGREEMENT:

The City will enter into a Contract for the purchase of the Truck, which it will assign, in part, to the Bank. Payments by the City to the Bank will be made in accordance with an Installment Purchase Agreement to be prepared by Opinion Counsel in a form acceptable to the Bank.

AMOUNT: \$665,200 Installment Purchase Agreement.

TERM: 3 years.

PAYABLE: Semi-annually on the first day of April and November of each year, beginning November 1, 2014 and continuing for a period of three (3) years with six (6) equal semi-annual payments of principal and interest.

INTEREST: Subject to the limitations of the Internal Revenue Code of 1986, as amended, the interest on the installment payments will be excludable from gross income.

PRE-PAYMENTS:

The loan shall be subject to prepayment at any time, at the option of the City, applied to reduce the principal balance and the remaining debt service payments.

AUTHORITY:

City of St. Joseph has the authority to enter into installment purchases pursuant to Act 99 of the Public Acts of Michigan of 1933, as amended. The requirement to make the payments of principal and interest on the Installment Purchase Agreement will be a limited tax, general obligation of the City, subject to constitutional, statutory and charter tax limitations of the City. The obligation to make the payments pursuant to the Installment Purchase Agreement is a first lien on the City's general funds. The payments will be otherwise unsecured.

QUALIFIED: Payments pursuant to the Installment Purchase Agreement will be qualified tax-exempt obligations for purposes of Section 265(b)(3)(B) of the Internal Revenue Code of 1986.

OPINION: An opinion of the law firm of Dickinson Wright PLLC, Grand Rapids, Michigan ("Opinion Counsel"), shall be delivered to the Bank regarding the authority of the City, the legality and enforceability of the Installment Purchase Agreement, and the exclusion of the interest from gross income.

REQUEST FOR BIDS:

The City hereby requests your offer to enter into an Installment Purchase Agreement with the City.

Your offer must be in the possession of the City Finance Director no later than 12:00 p.m. on Monday, August 4, 2014 by letter addressed to:

Deborah S. Koroch  
Finance Director/City Clerk  
City of St. Joseph  
700 Broad Street  
St. Joseph, MI 49085-1255

Bids may also be submitted by email to [dkoroch@sjcity.com](mailto:dkoroch@sjcity.com), attention Deborah Koroch, provided, however, the bidder bears all risk of transmission failure if this method is used.

Your offer should state substantially as follows:

"We hereby offer to accept assignment of payments due under a Purchase Contract, for the purchase of the Truck identified in your letter request of July 16, 2014, and enter into an Installment Purchase Agreement with City of St. Joseph for payment of the amount of \$665,200, to be repaid in semi-annual installments, over a period of three (3) years at an interest rate of \_\_\_\_\_ percent (\_\_\_\_%). The payments will be made pursuant to the Installment Purchase Agreement in accordance with your letter request."

OTHER FEES:

Your bid must disclose any fees your institution will charge to the City in addition to the interest rate stated in its offer; any such fees will be added to the total interest cost for purposes of determining the lowest bid.

RIGHT TO REJECT BIDS:

The City reserves the right to reject any or all bids, to waive defects, informalities and minor irregularities in bids or the receipt thereof, to select the proposal deemed to be in the best interests of the City and to negotiate with the selected proponent.

If you have any questions regarding this request, you may call the undersigned, or Roger A. Swets, Opinion Counsel, Dickinson Wright PLLC., at (616) 336-1043.

Thank you for your interest.

Very truly yours,  
City of St. Joseph

Deborah S. Koroch  
Finance Director/City Clerk

**MEETING WILL BEGIN AT 6:00 P.M.**

**MAUD PRESTON PALENSKE MEMORIAL LIBRARY  
BOARD OF TRUSTEES  
July 22, 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	Downstairs copier recommendation
Old Business	Office nomination committee  Change October meeting? City Board Appreciation Dinner scheduled for October 28, 2014
Fundraising	
New Business	
Board Comments	
Public Comment	
Adjournment	

**NO AUGUST MEETING**

Next meeting date: September 23, 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  
June 24, 2014**

Liz Darato called the meeting to order at 6:08 pm. Other board members present were Ren Baldwin, William Engeln, Mimi Elwell, Diana Flora, Michael Moon and Director Stephanie Masin.

**Absent:** Rebecca Sanford and Kate Cravens

**Also Present:** Administrative Assistant Marsha Ammeson and Friends of the Library representative Clem Brueck.

**Announcements:** None

**Minutes** It was moved by Baldwin, seconded by Elwell to approve the minutes of May 2014 board meeting. Motion carried

**Treasurer's Report:** Board members reviewed the bills for May 2014. It was moved Elwell, seconded by Flora to approve the bills of May 2014. Motion carried.

**Financial Report:** At the City Commission meeting held on May 27, 2014, the Commissioners Unanimously voted to transfer \$67,250 from the City's account into the Library's general fund reserves as reimbursement for the roof repair costs that we incurred back in 2011. Deb Koroch, suggested we put \$5,000 of that amount back into the current fiscal year general fund to help cover some of the repair expenditure overages that have occurred.

Masin reported that private contributions were up and non-resident fee cards revenue is up also. Summer Reading programs costs were all covered through private contributions again this year.

**Statistical Report:** Stats are steady. Borrowers stats are lower than this time last year, but the average number of items borrowed per borrowers is up significantly.

**Director' Report:** The library is working with TLC on updating our website. Ewell asked about the approximate completion date. The goal is the end of summer  
U of M College of Urban Planning will be setting up a Lake Michigan Shoreline display in the library.

**President's Comments:** None

**Old Business:** The Township Library Board position is still open. The library is awaiting the union proposal for resolution of the outstanding grievance. Masin followed up with City about another handicapped parking spot in front of the library. The City has not approved any new handicapped parking spots in years . Any additional spots would have to be ADA compliant as would existing ones. They will not be adding any additional spots. Library staff suggested having a wheelchair on hand for patron use. Masin will follow up on this option.

**New Business:** There was flooding again in the Children's area today. The downstairs copier lease contract with Adams Remco ended April 2014. We are working with Adams Remco for options to either buy out and continue the maintenance contract on our old copier or lease a new copier.

**Fundraising:** The Board discussed the need to raise funds for the carpeting project. Ideas: setting up an on opt-in email list and credit card donations. The project will be put out for bid.

**Board Comments:** Darato reminded everyone that preceding the July Meeting there will be a service recognition presentation for the recently retired Library Board Members.

**Public Comments:** Friends of the Library representative Clem Brueck reported \$2000 was raised at their recent book sale, she noted that there are less books being donated. In an effort to attract new members Brueck suggested that they Friends contact parents on facebook.

**Adjournment:** It was moved by Elwell, seconded by Moon to adjourn the meeting at 7:30 pm.  
Motion carried.

**Maud Preston Palenske Memorial Library**

Director's Report  
July 22, 2014

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

As we all settle in to becoming more comfortable with our new shared catalog, the library is looking forward to a major revamp of our web page. We have a patron survey up on our current web page and on our Facebook page to gather information about how people currently use our web page and to find out what they are looking for when they get there. Our goal is to produce a one page web site with no major scrolling or multiple clicks to get to the information you seek. We want more appealing graphics and a cleaner look all around. Staff have already started reviewing other pages and discussing frustrating problems with our current site that we want resolved with the new format. We are ready to get to work improving our web page.

**INTRODUCTION**

The Summer Reading Program is wrapping up at the end of the month. We've seen some outstanding attendance numbers with many of our programs this year. Music in the Garden had 90 attendees; both the Tuesday evening and the Wednesday morning storytimes have been full with 40 children and their parents at each event; 160 people attended John Ball Zoo's "Safari" event; the Teens (and adults) loved the Murder Mystery at the Deadwood Saloon and we've received much enthusiastic praise from both teens and adults, as well as on our Facebook page, about that event; and last but not least we had a whopping 260 people cycle through The Dome Theater presentations. Science was the theme and we incorporated that into all of our programs. Many thanks to our Summer Reading sponsors as their support allows us to bring programs like these to our area.

Building expenditures as well as mandatory updates to all of our computers this past year certainly impacted some major areas of our budget. Even with the City's assistance with the major capital improvement repairs (such as the gas line and air conditioner replacement), we still had costly repair attempts leading up to the final replacements. We are ready to head into a new budget year!

**BUDGET**

Statistics remain steady. I anticipate that once we get the revamped web site up and running we will see an increase in web page usage overall.

**STATISTICS**

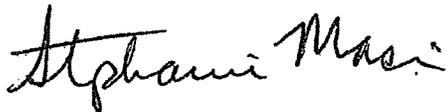
I will be working with Deb Koroch at the City to draft an agreement for the City Commissioners and the Library Board about how the library building repairs and capital improvement projects will be handled and funded in the future. I will be researching other library/City agreements to see how that arrangement has worked in other libraries.

**FYI**

I've checked with staff about how the downstairs copier is used. Everyone is happy with the current set up. Rather than go out to bid for a new copier downstairs I recommend that we buy out the remainder of the contract at \$1,000 on the current copier and continue the maintenance agreement on it at \$54 per month until it either is no longer repairable or our copying needs for that department change.

**FOR BOARD  
APPROVAL**

Respectfully submitted,

A handwritten signature in cursive script that reads "Stephanie Masin". The signature is written in black ink and is positioned above the printed name.

Stephanie Masin  
Library Director

**MAUD PRESTON PALENSKE MEMORIAL LIBRARY  
BOARD OF TRUSTEES**

**ANNUAL MEETING**

**July 22, 2014**

**AGENDA FOR THE MEETING**

1. Call to order
2. Approve minutes for the Annual Meeting held July 23, 2013
3. Acceptance of Annual Treasure's Report
4. Acceptance of Statistical Report
5. President's Report
6. Election of Officers
7. Set Meeting Schedule for upcoming year
8. Public Comment
9. Adjournment

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diverse resources and learning opportunities***

**Maud Preston Palenske Memorial Library  
Annual Meeting of the Board of Trustees  
July 23, 2013**

President, Liz Darato, called the meeting to order at 6:06 PM. Other board members present were Julie Beck, Dar Davis, Mimi Elwell, Rebecca Sanford, Helen Sinn and Director Stephanie Masin.

Also present: Administrative Assistant Marsha Ammeson and Friends of the Library Representative Clem Brueck

Absent: Nancy Bowes and Kate Cravens

**ANNOUNCEMENTS:**

None

**MINUTES:**

Minutes from the July 24, 2012 board meeting were circulated to the board members prior to the meeting. It was moved by Elwell, seconded by Beck to accept the minutes. Motion carried.

**OLD BUSINESS:**

None

**TREASURER'S REPORT:**

Masin reported financials came out in line with budget. Penal fines are anticipated to continue increasing. Revenue was up slightly however there were increased expenses including salary increases. Board should anticipate the need for some larger expenses for building maintenance in the coming years. It was moved by Davis, seconded Sinn to accept the Treasurer's report. Motion carried.

**DIRECTOR'S REPORT:**

Overall, borrowers are down from previous years and circulations stats are down due to expense cut backs. Highlights in the reports show program stats are up and e-book usage is up. Changes are in line with other local libraries. It was moved by Sanford, seconded by Elwell to accept the Director's report. Motion carried.

**PRESIDENT'S REPORT:**

Darato commented on her time as President. She appreciates working with the other board members and staff. Darato commented on how wonderful it is to have Masin as the director.

**ELECTION OF OFFICERS:**

Darato presented the slate of officers for 2013-2014 as follows:

President, Rebecca Sanford  
Vice President, Nancy Bowes  
Treasurer, Kate Cravens  
Secretary, Julie Beck

It was moved by Elwell, seconded Davis to accept the slate of officers as presented. Motion carried.

**MEETING SCHEDULE FOR UPCOMING YEARS:**

4<sup>th</sup> Tuesday of each month and 6:00 PM

January 22, 2013  
February 26, 2013  
March 26, 2013  
April 23, 2013  
May 28, 2013  
June 25, 2013  
July 23, 2013 – annual meeting  
August – no meeting  
September 24, 2013  
October 22, 2013  
November 26, 2013  
December – no meeting

January 28, 2014  
February 25, 2014  
March 25, 2014  
April 22, 2014  
May 27, 2014  
June 24, 2014  
July 22, 2014 – annual meeting  
August – no meeting  
September 23, 2014  
October 28, 2014  
November 25, 2014  
December – no meeting

**PUBLIC COMMENTS:**

None.

A motion to adjourn the meeting at 6:33 PM was made by Sinn, seconded by Elwell. Motion carried.

Respectfully submitted,



Julie Beck, Secretary

## THE YEAR IN REVIEW 2013-2014

The greatest success stories often come from periods of great adversity. The past year here at the library has seen its fair share of both.

The community has been exceedingly supportive of the library and surpassed the estimate donation level I had worked into the operating budget for this past fiscal year. For the third year in a row we have seen local businesses and families step up to provide full sponsorship of our summer reading program, allowing us to continue to provide quality, informative, and engaging programs for our area. We continue to be prudent in all of our spending as we are very aware that we are still facing an estimated loss of \$30,000 in revenue if no reimbursement plan is put in place when the personal property tax on business equipment is eliminated.

After having costly repairs for a gas line and gas valve code upgrades, as well as air conditioner replacements, City Commissioners are working to better define the City's responsibilities for the library building when it comes to major capital improvement expenses. Once an agreement is in place we can better budget for future capital expenditures. We already know that we need to plan for new carpeting and painting which are both projects that are needed throughout the building.

January and February of 2014 were particularly brutal for the library. In addition to closing for gas line repairs, Mother Nature decided to heap mounds of snow throughout the Midwest this past winter, making it a season that was record book worthy. During those two months the library was closed for a total of eight days (four for inclement weather and four for gas line repairs). Those service disruptions alone would impact our circulation and usage statistics. However, we had also already planned on adjusting operating hours from 60 per week to 55 per week, to more closely align with operating hours of other libraries in the area. In addition to that, we had also just begun our long planned massive inventory, a task necessitating that we close for an additional five hours on Thursday mornings to focus solely on the requirements of that project. Between the change in our hours of operation, inclement weather, repairs, and inventory we lost 280 public service hours from January through May of 2014. On average we circulate 60 items per hour, so the lost service hours for just those five months translated into an estimated decrease in our annual circulation of almost 17,000 items. With all of that said, the quality of the materials we are offering to the public has gone up as we processed through 70,000 items, cleaning them up, weeding outdated books, and making it a better collection all around. When we finish our inventory project at the end of 2014 we anticipate seeing a higher turnover ratio, which is the average number of items each borrower checks out, to increase significantly and to see circulation numbers in general increase substantially.

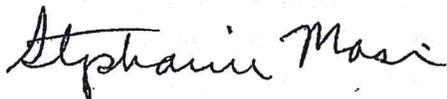
The library entered those two difficult months already reeling from adjustments that had to be made with the announcement, in October, from the State Library of Michigan that the statewide reciprocal library borrowing program – Michicard – was being eliminated. Library staff and Board members worked hard to find a fair and equitable response to that announcement as we had many Michicard reciprocal library users from our area. It was decided that we would pursue reciprocal borrowing agreements with Berrien County libraries for residents

who financially supported their home library. We also realized that the majority of our previous Michicard borrowers came from Lincoln Township Library. As such, we decided to pursue and enter into a shared catalog with Lincoln Township and Bridgman, providing one web page catalog ([redarrowsharedcatalog.org](http://redarrowsharedcatalog.org)) that shows the holdings of all three libraries in one search. Though it took a bit of adjustment time we are now receiving many compliments from patrons who are happy to have that search ability in just one page rather than having to go to several to gather the same information. The elimination of Michicard required some difficult decisions that, again, affected some of our borrowing statistics, but in the end I believe we now have a clearer public service policy, the public has a better idea of how libraries are funded, and we provide a broader "one stop" look at area collections through our shared catalog.

Though we struggled through some difficulties during the past year you wouldn't know it if you were looking at our program attendance. Our programs proved to be just as popular as ever. We participated in the Great Michigan Read program, hosting panel discussions of Annie's Ghost in September, February, and March, and culminating in an exceptionally well attended author event with Steve Luxenberg in April. Perennial patron favorites such as the Calvin College January Series Lecture Program, Movie Nights for Adults, the Build Your Way Around Town LEGO program, and the Blossomtime Tea Party were all well attended again this past year. People and groups continue to use the library as a gathering space for sharing interests and enjoying the company of others. We love seeing the happiness of those who come to discuss books at one of our Book Clubs or to play Bridge, Euchre, Scrabble, to find some relaxation through Tai Chi or Yoga, or to gather with any one of the many other groups who use the meeting rooms. I think it is wonderful that the library is one of "the" places to go in town!

Looking ahead, we will need to continue to be diligent in finding ways to raise funds, be it through fundraisers, sponsorships, donations, and/or grants as the funding outlook for our library is not looking much more promising than it has been for the last several years. With that said, the support of our community means a great deal to us and we strive to provide an exceptional level of service to all who turn to us for information, materials, and general assistance with whatever they need help with.

With much appreciation for our community and optimism for our future,



Stephanie Masin  
Library Director



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

**AGENDA**  
**July 16, 2014**  
**4:00 PM**

**Call to Order**

**Order of Business**

1. Approval of July 16, 2014 Agenda
2. Minutes of the June 18, 2014 Regular Meeting
3. June 30, 2014 Financial Report

**Old Business**

4. Fairplain Acceptance

**New Business**

5. 2009 Water Service Agreement

**Reports**

6. Superintendent Report - June 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 June 18, 2014.

**Call to Order**

The meeting was called to order at 4:00 PM by Trustee Ray Mak

Attendee Name	Title	Status	Arrived
Deborah S. Koroch	Trustee	Present	
Tim Zebell	Trustee	Present	
John Hodgson	Chairman	Present	4:06 PM
Bob Basselman	Trustee	Present	
Ray Mak	Trustee	Present	
Charles Garlanger	Trustee	Present	

**Order of Business**

1. Approval of June 18, 2014 Agenda

MOTION: To approve the June 18, 2014 Agenda as presented.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Deborah S. Koroch, Trustee
<b>SECONDER:</b>	Bob Basselman, Trustee
<b>AYES:</b>	Trustee Koroch, Trustee Zebell, Chairman Hodgson, Trustee Basselman, Trustee Mak, Trustee Garlanger

2. Minutes of the May 21, 2014 Regular Meeting

MOTION: To approve the Minutes of the May 21, 2014 Regular Meeting as presented.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob Basselman, Trustee
<b>SECONDER:</b>	Charles Garlanger, Trustee
<b>AYES:</b>	Trustee Koroch, Trustee Zebell, Chairman Hodgson, Trustee Basselman, Trustee Mak, Trustee Garlanger

3. May 31, 2014 Financial Report

It was noted that the Revenue and Expenditure Report detailed amounts through June 15, 2014.

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

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Charles Garlanger, Trustee
<b>SECONDER:</b>	Bob Basselman, Trustee
<b>AYES:</b>	Trustee Koroch, Trustee Zebell, Chairman Hodgson, Trustee Basselman, Trustee Mak, Trustee Garlanger

**Old Business**

4. Fairplain Acceptance

Trustee Zebell presented a draft letter to St. Joseph Charter Township conveying the Board's unanimous consensus that the SJCT East System Expansion project be completed in accordance with Addendum 1 to the 2009 Water Service Agreement, in which St. Joseph Charter Township was to install a meter at one remaining interconnection between Fairplain and either the City of Benton Harbor or Benton Charter Township; all other interconnections were to be eliminated as part of the project.

Discussion ensued and there was agreement that the letter should include a request for project schedule and plans for completion by the next WSJOB regular meeting on July 16, 2014.

Attachment: June 2014 Minutes (1664 : Minutes of the June 18, 2014 Regular Meeting)

### Fairplain Acceptance - Final Details

MOTION: To authorize Chairman Hodgson to send the draft letter to St. Joseph Charter Township requesting that the township complete the Fairplain Extension Project in accordance with the terms of the Agreement; specifically regarding the number of interconnects, the elimination of additional interconnects and the metering of the single remaining interconnect. The draft letter to be amended to also include a request for project schedule and plans for completion from the Township to the WSJOB by their next regular meeting on July 16, 2014

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob Basselman, Trustee
<b>SECONDER:</b>	Tim Zebell, Trustee
<b>AYES:</b>	Trustee Koroch, Trustee Zebell, Chairman Hodgson, Trustee Basselman, Trustee Mak, Trustee Garlanger

### 5. Post Card Billing - Report

Trustee Koroch presented a copy of a letter sent to City Manager Lewis regarding plans to return to a post card water bill. Township officials were disappointed with plans to return to the post card bill and requested a reduction in their sewer administration fee from 5% to 4.5% so that the Township might share in the cost savings.

Trustee Koroch reminded members of the Board that the return to the post card bill was to find savings in the water system expenditures as opposed to city savings; she stated that any savings would be reflected in water rates to the entire customer base and not directly to participating municipalities.

Discussion ensued.

### Post Card Billing

MOTION: To recommend that a response from City Manager Lewis to St. Joseph Charter Township include clarification of the intent of returning to the post card bill, a commitment to maintain the lowest possible rates to all system customers and assurance that the WSJOB would review their request during the next rate study in February 2015.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob Basselman, Trustee
<b>SECONDER:</b>	Ray Mak, Trustee
<b>AYES:</b>	Trustee Koroch, Trustee Zebell, Chairman Hodgson, Trustee Basselman, Trustee Mak, Trustee Garlanger

## Reports

### 6. Superintendent Report - April 2014

Water Plant Superintendent reviewed the May 2014 Monthly Water Plant Report which was provided as part of the June 2014 Agenda Packet. He presented a draft form for use in recording hydrant flushing data.

Discussion ensued; recommendations were offered. Mr. Alimenti will incorporate suggestions for presentation at the next meeting.

**Public Comment**

There was no public comment.

**Board Member Comment**

Chairman Hodgson reported that he recalled there was a provision in the 2009 Water Service Agreement that called for a renewal every five years. He suggested that representatives remind their elected officials and that further discussion take place at the next regular meeting in July.

**Adjournment**

The meeting was closed at 4:45 PM

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Presiding Officer

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City Clerk/ Recording Secretary

Attachment: June 2014 Minutes (1664 : Minutes of the June 18, 2014 Regular Meeting)



## Agenda Item

**TO:** Water Services Joint Operating Board

**FROM:** Deborah Koroach

**RE:** June 30, 2014 Financial Report

**MEETING DATE:** July 16, 2014

Attached for your review and consideration are copies of the following documents:

Balance Sheet - Period Ending June 30, 2014  
 Revenue and Expense Report - through June 30, 2014  
 Billing Summaries - SJC and Rtwp billings posted in June and mailed for July 1<sup>st</sup> delivery  
 Collection Summary - June 2014  
 Invoices Paid - June 2014

Please note that June 30<sup>th</sup> is the end of the City's Fiscal Year; all reports contain unaudited final amounts.

### **BALANCE SHEET**

Cash on hand at June 30, 2014 was \$3,769,361 with another \$446,573 in Accounts Receivables (the vast majority for the current billings and not yet due); there is \$101,475 in June water receipts due to the townships.

### **REVENUE AND EXPENDITURE REPORT**

#### **Revenue**

Overall revenue stands at 105% of the anticipated budgeted amount, water sales outside the city have reached exceeded the budgeted amount.

#### **Expenditures**

Expenditures in the Water Plant Department are at just 74.88%; only 3% of the \$323,000 set aside for capital improvements was expended. Expenditures in the Water Distribution Department are at 98% with several line items exceeding expectations due to the extreme cold winter and the high number of unanticipated water main breaks resulting in higher overtime, professional services, routine maintenance and motor pool expenditures; and the Billing Department is at 100%. All total, the Water Fund has expended 90.47% of the budgeted amounts.

#### **Invoices Paid**

In June, invoices were paid from the System Water Fund totaling \$239,481 including \$113,596 in distribution of amounts collected by the City and disbursed back to the townships and \$177 in refunds to customers.

**WATER BILLS AND PAYMENTS****Billings Summaries**

For July, we mailed 3,839 bills totaling \$747,706 to customers in the City of St. Joseph and 1,345 bills totaling \$183,584 to customers in Royalton Township. Billed usage for St. Joseph was 88,808,544 gallons and 18,419,500 gallons for Royalton Township; 20% of customers in Royalton Township are sewer only users.

**Payment Summary**

Staff processed 5,506 payments totaling \$758,975 in June. Of the 5,328 bills mailed to Lincoln Charter Township customers for June, 811 accounts remained unpaid after the June 21 due date and 273 were still unpaid at the shut off date.

**Action Requested: Please review the attached financial information and consider approving the financial report, as presented.**

**ATTACHMENTS:**

- Balance Sheet June 2014 (PDF)
- Revenue and Expenditure Report June 2014 (PDF)
- City July Billing (PDF)
- Royalton July Billing (PDF)
- June Collections (PDF)
- June Invoices Paid (PDF)

# CITY OF ST. JOSEPH WATER FILTRATION PLANT

## OPERATIONAL REPORT

JUNE 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-JUNE 2014

Water demand in June was up by 2,803,000 gallons from last year which represents a 1.8% increase. This year 161,534,590 gallons were delivered which compares to 158,731,916 gallons delivered in June of 2013. The 2014 June pumpage ranked 26<sup>th</sup> in the 30 year tabulation dating back to 1985.

### **GENERAL ACTIVITIES**

#### *Water Plant Security*

Simplex Grinnell was approved to install security cameras and card access at the water plant. The equipment is on order and is expected by sometime in July. The plan is for Mead & White and water plant staff to route and run conduit and for Simplex Grinnell to furnish and install the equipment.

#### *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 3<sup>rd</sup> 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 were received and 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. Based upon staff preliminary and unofficial review of the results, the lead found in 90% of the homes was 2 parts per billion (ppb) or below and the highest result was 7 ppb.

#### *2013 Consumer Confidence Report (To Issue June 2014)*

The 2013 Consumer Confidence Report was mailed to all residents residing in the St. Joseph and Stevensville zip codes on June 27<sup>th</sup>. The feature articles and format were identical to last year. The lead article was the Odd-Even Sprinkling Ordinance which was followed by the article on the background and make up of the area water and wastewater authorities. The color format was changed. 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. Please note that we did correct the version included in

last month's report. The monitoring results for nitrates and UCMR III contaminants were not included in that copy.

### *Strategic Capital Improvement Plan*

Plant staff met with Tony Myers of CH2M Hill at the water plant on April 30<sup>th</sup> 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 12<sup>th</sup> and May 21<sup>st</sup>. 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. Hill was back in June for the Process Assessment. A condition assessment is scheduled for July and we are in the process of forwarding water demand, GIS and water conservation information to them. 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 5<sup>th</sup>. Mr. Wozniak presented the report to Mr. Lewis and City staff in person on June 4<sup>th</sup>.

### *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 6<sup>th</sup> to review the draft document. That draft is currently under review by the City Attorney.

### *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.

#### *Unregulated Contaminant Monitoring (UCMR) III – 2013 Testing Results*

As part of the federal drinking water program, USEPA issues a list of currently unregulated contaminants to be tested by Public Water Systems throughout the nation. This process occurs every five years pursuant to the Unregulated Contaminant Monitoring Rule (UCMR). The purpose of the UCMR program is to determine the prevalence of unregulated contaminants in drinking water. Results of this testing help USEPA determine whether or not to regulate new contaminants for protection of public health.

There have been three cycles of monitoring: UCMR 1 (2001-2003), UCMR 2 (2008-2010), and UCMR 3 (2013-2015). The City of St. Joseph was not required to participate in UCMR 1 and of the 37 contaminants tested in UCMR 2 none were detected. The City also participated in the current UCMR 3 in 2013. The City tested 21 contaminants on USEPA's List 2 (Screening Survey). Of the 21 contaminants tested, 17 were non-detected and five had results. The detected contaminants and results appear on the Water Quality Data table under *Special Monitoring and Unregulated Contaminants* in our 2013 CCR issued on June 27<sup>th</sup>.

#### *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.

#### *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. Upon completion of the raw water sample line modifications it was discovered that the sand had accumulated to 2.5 ft. This material was removed

while as part of the modification project. Cleaning of the pipe will be done in July/August as weather permits and competitive bids will be sought for that work.

#### *Intake Raw Water Sample Line*

The raw water sample line is a 3/4" 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.

# Monthly Maintenance Notes

JUNE 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
06/04/14	Installed Battery Backup units on CL17 and Chlorinator at Hilltop BPS.
06/06/14	Changed oil in vacuum primer pumps
06/09/14	Installed Battery Backup units on CL17 and Chlorinator at Cleveland BPS.
06/09/14	Installed New Water Level Prox switch on Hilltop Chlorinator
06/16/14	ABCS - Installed Flow Transmitter on Filter # 1
06/18/14	Boelcke Heating - Spring Maintenance and Inspection of Trane Roof Top HVAC units
6/16 to 6/19/14	Mead & White - Installed Fluoride Interlock System for North Low Service Pumps per Sanitary Survey recommendations
06/19/14	Airtherm - Installed New AC unit for Maintenance office and shop
06/20/14	Mead & White - Installed Electric power to new Maintenance AC unit
06/20/14	Bridgeway Cummins - Service call for Low Service Generator, Started but would not come up to speed. Possible fuel solenoid problem.
06/25/14	Installed new supply line for filter # 1 Flow Meter
06/30/14	Installed new ballast on outside security light for east drive

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

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

**JUNE 2014**

DISTRIBUTION:	
Total Gallons	161,534,590
Average Day	5,384,486
Maximum Day	6,917,391
Minimum Day	3,804,617

TREATMENT:	
Total Low Service	165,829,506
Wash Water Gals.	2,379,157
Wash Water %	1.45%
Plant Use Gals.	1,572,867
Plant Use %	0.97%

FILTRATION:		
Ave. Filter Run	121.2	hours
Ave. Filter Rate	1.95	g/sqft/min
Filter Eff. Index	380.6	
Ave. Loss of Head	1.8	feet
Plant Sewer Usage \$ 2,322.27		

LABORATORY REPORT		
Average of	Raw	Tap
Chlorides mg/L	19.8	19.5
Fluoride mg/L	0.13	0.92
Alkalinity mg/L	108	96
Hardness mg/L	131	130
pH	7.9	7.2
Calcium mg/L	37	37
Magnesium mg/L	9	9
Turbidity NTU	1.71	0.03
Temperature °F	61	
Total Coliform		0.0
Chlorine Residual mg/L Free		
Mixing Basin		1.51
Applied		1.58
Tap		1.44
Distribution		1.04

TREATMENT CHEMICAL SUMMARY:					
	Applied mg/L	Total Lbs.	Cost	Inventory lbs.	Days Supply
Alum (Al <sup>3+</sup> )	1.58	2,145	\$6,240.58	6,164	86
Chlorine (Cl <sub>2</sub> )	2.80	3,873	\$1,006.98	7,559	59
Fluoride (F <sub>2</sub> )	0.69	944	\$2,832.90	1,487	47

		REMARKS:			
Total Cost all Chemicals	\$10,080.46				
Chemical Cost per Mil. Gallon Treated	\$60.79				
Chemical Cost per Mil. Gallon Delivered	\$62.40				
PLANT UTILITIES SUMMARY					
Electric:					
Total KWH	5,440	***includes measure of melted snow			
Total Power Cost	\$426.06	visit the City of Saint Joseph's Home page at <a href="http://www.sjcity.com">www.sjcity.com</a>			
Power Cost per Million Gallon Treated	\$108.10	e-mail comments to either: <a href="mailto:operator@sjcity.com">operator@sjcity.com</a> or <a href="mailto:galimenti@sjcity.com">galimenti@sjcity.com</a>			
Power Cost per Million Gallon Delivered	\$125.40	WEATHER CONDITIONS AT THE PLANT Air Temp. °F			
Gallons Pumped per KWH	29694	SJWW Weather Computer		Avg.	69.4
		Rain Guage, Inches	6.24	Max.	85.0
		days it rained***	13	Min.	56.2
Natural Gas:		Wind Speed, Avg	4.6	Lake Temp. °F	
Metered Cubic Feet	185767	Wind Speed, Max	71	Avg.	61.2
Natural Gas Cost	\$1,606.20	Prevailing Wind Dir.	NNE	Max	75.9
Emergency Power Diesel Fuel Inv., Gals. (2400N+826S) Full	3226	Lake Level (USACE)	578.9	Min	48.1

**DISTRIBUTION REPORT**

*For the Month of June 2014*

Activity	Number	Description
Water Main Breaks	3	
MISS DIGS	427	
Delinquent Shut Off	29	St. Joseph Charter Township
Hydrants (Repaired/Replaced)	0	
Valves	0	
Taps (1")	4	1419 Wilshire Terrace (LCT) 953 Miners Road (RCT) 1481 Kristen Path (SJCT) 4453 Chapparel Dr. (RCT)
Service Work	1	Replaced 1 service (address?) on Jerrico Rd.
Water Service Repairs	1	626 Grant Avenue (SJCT) Service leak
Repair of Curb box/Shut-Off Valves	0	
Water Quality Complaint(s)	1	5320 Cleveland
Hydrant Flushing to maintain water quality	0	North side of river
Staff Education/Training	0	
Overtime-Total	67	(inc. San and Storm)
Turn Off	8	(Note: This number does not include delinquent Shut off)
Turn On	10	
Finals	140	
Meter Repair		
Meter Repair/Replacement	53	Verify Read
Per detail		New Installation 13
Meter leaking		New Installation-Benton Harbor 1
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: June 2014*

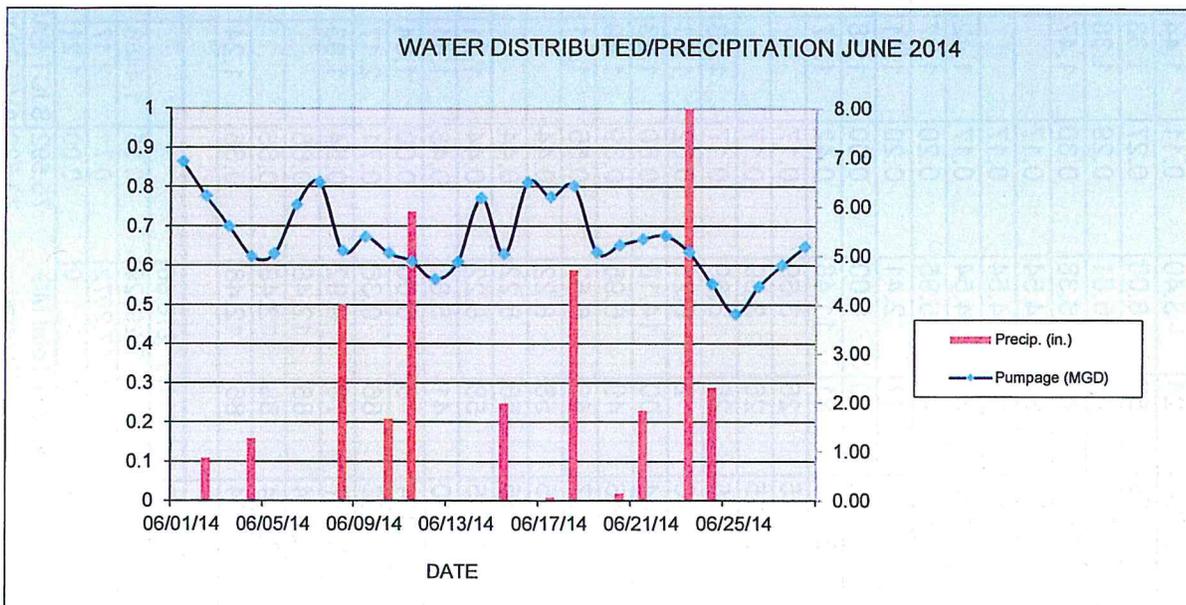
#	Date	Location	Main Size	Gallons Lost	Break Type	Valves Turned	City Twp	Labor	Remarks
1	6/11/2014	Lester	6	90,000	Hole	2	City	12	Between Niles & Willa, tennis ball size hole
2	6/13/2014	420 Main St.	6	5,000	Circumferential	4	City	20	Crack w/ little evidence of corrosion caused failure
3									
4									
5									
6									
		Total Gallons Lost		95,000					



**ST JOSEPH WATER PLANT PUMPAGE-WATER DELIVERED/RAINFALL  
JUNE 2014**

DATE	PUMPAGE (gallons)	PUMPAGE (MGD)	RAINFALL (in)	Day to Day Comparison 2013/2012	
				2014	2013
06/01/14	6,917,391	6.92	0	6,917,391	4,199,169
06/02/14	6,221,382	6.22	0.11	6,221,382	3,631,587
06/03/14	5,602,506	5.60	0	5,602,506	4,724,902
06/04/14	4,989,555	4.99	0.16	4,989,555	4,567,130
06/05/14	5,042,400	5.04	0	5,042,400	5,404,967
06/06/14	6,040,875	6.04	0	6,040,875	4,915,243
06/07/14	6,496,560	6.50	0	6,496,560	5,369,945
06/08/14	5,094,698	5.09	0.5	5,094,698	5,540,765
06/09/14	5,385,372	5.39	0	5,385,372	5,757,249
06/10/14	5,051,207	5.05	0.21	5,051,207	4,938,130
06/11/14	4,886,727	4.89	0.74	4,886,727	5,285,286
06/12/14	4,516,590	4.52	0	4,516,590	5,344,683
06/13/14	4,874,465	4.87	0	4,874,465	4,349,387
06/14/14	6,178,673	6.18	0	6,178,673	5,086,629
06/15/14	5,033,294	5.03	0.25	5,033,294	4,676,859
06/16/14	6,495,215	6.50	0	6,495,215	4,900,326
06/17/14	6,193,649	6.19	0.01	6,193,649	5,845,905
06/18/14	6,423,288	6.42	0.59	6,423,288	5,562,134
06/19/14	5,071,547	5.07	0	5,071,547	6,185,604
06/20/14	5,217,582	5.22	0.02	5,217,582	6,901,550
06/21/14	5,341,929	5.34	0.23	5,341,929	7,402,744
06/22/14	5,405,247	5.41	0	5,405,247	5,482,684
06/23/14	5,074,495	5.07	1.79	5,074,495	6,172,548
06/24/14	4,426,550	4.43	0.29	4,426,550	7,524,443
06/25/14	3,804,617	3.80	0	3,804,617	4,859,829
06/26/14	4,367,149	4.37	0	4,367,149	4,993,623
06/27/14	4,801,722	4.80	0	4,801,722	4,899,014
06/28/14	5,182,075	5.18	0	5,182,075	4,933,006
06/29/14	5,720,253	5.72	0	5,720,253	4,471,185
06/30/14	5,677,577	5.68	1.34	5,677,577	4,805,392
<b>TOTAL</b>	<b>161,534,590</b>	<b>161.53</b>	<b>6.24</b>	<b>161,534,590</b>	<b>158,731,916</b>

<b>Average Day</b>	<b>5,384,486</b>
<b>Maximum Day</b>	<b>6,917,391</b>
<b>Minimum Day</b>	<b>3,804,617</b>

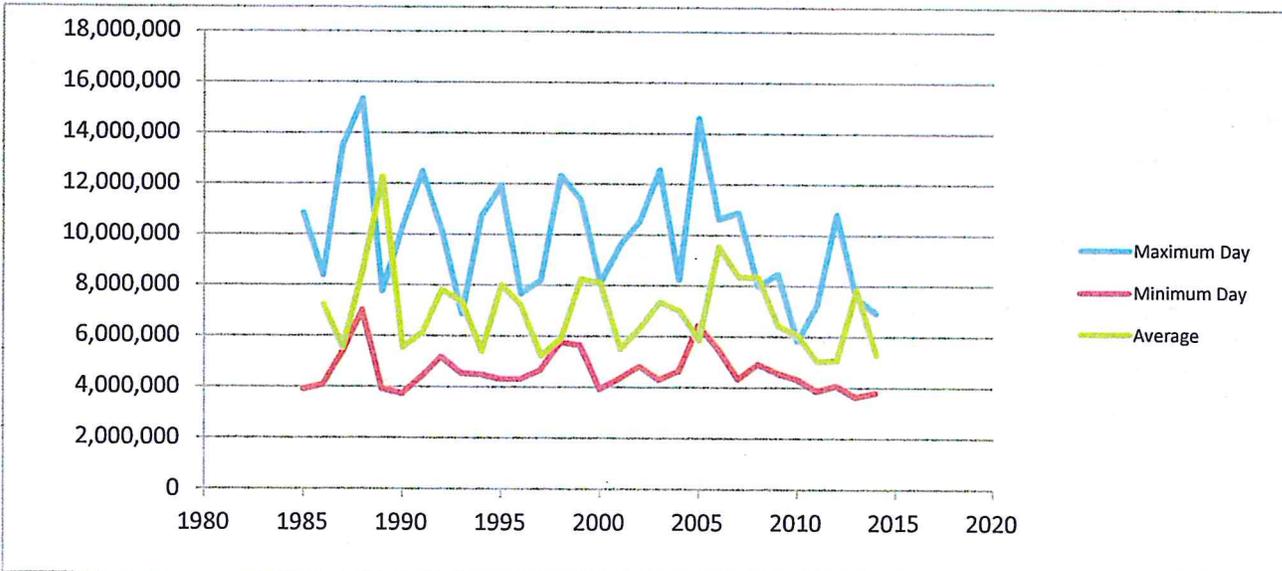


# ST JOSEPH WATER PLANT PUMPAGE-WATER DELIVERED

JUNE 2014

Year	Average	Maximum Day	Minimum Day	Monthly Total
1985	7,203,780	10,838,700	3,897,600	216,113,400
1986	5,536,993	8,361,200	4,083,100	166,109,800
1987	8,558,823	13,500,700	5,341,700	256,765,700
1988	12,250,440	15,336,400	7,024,700	367,513,200
1989	5,518,973	7,756,300	3,907,000	165,569,200
1990	6,114,560	10,296,200	3,732,200	183,436,800
1991	7,822,020	12,489,000	4,416,100	234,660,600
1992	7,294,707	10,167,700	5,176,200	218,841,200
1993	5,393,460	6,855,200	4,530,100	161,803,800
1994	7,998,343	10,718,900	4,478,600	239,950,300
1995	7,198,127	11,928,500	4,300,200	215,943,800
1996	5,213,475	7,647,600	4,314,450	156,404,250
1997	5,904,247	8,197,900	4,666,500	177,127,400
1998	8,245,142	12,326,050	5,760,800	247,354,250
1999	8,054,910	11,383,350	5,645,950	241,647,300
2000	5,492,322	8,084,500	3,917,500	164,769,650
2001	6,333,114	9,586,150	4,343,000	189,993,420
2002	7,326,472	10,561,700	4,826,500	219,794,150
2003	6,994,901	12,554,770	4,311,750	209,847,020
2004	5,847,159	8,226,140	4,644,750	175,141,780
2005	9,527,567	14,599,440	6,436,750	285,827,000
2006	8,336,510	10,615,250	5,508,500	250,095,310
2007	8,299,610	10,869,000	4,339,000	248,988,310
2008	6,408,335	7,971,500	4,935,500	192,250,040
2009	6,022,007	8,461,750	4,564,750	180,660,240
2010	5,013,884	5,824,610	4,342,220	150,416,523
2011	5,064,754	7,249,460	3,858,296	151,942,626
2012	7,827,161	10,828,342	4,079,686	234,814,831
2013	5,291,064	7,524,443	3,631,587	158,731,916
2014	5,384,486	6,917,391	3,804,617	161,534,590

Rank	Year	Monthly Total
1	1988	367,513,200
2	2005	285,827,000
3	1987	256,765,700
4	2006	250,095,310
5	2007	248,988,310
6	1998	247,354,250
7	1999	241,647,300
8	1994	239,950,300
9	2012	234,814,831
10	1991	234,660,600
11	2002	219,794,150
12	1992	218,841,200
13	1985	216,113,400
14	1995	215,943,800
15	2003	209,847,020
16	2008	192,250,040
17	2001	189,993,420
18	1990	183,436,800
19	2009	180,660,240
20	1997	177,127,400
21	2004	175,141,780
22	1986	166,109,800
23	1989	165,569,200
24	2000	164,769,650
25	1993	161,803,800
26	2014	161,534,590
27	2013	158,731,916
28	1996	156,404,250
29	2011	151,942,626
30	2010	150,416,523



## WEEKLY GREAT LAKES WATER LEVEL UPDATE

July 04, 2014

### WEATHER CONDITIONS

The Great Lakes region experienced warmer temperatures earlier this past week, followed by cooler temperatures later on in the week. Several inches of precipitation fell this past week throughout the entire Great Lakes Basin. This weekend, temperatures will remain near average with a possibility of some precipitation heading into next week.

### LAKE LEVEL CONDITIONS

Lakes Superior and Michigan-Huron are 13 and 14 inches, respectively, above their levels of a year ago. Lakes St. Clair and Erie are 7 and 5 inches, respectively, above what they were at this time last year, while Lake Ontario is 1 inch below its level of a year ago. Lakes Superior and Michigan-Huron are both expected to rise an inch over the next month. Lake St. Clair is predicted to drop 2 inches from its current level over the next thirty days, while Lakes Erie and Ontario are projected to fall 3 and 5 inches, respectively. See our [Daily Levels web page](#) for more water level information.

### FORECASTED MONTHLY OUTFLOWS/CHANNEL CONDITIONS

Lake Superior's outflow through the St. Mary's River is forecasted to be above average for the month of July. Lake Michigan-Huron's outflow into the St. Clair River and Lake St. Clair's outflow into the Detroit River is predicted to be near average in July. In addition, the outflow of Lake Erie into the Niagara River and Lake Ontario's outflow into the St. Lawrence River are projected to be above average in July.

### ALERTS

Official records are based on monthly average water levels and not daily water levels. Users of the Great Lakes, connecting channels and St. Lawrence River should keep informed of current conditions before undertaking any activities that could be affected by changing water levels. Mariners should utilize navigation charts and refer to current water level readings.

	SUPERIOR	MICH-HURON	ST. CLAIR	ERIE	ONTARIO
Forecasted Water Level for Jul 4, 2014 (feet)	602.49	578.90	575.00	572.24	246.52
Chart Datum (feet)	601.10	577.50	572.30	569.20	243.30
Difference from chart datum (inches)	+17	+17	+32	+36	+39
Difference from average water level for Jun 4, 2014 (inches*)	+2	+4	+3	+1	-2
Difference from average water level for Jul 4, 2013 (inches*)	+13	+14	+7	+5	-1
Difference from long-term monthly average of Jul (inches)	+6	-5	+3	+4	+6
Difference from highest monthly average of record for Jul (inches)	-7	-37	-26	-24	-20
Year of highest recorded monthly mean	1950	1986	1986	1986	1947
Difference from lowest monthly average of record for Jul (inches)	+27	+26	+30	+38	+39
Year of lowest recorded monthly mean	1926	1964	1934	1934	1934
Projected change in levels by Aug 4, 2014 (inches)	+1	+1	-2	-3	-5

ALL DATA SHOWN IN THIS SUMMARY ARE REFERENCED TO IGLD 1985  
 \*VALUES FOR SPECIFIC DAY ARE BASED ON 3-DAY DAILY AVERAGE AROUND SPECIFIED DATE  
 LONG TERM AVERAGE PERIOD OF RECORD, 1918-2013

FORECASTED INFORMATION PROVIDED BY  
 Department of the Army  
 Detroit District, Corps of Engineers  
[Detroit District Home](#)  
 1-888-694-8318 ext. 1

RECORDED DATA (1918 – present)  
 provided by  
[NOAA, Great Lakes Online](#)  
 (301) 713-9596

FOR MORE INFORMATION VISIT  
[Detroit District Great Lakes Homepage](#)  
[International Joint Commission](#)  
[Great Lakes Information Network](#)

JOINT BOARD OF COMMISSIONERS

Benton Harbor - St. Joseph  
Joint Wastewater Treatment Plant

REGULAR MEETING

JULY 17, 2014

AGENDA

CALL TO ORDER.

PLEDGE OF ALLEGIANCE.

1. APPROVAL OF THE AGENDA.
2. APPROVAL OF MINUTES JUNE 19, 2014 REGULAR MEETING.
3. GOVERNMENTAL FLOWS RECAP.
4. APPROVAL OF VOUCHERS.
5. CORRESPONDENCE.
6. SET REGULAR MEETING DATE AND TIME.
7. INSURANCE RECAP 2014-15.
8. OVERTIME REPORT.
9. MONTHLY OPERATION REPORTS. - *TSS - MOSTLY LIKELY WILL NOT MEET PERMIT LIMITS DUE TO JULY 1 STORM EVENT*
10. MANAGER'S REPORT.
11. OLD BUSINESS.
12. NEW BUSINESS.
13. COMMISSIONERS' COMMENTS.
14. PUBLIC COMMENTS.

DATE: JULY 17, 2014

TIME: 11:00 A.M.

PLACE: JOINT WASTEWATER TREATMENT PLANT  
269 ANCHORS WAY  
ST. JOSEPH, MI 49085

A regular meeting of the Joint Board of Commissioners of the Benton Harbor - St. Joseph Joint Wastewater Treatment Plant was held at the plant on June 19, 2014.

A record of attendance follows:

Name	Position	Community	Present	Absent
Ray Mak	Chairman	LMSW&STA	x	
Tim Zebell	Vice-Chairman	St. Joseph	x	
Steve Archibald	Secretary	Benton Harbor	x	
Tom Baldwin	Treasurer	Benton Township	x	
Darwin Watson	Member	Benton Harbor	x	
Lorraine Thomas	Member	St. Joseph	x	
Richard Lewis	Member	St. Joseph		x
John Hodgson	Alternate Member	St. Joseph	x	

Also in attendance: Timothy Lynch, Plant Manager.

- 1. Call to Order & Pledge of Allegiance:** Mr. Mak called the meeting to order at 11:04 a.m. The Pledge of Allegiance was recited. Mr. Mak asked for additions and/or corrections to the minutes of the May 15, 2014 regular meeting. There being none, the minutes were approved as mailed.
- 2. Approval of Agenda:** On a motion by Baldwin, seconded by Zebell and unanimously carried; the Board approved the meeting agenda.

11:06 a.m., Mr. Watson entered the meeting.

- 3. Approval of Vouchers:** The following vouchers were presented for approval:

May 16, 2014	ACH Payment – Synagro	\$ 68,498.61
May 28, 2014	Vouchers # 32956-32983	73,635.60
June 10, 2014	Vouchers # 32984-33003	262,308.37

Moved by Thomas, seconded by Hodgson to approve the vouchers as presented. The motion carried unanimously.

11:17 a.m., Mr. Archibald entered the meeting.

- 4. Correspondence:** Mr. Lynch reviewed a letter from MDEQ's Gary Wozniak thanking Plant Staff for providing a location at the plant to conduct Applied Hydraulics classes relating to water and wastewater personnel. Several Joint Plant employees attended the 12-session course along with employees from St. Joseph, Lake Township and South Haven.
- 5. Joint Plant Article – Herald Palladium:** Mr. Lynch reviewed an article relating to the Joint Plant's budget and treatment rate that was published on May 17<sup>th</sup> in the Herald Palladium. This was shortly after the Joint Board approved the FY 2014-15 Operating, Maintenance and Capital Improvement Budget at the May meeting.
- 6. Material & Equipment Proposal:** Mr. Lynch reviewed a proposal from TMI Compressed Gas Systems to provide one new Sutorbilt compressor to be utilized in digester gas mixing process. The proposed price was \$4,059.00 plus shipping. On a motion by Hodgson, seconded by Archibald and unanimously carried; the Board authorized the purchase of one Sutorbilt compressor from TMI Compressed Air Systems for \$4,059.00.
- 7. Engineering Services Proposals:** Mr. Lynch provided proposal information from AECOM Engineers to provide design engineering services (see attached) relating to the Aeration Blower Replacement and to update the Joint Plant's Strategic Capital Improvement Plan (SCIP).

On a motion by Thomas, seconded by Archibald and unanimously carried; the Board authorized awarding the design engineering work to AECOM Engineers in the estimated fee amount of \$72,888.00 contingent upon the fee being within the ASCE cost curve provided by Tim Zebell. Note: Upon review, it was determined the AECOM pricing was within the acceptable range of the cost curve provided per an email from Tim Zebell.

On a motion by Zebell seconded by Watson and unanimously carried; the Board authorized awarding the SCIP Update work to AECOM Engineers in the estimated fee amount of \$46,561.00 contingent upon the work being SAW Grant eligible (considering Jones & Henry Engineers submitted the grant application and AECOM Engineers would be performing the work associated with the SCIP Update). Based upon discussions Mr. Lynch had with MDEQ's Cindy Clendenon and Clarence Jones, it was determined to be acceptable to have one firm submit the application and to have another firm perform the capital planning work. Therefore, the SCIP Update work can proceed and remain awarded to AECOM Engineers.

8. **Monthly Operation Reports:** The monthly operating reports were reviewed. The plant met all NPDES permit requirements for the month of May 2014.
9. **Manager's Report:**
  - a) **Employee licenses:** Mr. Lynch reported two Joint Plant employees successfully passed the Class B Wastewater Operator license exam. They were David Ross and Thomas Rodgers.
  - b) **Discharge request:** Mr. Lynch reported Joint Plant staff was considering a construction contractor's request to discharge treated drilling slurry material into the Lakeshore Authority sewer system at an area adjacent to I-94 and Hickory Creek. In the meantime, the Lakeshore Authority Board rejected the contractor's request, essentially ending the Joint Plant's involvement with the request.
  - c) **Headworks project:** A project workshop was conducted on June 12<sup>th</sup> involving Joint Plant personnel and AECOM personnel to confirm various element of the plans and specifications for the Headworks Improvement Project.
10. **Old Business:** Mr. Mak recommended the Board and Joint Plant continue to pursue additional property acquisition opportunities to improve solids handling options in the future.
11. **New Business:** None
12. **Commissioners' Comments:** Mr. Baldwin reported Benton Charter Township is proceeding with sewer replacement work in the North Shore Drive area and sewer relining work in the Britain & Empire Avenue areas of the Township. Mr. Zebell reported flow monitoring is being performed in the City of St. Joseph relating to the City's sewer separation program.
13. **Public Comments:** None

The meeting was adjourned.

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Steve Archibald, Secretary

Date: \_\_\_\_\_

# BENTON HARBOR – ST. JOSEPH JOINT WASTEWATER TREATMENT PLANT

## MONTHLY OPERATIONAL REPORT

JUNE 2014

### GENERAL INFORMATION:

TWO JOINT PLANT EMPLOYEES SUCCESSFULLY PASSED THE MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY (MDEQ) CERTIFICATION EXAM TO BECOME CLASS "B" LICENSED WASTEWATER OPERATORS. THOMAS RODGERS AND BARRY DAVID ROSS ATTAINED CLASS "B" LICENSURE THIS SPRING.

### SAFETY MEETING / ACTIVITIES:

THE JOINT PLANT'S RIGHT TO KNOW/HAZARD COMMUNICATION PROGRAM WAS REVIEWED. REQUIRED INFORMATION WAS PROVIDED TO EMPLOYEES RELATING TO CHANGES TO THE FORMAT OF THE MATERIAL DATA SAFETY SHEETS. THIS IS ALL DUE TO NEW CHANGES IN OSHA'S HAZARD COMMUNICATION STANDARD. THE HAZARD COMMUNICATION STANDARD WAS ALIGNED WITH THE UNITED NATIONS' GLOBALLY HARMONIZED SYSTEM OF CLASSIFICATION AND LABELING OF CHEMICALS.

SIX JOINT PLANT EMPLOYEES ATTENDED A "CHLORINE, SULFUR DIOXIDE & SODIUM HYPOCHLORITE SAFETY AND HANDLING" SEMINAR PRESENTED BY ALEXANDER CHEMICAL CORPORATION IN SOUTH BEND, INDIANA. THOSE IN ATTENDANCE EARNED 0.3 CEC'S WHICH MAY BE USED TO MEET LICENSE RENEWAL REQUIREMENTS.

A SCHEDULED FACILITY HOUSEKEEPING/SAFETY INSPECTION WAS PERFORMED BY A PLANT OPERATOR AND THE MAINTENANCE SUPERVISOR. NO SIGNIFICANT ISSUES WERE NOTED.

### PRIMARY MAINTENANCE:

A SCHEDULED OIL AND FILTER CHANGE WAS COMPLETED ON RAW WASTEWATER PUMP GAS ENGINES #1 AND #2. THE FLEX EXHAUST PIPE (BELLOWS) FOR RAW WASTEWATER PUMP GAS ENGINE #1 WAS FOUND CRACKED AND IN NEED OF REPLACEMENT. THE ENGINE WAS REMOVED FROM SERVICE AND A NEW FLEX EXHAUST PIPE FROM SPARE INVENTORY WAS INSTALLED AND THE ENGINE WAS RETURNED TO SERVICE.

THE TOP RAIL FOR GRIT COLLECTOR #2 WAS FOUND WORN AND IN NEED OF REPAIR. THE COLLECTOR WAS REMOVED FROM SERVICE AND FLAT STOCK STEEL FROM SPARE INVENTORY IS BEING WELDED ON TO BUILD UP THE RAIL.

IT WAS DISCOVERED THAT THE SEPTAGE RECEIVING PIT HAD BECOME PLUGGED AND WAS NOT DRAINING PROPERLY. ACE PLUMBING WAS RETAINED TO JET-ROD THE PIPING BETWEEN THE SEPTAGE PIT AND THE GRIT CHANNEL. PLANT PERSONNEL WORKED WITH ACE PLUMBING AND DETERMINED THAT THE OBSTRUCTION WAS LOCATED IN THE PIPING IN THE MAIN EQUIPMENT BUILDING BASEMENT. THE OBSTRUCTION WAS FOUND IN THE SAME LOCATION AS ONE THE PREVIOUS MONTH. THE PIPE WAS TAKEN APART ENOUGH TO REMOVE THE OBSTRUCTION FROM THE LINE. IT WAS DISCOVERED THAT A PIECE OF WOOD HAD BECOME LODGED IN THE PIPE, BLOCKING THE LINE. UPON COMPLETION OF THE WORK, THE SEPTAGE RECEIVING PIT WAS CLEANED AND RETURNED TO SERVICE.

RAW SLUDGE PUMPS #1 AND #2 WERE FOUND NOT PUMPING PROPERLY. BOTH PUMPS WERE REMOVED FROM SERVICE TO CHECK FOR OBSTRUCTIONS IN THE VOLUTES. THE PUMPS WERE ISOLATED AND FLUSHED WITH WATER. UPON INSPECTION, IT WAS DISCOVERED THAT BOTH PUMPS HAD RAGS LODGED IN THE VOLUTES. THE OBSTRUCTIONS WERE REMOVED AND THE PUMPS WERE RETURNED TO SERVICE.

IT WAS DISCOVERED THAT THE FLOW PROPORTIONAL INFLUENT SAMPLER WAS NOT PROPERLY SAMPLING. THE UNIT WAS TAKEN APART TO DETERMINE THE CAUSE. A CLOGGED LINE WAS FOUND AND THE SAMPLER WAS CLEANED AND RETURNED TO SERVICE.

AN INSPECTION OF ALL THE PLANT'S ROOFING SYSTEMS WAS PERFORMED BY ALLIED ROOFING. MINOR REPAIRS AND MAINTENANCE TASKS WERE ADDRESSED AS WELL. ALL THE JOINT PLANT'S ROOFING SYSTEMS WERE FOUND IN GOOD CONDITION.

**SECONDARY MAINTENANCE:**

FINAL TANKS #3 AND #4 WERE REMOVED FROM SERVICE FOR SCHEDULED INSPECTIONS. THE TANKS WERE DRAINED AND CLEANED. ANY ACCUMULATED RAGS AND SAND WERE REMOVED FROM INSIDE THE TANKS AND INSIDE THE COLLECTOR BOOMS. ALL UPPER AND LOWER OIL RESERVOIRS ALONG WITH THE MAIN GEAR BOX WERE DRAINED OF OIL, FLUSHED, AND REFILLED WITH FRESH OIL. ALL SUBMERGED METAL COMPONENTS WERE VISUALLY INSPECTED AND FOUND TO BE IN SERVICEABLE CONDITION. THE TANKS' DRAINS AND COLLECTOR BOOMS WERE FLUSHED TO ENSURE THERE WERE NO BLOCKAGES. THE TANKS WERE THEN RETURNED TO SERVICE.

TWO AIR DIFFUSER ASSEMBLIES LOCATED IN THE PRIMARY EFFLUENT CHANNEL NEAR AERATION TANKS #1 AND #2 WERE FOUND CORRODED AND IN NEED OF REPLACEMENT. THE ASSEMBLIES WERE REMOVED FROM THE CHANNEL AND NEW ONES WERE ASSEMBLED USING PIPING AND FITTINGS FROM SPARE INVENTORY.

AS PART OF REGULARLY SCHEDULED MAINTENANCE, THE AIR FILTER MATERIAL LOCATED ON THE AIR INTAKE TO THE MAIN BLOWER SCREEN WAS REPLACED IN THE BLOWER BUILDING BASEMENT.

THE SCUM EJECTOR PUMP FOR FINAL TANKS #3 AND #4 WAS REMOVED FROM SERVICE AND CLEANED AFTER THE MAINTENANCE WAS COMPLETED ON FINAL TANKS #3 AND #4. THE FLOATS WERE HOSED AND THE CHAMBER AND WAS FLUSHED WITH WATER. THE EJECTOR PUMP WAS RETURNED TO SERVICE.

**ELECTRICAL MAINTENANCE:**

THE MURPHY TATTLETALE RELAYS WERE MONITORED ON RAW WASTEWATER PUMP GAS ENGINES #1 AND #2 TO DETERMINE IF THEY WERE WORKING PROPERLY. IT WAS DETERMINED THE RELAYS HAD BURNED OUT AND FAILED. THE RELAYS WERE REMOVED AND REPLACED WITH NEW RELAYS FROM SPARE INVENTORY. THE ENGINES AND RELAYS WILL CONTINUE TO BE MONITORED.

A HIGH PRESSURE SODIUM LAMP WAS REPLACED AT FINAL TANK #3.

A METAL HALIDE LAMP WAS REPLACED IN A FIXTURE AT THE GRIT COLLECTOR AREA.



# SOUTHWEST MICHIGAN PLANNING COMMISSION

376 W Main Street, Suite 130, Benton Harbor, MI 49022-3651

Phone: 269-925-1137 • Website: www.swmpc.org

## Twin Cities Area Transportation Study Policy Committee Meeting

10:30 A.M.

Monday, July 21, 2014

Southwest Michigan Regional Airport, Terminal

Web Access: Login=DLink Media

Password=Skyway1961

Action Item

1. Call to Order and Introductions
2. Minutes of the June 16, 2014 Policy Committee Meeting
3. Public Comment
4. Staff Report
  - MTPA Update- Conference in August
  - MACOG Livable Communities Update
  - Transit Consolidation Study Update - LINK - [www.mywaythere.org/plansprogress.asp](http://www.mywaythere.org/plansprogress.asp)
  - Commuter Bike Program
5. Committee Reports
  - Walk and Roll
  - Regional Inclusive Community Coalition (RICC)
  - Mobility Management/Coordinated County Transportation Update
  - Twin Cities Area Transit Authority Operations Update
6. Community Land Use and Zoning Updates
7. Project Updates
8. Old Business
9. New Business
  - TIP Amendments - NONE
  - Bylaw Updates - TAC ONLY
  - Resolutions of Support Reminder
  - Mobility Challenge 2014 - ?
  - Officer Nominations - NEXT MONTH
  - Legislative Updates
    - Federal
      - Transportation Bill Update
    - State - NOTHING UNTIL AFTER NOV. ELECTION - IF THEN
10. Privilege of the Floor
11. Adjournment
  - Next meeting is August 18, 2014 at 10:30 AM.

WILL MEET w/ COUNTY - JUL 24  
↓  
LINK - [www.mywaythere.org/plansprogress.asp](http://www.mywaythere.org/plansprogress.asp)

HANDEOUT ON RIDERS  
5.8% reduction in funding from State  
\$100,000 → plus loss of fed match \$100,000

Mtg had strong emphasis on mobility.

CHAIR  
VICE-CHAIR

House has passed bill → UNTIL in senate - 11/13. MAY 2015

**TWIN CITIES AREA TRANSPORTATION STUDY**

Policy Committee

**Minutes**

June 16, 2014

10:30 A.M.

Southwest Michigan Regional Airport

<p><b>POLICY MEMBERS PRESENT:</b></p>	<p>Andrea Dewey, Federal Highway Administration (ex officio)                  Tim Fenderbosch, St. Joseph Charter Township                  Carolyn Fowler, Benton Charter Township                  William Hodge, Berrien County Planning Commission                  Erin Jolivette, MDOT Coloma TSC                  Debra Panozzo, Berrien County Board of Commissioners                  Bill Purvis, TCATA                  Lee Scherwitz, SW Michigan Regional Airport                  Dick Stauffer, Lincoln Charter Township                  Kris Welch, MDOT-Statewide Planning</p>
<p><b>POLICY MEMBERS ABSENT:</b></p>	<p>Aaron Anthony, City of Bridgman                  Mickey Bennett, Sodus Township                  Bill Brown, Northwest Indiana Regional Planning Commission (ex officio)                  John Egelhaaf, SWMPC                  John Gast, Lake Charter Township                  Ron Griffin, St. Joseph Charter Township                  John Gruchot/Catherine Montoya, Berrien County Planning Department                  Donald Schlipp, Village of Stevensville                  Darrell Harden, MDOT Southwest Region                  Nora Jefferson, Benton Charter Township                  Joanne Johnson, Disability Network Southwest Michigan                  John Lanum, MDOT Statewide Planning                  Jason Latham, MDOT Regional Planning                  Richard Lewis, City of St. Joseph                  Paul Lott, MDOT Statewide Planning                  Tim Lynch, Berrien County Road Commission                  Stewart McKenzie, Federal Transit Administration (ex officio)                  John Olson, Village of Shoreham                  Roger Seely, St. Joseph Charter Township                  Brad Sharlow, MDOT (ex officio)                  Terrie Smith, Lincoln Charter Township                  Jim Soteriou, Royalton Township                  Darwin Watson, City of Benton Harbor                  Representative, Cornerstone Alliance</p>
<p><b>SWMPC STAFF PRESENT:</b></p>	<p>Kim Gallagher                  Gautam Mani</p>
<p><b>OTHERS PRESENT:</b></p>	<p>Matt Kodis, Kinexus</p>

**1. CALL TO ORDER:**

Scherwitz called the meeting to order at 10:37 a.m. and led the group in introductions.

2. **MINUTES:**

- A motion was made by Fenderbosch with support by Hodge to approve the minutes of the May 19 Policy Committee meeting. **Motion passed.**

3. **PUBLIC COMMENT:**

Kodis said that Kinexus' State of the Workforce Report would be available immediately following the meeting, and any organizations that wanted copies of all five sections could ask, or go online to kinexus.org

4. **STAFF REPORT**

- **SWMPC Staff Changes**

Mani said that SWMPC had chosen to fill Suzann Flowers' position internally. Kim Gallagher, SWMPC's Senior Planner, will be taking over most of Suzann's transportation duties. Kim has been involved in transportation work for SWMPC for over a decade, including with the MPO, and Mani said that the MPO would benefit greatly from having Gallagher's experience and knowledge at meetings on a more consistent basis.

Mani also said that Kris Martin, formerly SWMPC's program assistant, had been promoted to Associate Planner. Kris would taking over management of Kim's US-12 and Rideshare programs, and SWMPC is excited that he will be working on community master plans.

- **MTPA Update**

Mani said that there was only one item of relevance from the May MTPA meeting for the MPO committees, and that was that MTPA voted to remain on three-year TIP cycles rather than switching to two. A two-year TIP cycle would have meant that SWMPC had to produce a new TIP in FY 2015, which would have meant far less time available to work on other projects.

- **CTAA Conference Update**

Gallagher said that she and Panozzo attended the Community Transportation Association of America (CTAA) Conference. This conference was mostly attended by smaller or rural transportation systems. Among the issues discussed were providing public transit in an era of performance-based planning, and how to deal with similar issues with service boundaries and funding that we see in Southwest Michigan as the population continues to spread out.

Panozzo added that she had attended a pre-conference meeting of mobility managers, and that there had been an increased focus on non-emergency medical transportation.

- **Transit Consolidation Study Presentation**

Gallagher presented on the recently concluded transit consolidation study for Berrien County. Gallagher presented the multiple ways that transit in Berrien County could be more efficient, both in terms of use of taxpayer dollars and in terms of being able to get passengers to their destinations in a timely manner. Gallagher showed newspaper clippings from the 1970s showing residents and community leaders organizing for transit, and in particular, financial support of transit. To improve the transit system would take a change from high-rate local millages to a lower-rate countywide millage.

Gallagher used the example of road infrastructure, and asked committee members to imagine if a road just suddenly stopped before a person got to their destination, with no detour and no way to go forward. This is exactly what many transit users in Berrien County currently experience when navigating transit boundaries.

Fowler said that wheelchair transportation was still an issue, as senior centers in the County were often not equipped to transport passengers in wheelchairs, or multiple passengers in wheelchairs.

Purvis said that a major transportation crisis was coming, as in 5-10 years, much of the population will be in an age group where driving becomes more dangerous and where many individuals may no longer be able to operate a motor vehicle

Scherwitz noted that in the prior meeting, Johnson had challenged each member of the group to consider how they would get to their destinations for a week without a car and without help from friends or family. Committee members should expect to report back at the July meeting.

Welch said that the transit study aligned well with the Governor’s initiative on statewide transit connectivity, particularly for the aging populations. Gallagher agreed, also saying that Michigan’s Great Southwest Leadership Council had formed a subcommittee to deal specifically with public transit. This is a huge step in getting transit into the beginning of the conversation rather than as an afterthought. Schuh cautioned that it was important that the subcommittee bring others into the discussion once the plan is completed, or even as it is being developed. Often with subcommittees like this, individuals who do not have experience with transit formulate a plan of their own and proceed with work in a counterproductive way to plans that have been created in the public arena.

Gallagher’s complete presentation is available at:  
[http://www.swmpc.org/downloads/twincats\\_presentation\\_transit\\_plan\\_2014.pdf](http://www.swmpc.org/downloads/twincats_presentation_transit_plan_2014.pdf)

**5. COMMITTEE REPORTS**

- **Walk and Roll**  
None
- **Regional Inclusive Community Coalition (RICC)**  
None.
- **Mobility Management/Transit Consolidation Update**  
None.
- **Twin Cities Area Transportation Authority (TCATA) Operations Update**  
Purvis said that TCATA had received its grant for a dispatching system, and were now creating a schedule for contract work.

**6. LAND USE AND ZONING UPDATES**

None.

**7. PROJECT UPDATES**

Fiscal Year	Job Number	Agency	Project Name	Update Information	Date of last update	Cost Changes	Projected Letting and obligation date
2012							
	113585	MDOT	I-94 Red Arrow Highway to Livingston Rd	2016 construction; value engineering meetings held	May 2014		

	103293	MDOT	I-94 at Nickerson Ave in Benton Township (roadside facility)	Scheduled for October letting; returned to region for funding to move forward; no change; March 2013 Moving Forward for January 2013 letting <b>July 2013: On hold</b>	July 2013		
		Twin Cities Area Transportation Authority	New expanded hours	<b>July 2012:</b> Continued through 2013 (2014 funding seems less certain); <b>September 2012:</b> Continued Service; 11/2012 after 2013 the state will match buses but nothing else; <b>December 2012-</b> already been awarded; <b>November 2013:</b> not funded	November 2013		
		Twin Cities Area Transportation Authority	New line haul route	<b>July 2012:</b> Continued through 2013 (2014 funding seems less certain); ; 11/2012 after 2013 the state will match buses but nothing else <b>July 2013:</b> JARC funding cut in half, project will proceed.	July 2013		
		Twin Cities Area Transportation Authority	Transit vehicle replacement (3 total)	<b>May 2014:</b> Buses on the way, with propane conversions	May 2014		
2013	89085	Benton Harbor	Klock Rd (from North Shore to Paw Paw)-	<b>August 2013-</b> lawsuit ongoing- probably means that project will not go through. <b>November 2013-</b> no change	November 2013		
	112091	Berrien County	Hollywood Road	<b>June 2014:</b> Under Construction	June 2014		
	115751	MDOT	I-94 WB (from I-196 for 0.4 miles to start of 2008 concrete pavement)	2 course HMA over scratch course on existing concrete-PE phase, no change	December 2012		
	113585	MDOT	I-94 WB (On I-94 from Red	Mill existing and place 2 HMA	December 2012		

			Arrow Highway for 3.0 miles to Livingston Road)	overlay-ROW phase; no change			
	110779	MDOT	I-94 EW and WB over Hickory Creek	<b>January 2014:</b> Construction in July 2014.	January 2014		
		TCATA	Replacement 3 buses CMAQ project	2013 applications are due to the state in December; <b>July 2013:</b> Waiting for contract approval	July 2013		
		TCATA	Expanded hours-JARC grant				
		TCATA	Mobility manager grant	11/2012 Purvis stated that this will be available for 2013 but not sure if funding will be there for 2012; SWMPC handling this	December 2012		
		TCATA	New line haul to Stevensville	Project is continuing; hoping to get state funds in 2014	January 2013		
		TCATA	Bus operations	Not submit yet			
	116924	SWMPC	Berrien County-Rideshare	In progress			
2014	112087	Benton Harbor	Broadway Avenue/Colfax Avenue Resurfacing	<b>June 2014:</b> Going for bid in July	June 2014		
	121011	Benton Harbor	Pipestone at Empire Traffic Signal Upgrade	<b>June 2014:</b> waiting on progress schedule	June 2014		
		Berrien County	Date Road Bridge Replacement	<b>May 2014:</b> Pre construction meetings have taken place	May 2014		
	121002	Berrien County	Roosevelt Road Non-Motorized Extension	<b>June 2014:</b> \$43,000 overbid, waiting to see if there additional funds	June 2014		
		Berrien County	Brown School Road Resurfacing	<b>May 2014:</b> July Construction	May 2014		
		Village of Shoreham	Brown School Road Resurfacing	GI Package under review	February 2014		

Other Updates

Jolivette said that the Coloma TSC was able to obtain funding to do joint repairs on I-94 between mile markers 10 and 35. Those repairs would be done at night between August and October, so traffic disruptions will be minimal.

Mani reminded group members that local resolutions of support for FY 2015 projects were due in to him, either via email or in hard copy, by October 1, 2014.

## **7. OLD BUSINESS:**

None.

## **8. NEW BUSINESS**

### **▪ TIP Amendments**

Mani said that TwinCATS was taking the unusual step of approving TIP amendments in consecutive months because of a request from MDOT to urgently approve changes to a bridge project.

Other key highlights of this month's TIP amendments include the addition of 5339-funded bike racks, facility painting, and a bus replacement and SWMPC's rideshare program for the next three fiscal years.

A motion by Fenderbosch with support by Stauffer to approve the TIP Amendments.

### **▪ Legislative Updates-Federal and State**

- **Federal** – Dewey noted that there were no updates regarding the Grow AMERICA Act. However, there was a public comment period in effect for the proposed rulemakings, which would be based on changes to the Code of Federal Regulations (CFRs). The rulemakings had to do with metropolitan and non-metropolitan transportation planning, and the possibility of designating Regional Transportation Planning Organizations (RTPOs) to handle non-metropolitan needs. The proposed rulemakings can be found at [regulations.gov](http://regulations.gov). Public comments can only be submitted via the docket.

Kodis urged committee members strongly to comment on proposed changes to the American Community Survey (ACS), which would include striking key questions on commute time/time leaving for work, income, and disability. Kodis said that this was vital data for transportation planners, and that if the questions were gone, the only way to have access to such data would be through expensive, private sources. It would make the work that SWMPC and MDOT do much more difficult. Kodis said that comments could be made at [https://www.census.gov/acs/www/about\\_the\\_survey/content\\_review\\_feedback/](https://www.census.gov/acs/www/about_the_survey/content_review_feedback/).

- **State** – Welch said that a statewide training on performance measures would be taking place sometime after the MTPA Conference in August. In MDOT's estimation, a new statewide transportation revenue package would likely be delayed until after the elections this November, but an appropriations bill for FY 2015 had passed.

Welch estimated that the second round of Roads, Risk and Reserve fund projects wouldn't go through, but would be distributed via the Act 51 formula, with a delay in the required date at which those funds needed to be spent.

## **9. PRIVILEGE OF THE FLOOR:**

Jolivette announced the Bill Meeks is no longer with MDOT, and that Pete Pfeiffer had taken over as interim Coloma-TSC Manager.

Scherwitz reminded the group that Lest We Forget was taking place this weekend (June 21-22) at the Airport and at Tiscornia Beach. Scherwitz encouraged people to get to Tiscornia Beach to see the beach landings in commemoration of Normandy, as beach landings likely would not take place in future years due to funding issues. Scherwitz said that World War II veterans may not be mobile in five years, so this would be one of the last opportunities to truly honor them.

## **10. ADJOURNMENT at 11:30 a.m.**

- Next meeting is **July 21, 2014, 10:30 AM**

*Compiled by: Gautam Mani, Transportation Planner, 2014*

Date Jun-14

Year To Date Ridership

*Delina*

	Benton Harbor	Saint Joseph	Benton Township	L.M.C	St. Joe Township	Royalton Township	Passenger Sub-total
Benton Harbor	11,400	4,511	19,151	2,110	553	1,155	38,880
Saint Joseph	2,670	1,322	3,388	335	305	192	8,212
Benton Township	15,036	3,917	17,200	1,725	650	634	39,162
L.M.C	2,140	738	1628	0	124	16	4,646
St. Joe Township	422	328	697	136	28	80	1,691
Royalton Township	798	224	624	8	19	3	1,676
Total	32,466	11,040	42,688	4,314	1,679	2,080	94,267

*DOOR-OPS IN ST. JOSEPH*

*Pick-ups IN ST.*

Passengers were transported from B.H. to St.Joe, B.T., L.M.C., and St. Joseph Township

Passengers were transported from St.Joe to B.H., St.Joe, B.T., L.M.C., and St. Joseph Township

Passengers were transported from B.T. to B.H., St.Joe, B.T., L.M.C., and St. Joseph Township

Passengers were transported from L.M.C. to B.H., St.Joe, B.T., L.M.C., and St. Joseph Township

Passengers were transported from St Joe Township to B.H., St.Joe, B.T., L.M.C., and St. Joseph Township

Passengers were transported from Royalton to B.H., St.Joe, B.T., L.M.C., Royalton and St. Joseph Township

1,076

Seniors (b)

49,351

Line Haul ©

2,621

Lift Passengers (d)

147,315

Total

Disabled

13,066

Line Haul Disabled

9,175

No Shows

5,651

Cancel

# Ridership Comparison

## Fiscal Year 2013

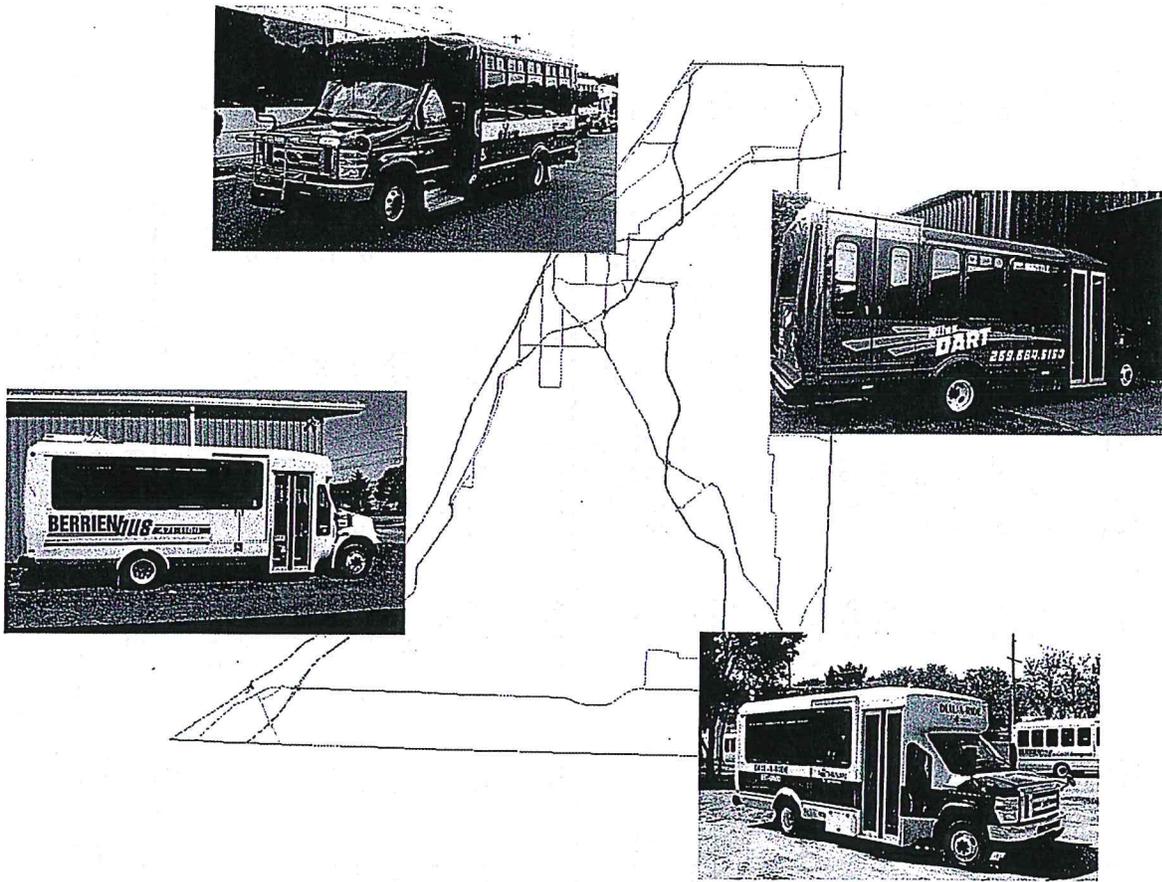
Date	Regular	Senior	Disable	Child	Free	Total	LINE HAUL	Vehicle FUEL	MILES	MILES /GAL.	VEH. HOURS	PASS/VEH.HR.	LABOR HOURS DISPL.	OTHER
10/12	10750	2557	5288	1003	248	19846	5952	8790.2	57781	6.6	4190	4.7	676	360
11/12	9359	2572	4924	952	375	18182	5462	8370.6	53058	6.3	3944	4.6	620	336
12/12	8856	2389	4833	897	208	17183	5374	7889.4	49509	6.3	3837	4.5	580	320
1/13	10935	2315	4783	945	282	19260	5311	8569.6	55113	6.4	4022	4.8	648	352
2/13	10989	2308	4788	994	303	19382	4995	8548.8	53483	6.3	3960	4.9	592	320
3/13	9681	2495	5744	934	254	19108	5603	8696.43	55375	6.4	4247	4.5	620	336
4/13	9353	2599	5453	813	264	18482	5776	8437	54897	6.5	4176	4.4	648	344
5/13	8614	2416	5263	764	282	17339	5491	8536.6	55333	6.5	4296	4.0	648	360
6/13	8644	2263	4451	987	219	16564	5697	8118.7	50816	6.3	3895	4.3	600	328
<b>Total</b>	<b>87181</b>	<b>21914</b>	<b>45527</b>	<b>8289</b>	<b>2435</b>	<b>165346</b>	<b>49661</b>	<b>75957.33</b>	<b>485365</b>	<b>6.1</b>	<b>36567</b>	<b>4.3</b>	<b>5632</b>	<b>3056</b>

## Fiscal Year 2014

Date	Regular	Senior	Disable	Child	Free	Total	LINE HAUL	VEHICLE DATA FUEL	MILES	MILES /GAL.	VEH. HOURS	PASS/VEH.HR.	LABOR HOURS DISPL.	OTHER
10/13	10564	2372	5139	769	278	19122	6046	8928	56504	6.3	3790	5.0	676	368
12/13	8888	2126	4761	791	287	16853	5029	7503	46936	6.3	3910	4.3	508	320
12/13	8450	2101	4856	594	241	16242	4891	7394.4	46147	6.2	3880	4.2	620	328
1/14	8536	1867	4242	571	163	15379	4255	6971.4	44143	6.3	3796	4.1	564	320
2/14	10021	2201	4632	675	202	17731	4865	7991.2	47339	5.9	4038	4.4	596	320
3/14	9775	2620	5086	593	216	18290	5443	7994	47533	5.9	4319	4.2	648	512
4/14	9100	2826	4929	669	237	17761	5653	7709.4	48358	6.3	4256	4.2	648	344
5/14	8948	2851	5557	696	251	18303	6467	7975.4	51586	6.5	4399	4.2	604	352
6/14	8754	2732	5362	833	189	17870	6602	7913	48784	6.2	4240	4.2	620	328
<b>Total</b>	<b>83036</b>	<b>21696</b>	<b>44564</b>	<b>6191</b>	<b>2064</b>	<b>157551</b>	<b>49251</b>	<b>70379.8</b>	<b>437330</b>	<b>6.1</b>	<b>36628</b>	<b>4.3</b>	<b>5484</b>	<b>3192</b>

Change	-4145	-218	-963	-2098	-371	-7795	-410	-5577.53	-48035	61	-148	136
% Change	-4.8%	-1.0%	-2.1%	-25.3%	-15.2%	-4.7%	-0.8%	-7.3%	-9.9%	0.2%	-2.6%	4.5%

# MOVING FORWARD: A PLAN FOR PUBLIC TRANSIT IN BERRIEN COUNTY



DRAFT FINAL REPORT, MAY 2014

# EXECUTIVE SUMMARY

Currently four transit systems operate in Berrien County, the only county in Michigan to have four separate public transportation providers. The result is a fragmented system that is difficult for residents to navigate and involves similar administrative functions at multiple systems. In addition, various opportunities exist to use resources more efficiently and effectively, highlighted by the fact that despite spending over \$4 million to operate the four systems in FY2013, some areas of Berrien County are still unserved.

The four transit systems in Berrien County provide a variety of transit services that are discussed in detail in this plan, with Chapter 4 specifically detailing current transit services (e.g. service area, organizational structures, funding, passenger trips, operating expenses, etc.). The service areas for the four systems are depicted in Figure ES-1.

In 2009 the Berrien County Coordinated Transportation Coalition, made up of 23 members representing 18 organizations, expressed interest in developing a plan to identify opportunities to streamline transit service, simplify and improve access for riders, and create a robust transit system to meet the growing and changing needs of residents. *Moving Forward: A Plan for Public Transit in Berrien County* is the result, the culmination of a transit consolidation feasibility study. Prepared for Berrien County stakeholders, this plan reviews the issues discussed, considered, and analyzed during the project, and serves as a blueprint for future efforts to provide countywide transit services and to improve mobility in Berrien County.

## The Case for Consolidation—and the Realities

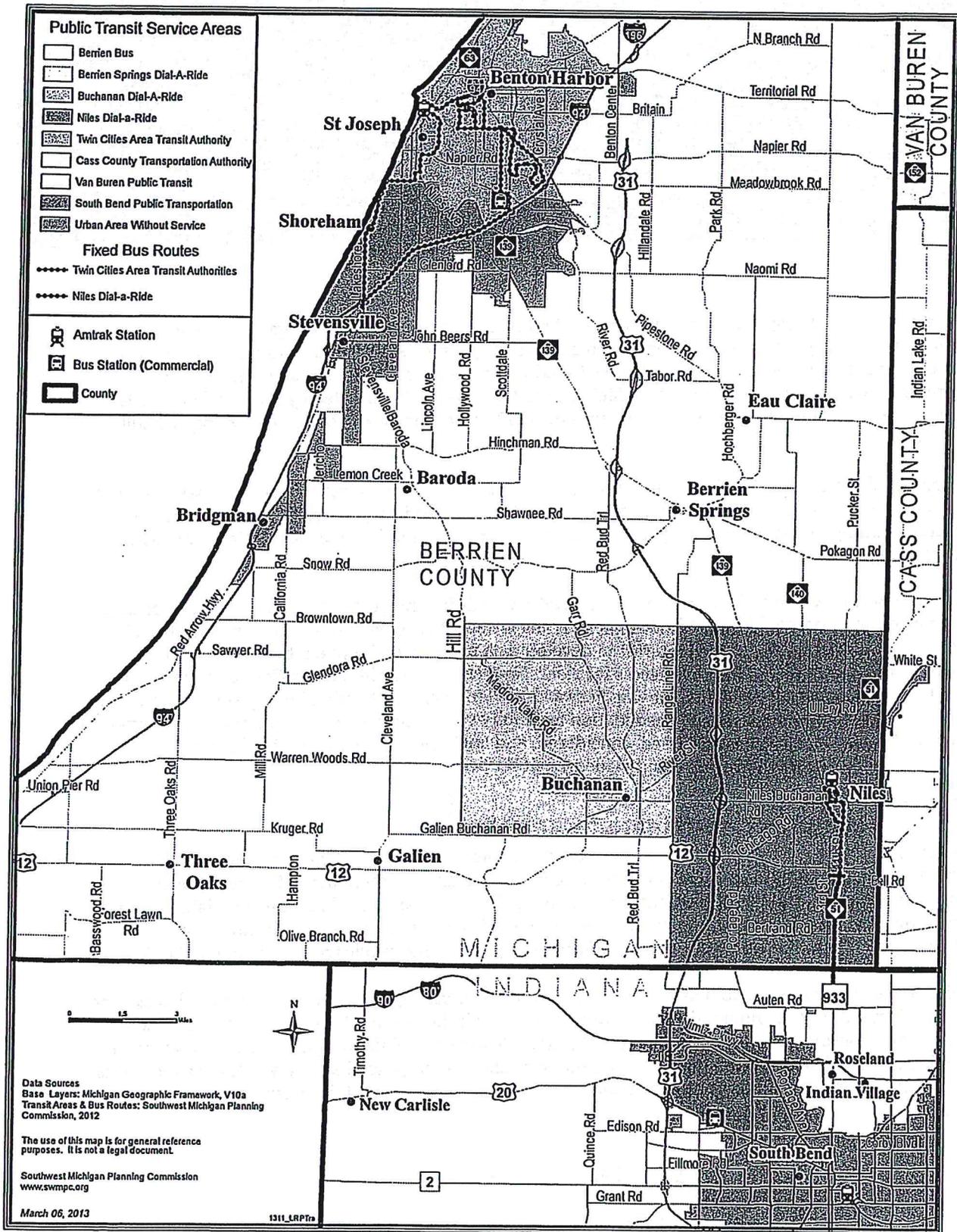
This plan includes extensive data and information on the four transit systems currently operating in Berrien County. It also discusses opportunities to improve transit services in the County through expanded coordination or mobility management efforts. However, based on the significant data available for evaluation, it is intuitive that consolidation and the provision of transit services through one countywide program is the most efficient and effective way to provide public transportation in the County.

But while consolidation of the four systems into one entity is intuitive, there are significant challenges that are primarily institutional and political in nature. Experience indicates that these issues must be resolved for meaningful coordination/consolidation to take effect. Therefore, while this plan discusses a variety of areas related to implementing a countywide system, in reality moving ahead with any of these alternatives will come down to the actions of local stakeholders and decision makers and the desire to try a new approach.

## Vision for Transit Services in Berrien County

While the four transit providers in Berrien County are working hard to provide transportation for County residents, there is no apparent collective vision for public transportation services. Many factors will impact improved coordination of transit services or any potential countywide arrangement, but a

**Figure ES-1: Public Transit Service Areas**



collective vision is imperative in order to provide more efficient and effective transit and to meet existing and unmet mobility needs in the County. A proposed vision that can serve as the foundation for future discussions—and as a reminder when difficult issues are being tackled—is:

The vision for public transit services in Berrien County is a safe, efficient, affordable, and customer friendly system that works to meet the mobility needs of the residents of the County.

## Why Implement One Countywide Transit System?

There are compelling reasons for the four transit providers in Berrien County to consolidate services into one countywide transit system. While various aspects related to the decision to implement a countywide transit system are discussed in detail throughout this plan, and many advantages of one countywide transit system are interrelated, the primary reasons involve:

- Saving money by reducing administrative and management costs through the elimination of duplicative functions such as accounting and finance, human resources, procurement, and grant management.
- Reducing overall operating costs by using one scheduling/dispatch center, handling marketing through one entity, conducting service planning through one office, performing vehicle maintenance through one location, and other operational efficiencies. The overall costs of one countywide service would be less than the sum of the operating costs for the current individual systems.
- Providing seamless connections for County residents between transit services and eliminating the need to pay multiple fares for in-county trips. A countywide transit system would also offer the opportunity for more efficient routing, planning, and scheduling of these services.
- Fulfilling current and future unmet transportation needs by directing cost savings to gaps in current services and establishing an organizational structure that can plan and implement services to support future growth in need for transit services, including the projected increase in older adult and youth populations needing additional mobility options.
- Increasing ridership through a countywide transit system that is easier to understand and to navigate. A countywide system would also be more conducive to an improved marketing and outreach campaign that allows customers to access a single point of contact for information on available transit services in Berrien County, as well as a coordinated fare policy that is easier to understand and is more equitable.
- Increasing funding opportunities, as a countywide system would have the ability to facilitate a possible countywide millage that would support expanded public transit services while reducing the millage rates in jurisdictions that currently have one. One countywide system would also prepare Berrien County in the event legislation at the State level would be approved that would reduce funding for counties with multiple transit systems.
- Ensuring more efficient use of resources, including the improved use of current facilities and a consolidated vehicle maintenance management system that uses parts inventories more effectively. Through a countywide system there would also be more effective use of current vehicles and more flexibility in service delivery, as all vehicles would be seen as one fleet and not as separate pieces that cannot be interchanged.
- Providing safer public transit services through a singular uniform training program, use of street supervisors following similar and consistent procedures, and the implementation of a position dedicated to safety and training.

# GOVERNANCE CONSIDERATIONS

For the most part, the four transit systems operating in Berrien County operate independent of each other from an organizational standpoint. The only exception is that both Berrien Bus and Buchanan Dial-A-Ride services are contracted through the same provider (TMI). Still, each system has its own organizational structure and administrative staff. Each system has its own oversight board and its own Local Advisory Committee (LAC), which provides public feedback about the system.

After discussion, the project advisory committee supported the formation of a new authority that would assume current Berrien Bus services and would provide the foundation for future efforts to provide countywide transit services. A new transit authority would be organized under the State of Michigan Public Transportation Act (Act 196 of 1986), which authorizes the formation of public transportation authorities with certain general powers and duties. This new Berrien County Transit Authority (BCTA) would be an independent governmental unit and would have the ability to levy a millage.

## BCTA Board of Directors

The BCTA would have a Board of Directors whose primary purpose would be to assure that the authority fulfills its mission and meets its goals. After review of the various governance options and discussions with the advisory committee and community stakeholders, it appears that a nine to eleven member Board that considers Berrien County Board of County Commissioner districts, geographical distribution, urban boundaries, and existing transit systems would be the most conducive. While the Board composition will be finalized after discussions between the Board of County Commissioners and Berrien County staff, it is anticipated that it would include:

- Three members comprised of one member from each of the other current transit systems operating in Berrien County. These three members would cover approximately six commissioner districts.
- Five members from the county at large. These 5 members would cover areas generally represented by five commissioner districts.
- One member from the County Board of Commissioners.
- If desired an additional two members could be added for a maximum size Board of eleven.

The advantages of this structure include:

- All areas of Berrien County would be represented,
- The Berrien County District is already understood by the Commissioners and the general public,
- While initially transit services would still be operated by different systems, the oversight by this structure would help to ensure that services are viewed on a countywide basis from the outset, and
- Arrangements would be in place for appropriate discussions of a potential countywide millage to support transit services.

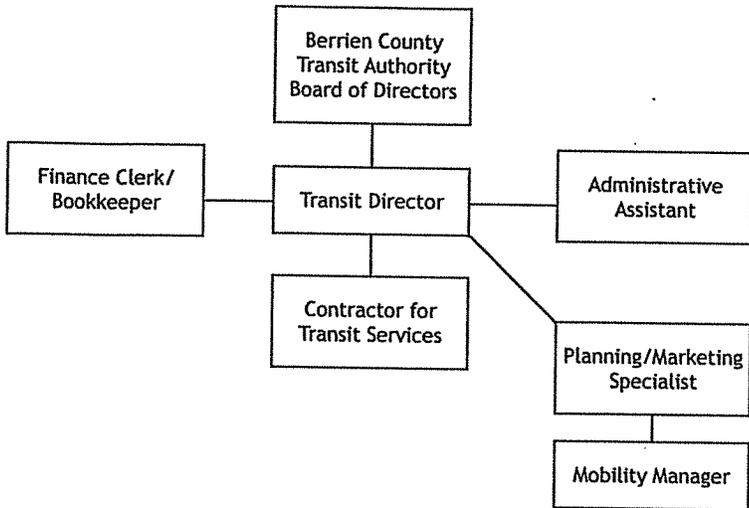
Beyond the Board structure it will be important to gain input from a wide range of local stakeholders. An advisory committee that incorporates the LAC role and includes additional representatives could be formed. In addition, the same Michigan Act that allows for the creation of a public transportation authority also includes a provision that allows new membership after the formation of an authority.

# STAFFING CONSIDERATIONS

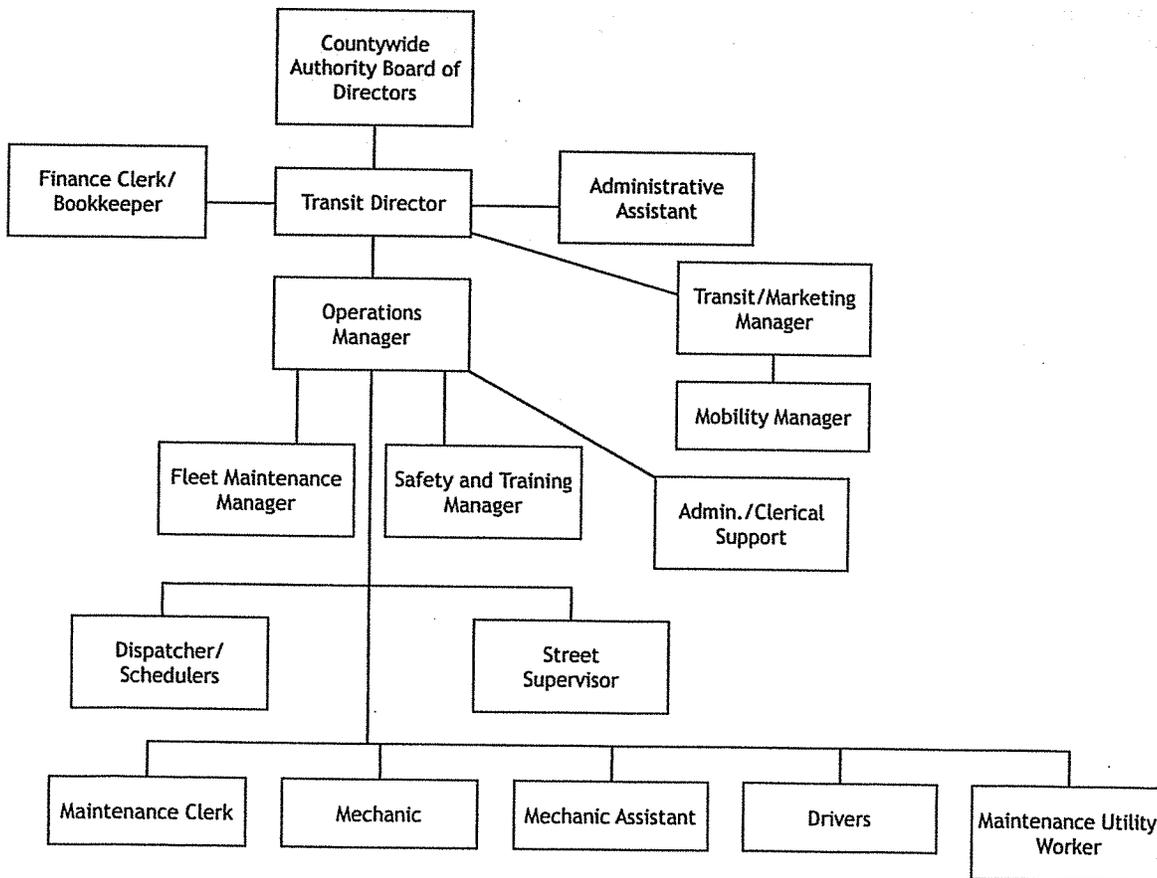
Each of the four transit systems has staff involved in management and operations. As a result, countywide there are thirteen positions involved in management or administrative functions and seventeen involved in operations and dispatching. This is much greater than would typically be needed for the number of vehicles being operated. The savings through a more coordinated or consolidated system could be redirected to expansion of services to help meet gaps in public transportation in the County.

Two possible organizational charts depicting staffing structure are provided in Figures ES-2 and ES-3. Figure ES-2 provides a conceptual organizational chart to support the initial formation of the BCTA. It assumes that services would continue to be contracted. Figure ES-3 provides a conceptual staffing plan to support the broader vision of one countywide transit system through which services are operated directly.

**Figure ES-2: Berrien County Transit Authority Conceptual Organizational Chart**



**Figure ES-3: Countywide Services Conceptual Organizational Chart**



## SERVICE AND OPERATIONAL CONSIDERATIONS

Despite the four independently operating transit systems, there are still areas of Berrien County that receive no public transit services. Approximately 47 percent of the St. Joseph/Benton Harbor urbanized area receives very limited or no service. Communities impacted are St. Joseph Township, Lincoln Township, Royalton Township, and the City of Bridgman. In addition, services are planned independently and each system has its own fare structure. Thus there are instances where residents must transfer between multiple providers, endure a long travel time to make short trips, and pay multiple fares.

One system can view and operate these various services on a countywide basis, and consider service expansions to fill gaps. This plan proposes 93,285 annual service hours, an increase of about 17 percent over FY2013.

## FUNDING CONSIDERATIONS

The four transit systems are currently funded through federal, state, and local sources. A countywide system would continue to be eligible for these programs, and would also respond to the following key funding issues:

- A countywide transit system could serve as the single point of contact with the Michigan Department of Transportation (MDOT) for all state programs, and would apply for funding and submit reports for the County. This arrangement would be especially important if legislation being considered at the state level to decrease MDOT funding to any counties with multiple transit systems is approved.
- The BCTA would have the ability to levy a millage with the approval of a majority of the registered electors residing in the portion of the County served by the authority through a general or special election. The additional funds obtained through a possible millage could be used to expand services.

The Southwest Michigan Planning Commission (SWMPC) worked with the Berrien County Equalization Department to determine the potential revenue from a countywide millage at a .25 rate. Based on the FY 2013 taxable value in the County, Table ES-1 shows the substantial increase in revenues that are possible through this countywide millage even though the rate is substantially lower in the areas of the County that currently have a millage in place. It should be noted that future taxable values may be less.

**Table ES-1: Projected Revenues from Countywide Millage**

Transit System	Jurisdiction	Current Millage Rate	Total Millage Revenues FY 2013 (1)
TCATA	Benton Harbor	1.25	\$110,070
Buchanan Dial-a-Ride	City of Buchanan	1	\$81,272
Niles Dial-a-Ride	City of Niles	0.5	\$95,912
		Total	\$287,254

Possible Millage Rate	Projected Millage Revenue (2)	Increase Over FY 2013
0.25	\$1,753,726	\$1,466,472

(1) Source: Individual transit systems.  
 (2) Source: Berrien County Equalization Department based on 2013 Equalization Report.

This plan provides a conceptual financial plan for operating existing and proposed transit services on a countywide basis over a five-year planning period. The annual operating expenses for a countywide system are projected to grow from about \$3.8 million to over \$5 million during the five year period. The

local amount needed through a millage would increase to about \$903,469 over the five year time frame. However, this amount is still much less than the projected revenue through a countywide millage, and allows for consideration of other service expansions and improvements.

## CAPITAL CONSIDERATIONS

Collectively the four transit systems in Berrien have a fleet of 56 vehicles. The majority of the vehicles in this overall fleet are small to medium buses, with seating capacity between eight and nineteen. Transit services are operated through three separate facilities, located in Benton Harbor (TCATA), Berrien Springs (Berrien Bus and Buchanan Dial-A-Ride), and Niles (Niles Dial-A-Ride). Clearly there are many positive impacts to a countywide system related to capital equipment. Single procurement can eliminate administrative duplication and can help achieve to gain economies of scale, i.e. unit costs will be lower for 20 units than four orders of five units.

Some other considerations include:

- A countywide fleet provides the opportunity for greater flexibility in the use of vehicles, a reduction in maintenance costs, and an improved spare ratio.
- There is an abundance of support vehicles including one wrecker, two pickup trucks, and three sedans. This is more than enough and will not need replacing for many years if maintained properly.
- A countywide approach would justify an investment in more advanced technology to improve system performance, safety, and recordkeeping. Fleets of five to ten vehicles cannot gain many advantages from the deployment of more technology, however fleets of 56 vehicles can successfully use this technology to reduce costs.
- One to two transit facilities would be sufficient for operating services in a jurisdiction the size of Berrien County. The Niles Dial-A-Ride and TCATA facilities were paid for with transit grant funds, and are located at opposite ends of the County, so it seems logical that they would serve as facilities for a countywide system. The facilities arrangement is complicated by the planned phasing of countywide services, and therefore will be addressed as any future consolidation efforts occur.

This document provides a conceptual capital improvement plan. Some overall assumptions related to this five year plan for the County include:

- Vehicles currently owned by Berrien Bus would be transferred to the BCTA when it is formed. The BCTA would serve as the applicant for future vehicle purchases.
- If other transit systems join the BCTA their vehicles would also transition to become part of the vehicle inventory, providing greater flexibility in the operation of services. The BCTA would also assume the role as the applicant for future vehicle acquisitions.
- In the short term individual applications to MDOT for technology upgrades would be coordinated between the four systems to ensure future compatibility. Ultimately through a countywide system the BCTA would serve as the applicant.

## PLANNING CONSIDERATIONS

One of the most important aspects of a countywide arrangement is the planning and operation of transit services from a broad perspective, as opposed to a piecemeal approach. The ability to plan services throughout the County with one system would improve connectivity, reduce costs, and serve customers'

mobility needs that cross jurisdictional boundaries. Currently there is an overall lack of coherence to the schedules as there are few route level connections. The customers especially lose in this fragmented approach.

Overall components of improved transit service planning through a consolidated effort would involve:

- Consideration of expanded service in the St. Joseph/Benton Harbor urbanized area outside of the Cities of Benton Harbor, Benton Township, and Royalton. The Section 5307 funding formula of TCATA is based off a 45 sq. mi. area with a population of 61,745. TCATA currently serves a 14 sq. mi. area with a population of 24,700. This is dependent on local funding for the service.
- Detailed evaluation of current Dial-A-Ride services to determine increased use of more efficient fixed-route or scheduled services, especially in the Benton Harbor area.
- Assessment of current fixed route services to ensure that routes are serving both origins and destinations, therefore encouraging customers to use these routes as opposed to Dial-A-Ride services.
- Consideration of changes to current TCATA services that allow customers to choose between Dial-A-Ride services and fixed-route services, resulting in the two services acting in direct competition with one another.
- Evaluation of a dispatching system for the TCATA system whereby additional information (i.e. names and phone numbers) is obtained for Dial-A-Ride trips. This process can help institute a meaningful no-show policy where steps or fees are assessed. The no-shows should also be defined to allow customers to abandon their ride if it is very late. The best way to deal with this is to restructure routes and eliminate most Dial-A-Ride.
- Assessment of the Berrien Bus services in and out of the TCATA's service area that is currently complicated for customers. Customers who live in the southern portion of the Benton Harbor/St. Joseph urbanized area are not served by Berrien Bus due to "turf" issues and the fact that most Berrien Bus operating funds come from the FTA Section 5311 grant program for rural transit service.
- Evaluation of improved coordination between providers or improved service planning to provide inter-jurisdictional travel with fewer transfers.

## MARKETING CONSIDERATIONS

The primary method used by the four transit systems in Berrien County to market their services is through informational brochures. Each system has a basic brochure that details service areas and fare structures. None of the four systems have a detailed marketing plan. In addition, none of the systems have an independent website, though SWMPC operates a mobility management effort that provides information on the services provided by each system as well as contact information

A countywide transit system provides opportunities to improve customer service and to expand awareness of transportation options through increased access to information. These opportunities include centralized public information, formalized tracking of complaints and commendations, increased on-line information, consistent branding, countywide marketing, and a uniform fare policy.

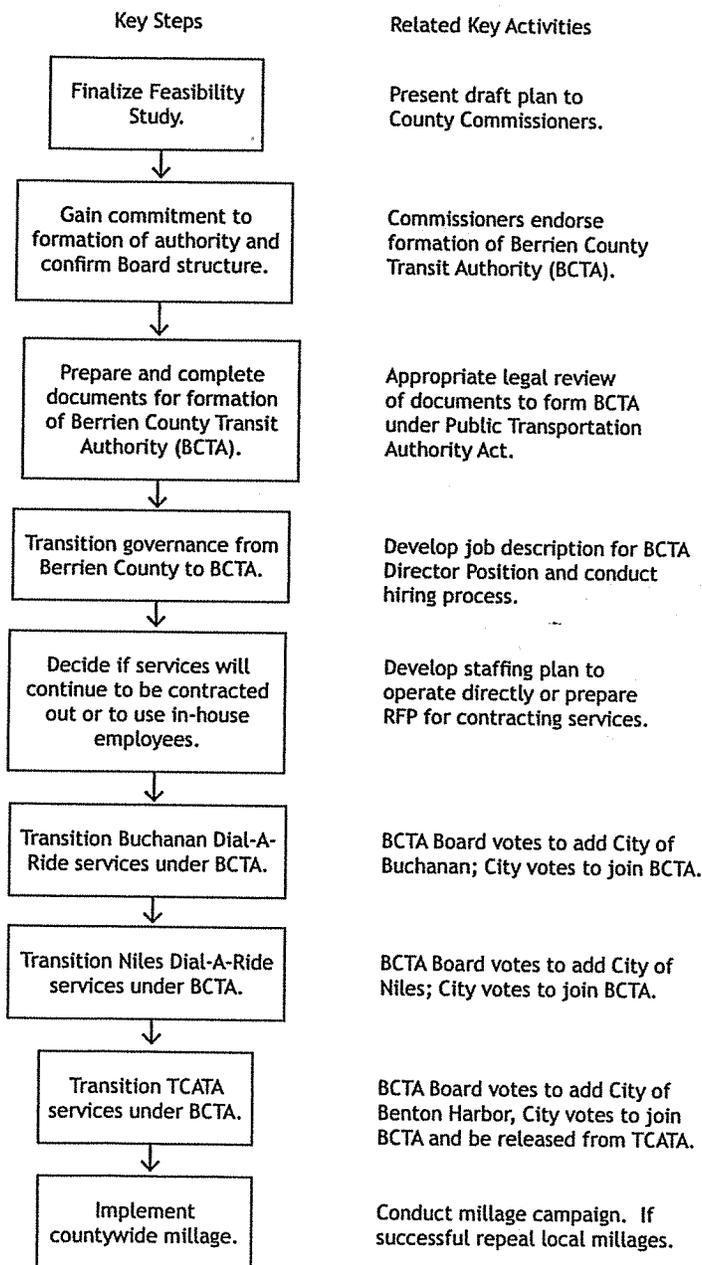
## PROPOSED IMPLEMENTATION PROCESS

This plan provides the basic framework and a proposed timeline for implementing a countywide transit system, and can serve as a guide for future efforts and discussions. Table ES-2 summarizes the key steps

and related activities for implementing a countywide transit system. It is anticipated that while SWMPC led the development of this plan, Berrien County will assume the lead in the formation of the BCTA. The BCTA would then lead efforts to implement a countywide program and to pursue a county millage.

Table ES-3 proposes a timeline for the implementation process along with key activities and actions. While this timeline provides a realistic foundation for future efforts, it will need to be updated through the various steps based on current conditions and impediments during the process.

**Table ES-2: Proposed Implementation Process for Countywide Transit Services**



**Table ES-3: Projected Timeline, Activities, and Key Actions**

Phase 1: Formation of Berrien County Transit Authority (BCTA) and transition of Berrien Bus to BCTA.		
Projected Date	Implementation Activity	Key Actions
April - May 2014	Finalize feasibility study.	<ul style="list-style-type: none"> <li>Present draft plan to Berrien County Commissioners.</li> <li>Finalize report based on input.</li> <li>Develop materials for future presentations as needed to other audiences or local governments.</li> </ul>
June 2014 - August 2014	Gain commitment to formation of BCTA and confirm Board structure.	<ul style="list-style-type: none"> <li>Berrien County Board of Commissioners endorses the formation of the Berrien County Transit Authority (BCTA) through resolution.</li> <li>Determine Board representation.</li> <li>Identify and confirm Board members.</li> <li>Draft Articles of Incorporation and by-laws.</li> </ul>
August - October 2014	Prepare and complete appropriate documents to form BCTA.	<ul style="list-style-type: none"> <li>Conduct legal review of Articles of Incorporation, modify as needed, and complete.</li> <li>Articles of Incorporation adopted by resolution by a majority of the Board of Directors.</li> </ul>
October - November 2014	Hold initial official meeting of the BCTA Board of Directors.	<ul style="list-style-type: none"> <li>Elect officers.</li> <li>Adopt by-laws.</li> <li>Determine appropriate subcommittees.</li> <li>Confirm vision/mission statements and governing principles.</li> <li>Discuss composition of advisory committee.</li> <li>Take any other action the Board deems necessary.</li> </ul>
Before October 2014	Extend current contract with TMI.	<ul style="list-style-type: none"> <li>Current agreement between Berrien County and TMI ends on Sept. 30, 2014. Complete extension through Sept. 30, 2015.</li> </ul>
November 2014 - January 2015	Hire BCTA Director and begin process for transition from Berrien County to BCTA.	<ul style="list-style-type: none"> <li>Develop Executive Director Position description.</li> <li>Advertise position, conduct interviews.</li> <li>Make offers, conduct hiring process.</li> <li>Begin considerations of marketing campaign to include possible renaming of system.</li> <li>Make necessary preparations for transition. Items include vehicle titles, TMI contract, and accounting and financial systems.</li> </ul>
Before October 2015	Determine if services will continue to be contracted out or to use in-house employees.	<ul style="list-style-type: none"> <li>Develop appropriate staffing plan (based on potential structures included in Ch. 3).</li> <li>If in-house services, make necessary preparations to include:                             <ul style="list-style-type: none"> <li>Develop appropriate employee policies/procedures manual.</li> <li>Develop drug and alcohol testing and training program.</li> </ul> </li> <li>If contracted services will continue, begin development of RFP package.</li> </ul>
TBD	Implement modifications to current Berrien Bus services.	<ul style="list-style-type: none"> <li>Conduct service planning for shuttle routes proposed in Operations Plan.</li> <li>Develop conceptual routes and schedules.</li> <li>Conduct appropriate community outreach to obtain input on proposed shuttle routes.</li> <li>Finalize shuttle routes and implement.</li> <li>Transition human service contract to shuttles as appropriate.</li> <li>Conduct marketing and outreach.</li> </ul>
2016 or later	Move operations center from Berrien Springs to Napier Avenue location.	<ul style="list-style-type: none"> <li>Develop transition plan for moving operations to new location.</li> <li>Depending on status of other transit systems joining BCTA develop facility plan for using all county transit locations as effectively as possible.</li> </ul>

Phase 2: Transition of Buchanan Dial-A-Ride, Niles Dial-A-Ride, and TCATA services to BCTA.		
Projected Date	Implementation Activity	Key Actions
TBD	Transition Buchanan Dial-A-Ride services under BCTA.	<ul style="list-style-type: none"> <li>Gain consensus on Buchanan Dial-A-Ride becoming part of BCTA.</li> <li>BCTA votes to add Buchanan Dial-A-Ride services.</li> <li>Buchanan City Council votes to join BCTA.</li> <li>Develop agreement for City of Buchanan millage funds to be administered by BCTA.</li> <li>Assess staffing implications and implement modification as needed.</li> </ul>
TBD	Transition Niles Dial-A-Ride services under BCTA.	<ul style="list-style-type: none"> <li>Gain consensus on Niles Dial-A-Ride becoming part of BCTA.</li> <li>BCTA votes to add Niles Dial-A-Ride services.</li> <li>Niles City Council votes to join BCTA.</li> <li>Develop agreement for City of Niles millage funds to be administered by BCTA.</li> <li>Assess staffing implications and implement modification as needed.</li> </ul>
TBD	Implement modifications to current Niles Dial-A-Ride services.	<ul style="list-style-type: none"> <li>Conduct service planning for Niles Dial-A-Ride services as proposed in Operations Plan.</li> <li>Conduct public outreach process to obtain input on proposed new services.</li> <li>Finalize services and implement.</li> </ul>
TBD	Transition TCATA services under BCTA.	<ul style="list-style-type: none"> <li>Gain consensus on TCATA becoming formal part of BCTA.</li> <li>BCTA votes to add TCATA services.</li> <li>TCATA Board votes to join BCTA.</li> <li>Develop agreement for City of Benton Harbor millage to be administered by BCTA.</li> <li>Assess staffing implications and implement modification as needed.</li> </ul>

Phase 3: Conduct campaign to implement a countywide millage to support public transit services.		
Projected Date	Implementation Activity	Key Actions
TBD	Develop process and schedule for implementing countywide millage.	<ul style="list-style-type: none"> <li>Develop conceptual services that could be funded through countywide millage.</li> <li>Conduct public outreach campaign.</li> </ul>

