

PROPOSED AGENDA

**CHARTER TOWNSHIP OF BRIGHTON
UTILITIES COMMITTEE
4363 BUNO ROAD
BRIGHTON, MI 48114**

**May 23, 2016
REGULAR MEETING
7:00 P.M.
(810) 229.0560**

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL
- D. CALL TO THE PUBLIC
- E. APPROVAL OF THE AGENDA
- F. MINUTES
 - 1. April 27, 2016 Special Meeting
- G. Business
 - 1. Utilities Committee – Rules of Procedure
- H. REPORTS / CORRESPONDENCE
WASTEWATER SYSTEM MONTHLY OPERATING REPORT April 2016
- I. CALL TO THE PUBLIC
- J. ADJOURNMENT

The Charter Township of Brighton will provide necessary reasonable auxiliary aids and services such as signers for the hearing impaired and audiotapes of printed materials being considered at the meeting to individuals with disabilities at the meeting. Individuals should contact the Charter Township of Brighton by writing or contacting: Township Manager, 4363 Buno Road, Brighton, Michigan 48114. Telephone: (810) 229.0550.

**PROPOSED
MINUTES**

**CHARTER TOWNSHIP OF BRIGHTON
UTILITIES COMMITTEE
4363 Buno Road
BRIGHTON, MI 48114**

**April 27, 2016
SPECIAL MEETING
7:00 P.M.
(810) 229.0550**

M. Sweatman called the meeting to order at 7:02 P.M.

Present: M. Sweatman, F. Grapentien, M. Slaton, D. Terns, D Taylor
Absent: C. Moran

Also Present: B. Vick (Township Manager), J. Rushlow (OHM Engineer), K. Palka (Auditor)

PLEDGE OF ALLEGIANCE

CALL TO THE PUBLIC

J. Sarna, 8266 Woodland Shore Drive: Asked F. Grapentien if he had checked facts and figures Sarna provided. Sarna disappointed to hear no response from Grapentien. Sarna stated that health concerns about the sewer system were untrue.

Bo. Potocki, 8420 Woodland Shores Drive: Provided handout. Informed everyone he has filed as a candidate for Township Clerk. Potocki claimed that current Township officials have not followed federal law and have made illegal actions concerning the sewer system. Fix the problem.

M. Palmer, 10382 East Grand River: Running to be a Township trustee. Palmer stated the minutes from past two Utilities Committee meetings are inaccurate. Claimed that proposed sewer solution is about election, not solving the sewer problems. Original users have been overcharged and deserve refund. Past Boards and committees have done nothing. Actual sewage is half of what was originally projected. Use Fonda Island Briggs Water Authority to monitor actual usage. Fix the problem.

S. Regusso, 8245 Hilton Road: Appealed to Committee to treat sewer users as human beings. Discussed lack of action to deal with unused capacity and other problems for 16 years. Stated he does not care about who made the mistakes and wants officials to stop delaying.

Ba. Potocki, 8420 Woodland Shore Drive: Stated most recent billing will result in bigger refund to sewer users and no trustee is on the sewer system. Once sewer system is paid for, everyone else will want to be on system.

AGENDA

D. Taylor questioned why REU assignment appeal was on agenda for special meeting. B. Vick explained ordinance requires a timely meeting to address REU assignment appeal. General discussion took place about what agenda items are appropriate for a special meeting and what the protocols are for a special meeting. Rules and procedures document is planned to be discussed in May meeting. Motion to approve agenda by D. Terns and Supported by F. Grapentien.
Motion carried.

MINUTES

F. Grapentien stated he had difficulty recording public comments and suggested a new secretary be approved. D. Terns moved and M. Sweatman supported to approve the minutes of the October 13, 2015 Meeting of the Utilities Committee as amended. **Motion carried.**

D. Taylor moved and D. Terns supported to approve the minutes of the January 11, 2015 Meeting of the Utilities Committee with the removal of "5" under Reports/Correspondence, completion of name "M." in section 1 under Business and addition of "and why" added to section 4(d) under Business. **Motion carried.**

BUSINESS

1. REU Assignment Appeal 8336 Hilton Road – J. Rushlow from OHM provided an overview of how an analysis is performed to determine appropriate number of REUs. Analysis involves looking at Township ordinance and using comparables facilities. Discussed the details of the appellant's case. B. Vick stated original number of REUs assigned per the ordinance was four (4). Based on analysis, Rushlow recommended approving the assignment of two (2) REUs. Appellant's engineer and appellant reviewed their study and concurred with J. Rushlow's finding. D. Taylor questioned the appropriateness of the comparables and the criteria for the analysis, such as square footage, to determine the number of REUs. M. Sweatman explained the use of the 10 State Standards and the history of the ordinance that covers appeal process. D. Taylor and F. Grapentien discussed the role of the size of the facilities and the type of business in determining number of REUs. The committee discussed the role of zoning. D. Taylor asked if approval could be given on a temporary basis. Motion by M. Sweatman and D. Turns supported to adjust allocation of REUs from four (4) to two (2) for use by the Training Room / MI Fitness at 8336 Hilton Road. **Motion carried.**
2. Quarterly Debt Service Charge – B. Vick introduced the agenda item stating that the topic is a carryover from previous Committee and Board meetings. D. Taylor described some historical aspects of the sewer system, the process for setting up the system from a legal and administrative perspective, and asserted that original users have overpaid and deserve a refund. D. Taylor argued that current number of 2700 REUs for the wastewater treatment plant is not based on operational data and should be revised. M. Sweatman explained the current system REUs is a function of the basis of design that was permitted through the State of Michigan and could be reevaluated during the next permit application. F. Grapentien asked if the Board was addressing this topic and B. Vick responded by detailing that the Board is considering revising the debt service charge billing and having the Township purchase extra REUs which would equate to the system oversizing. B. Vick explained that new users pay \$10,260 per REU (in addition to this amount they would have to pay for the cost of the local connector infrastructure and grinder pump/service laterals) and the original users were assessed \$12,400 (which included local connector infrastructure and grinder pump/service laterals). D. Taylor and B. Vick discussed whether sewer system is a Township asset and if managed as an enterprise fund. Other subtopics discussed by the Committee included process for purchasing extra REUs, what other municipalities have done, the cost of capital assets that will eventually fail, the financial relationship of the debt and General Fund loans, what the O & M charge covers and whether the rate will increase, and the equity of the current financial structure. K. Palka explained the capital reserve fund balance and that a portion of the O & M revenue is projected to be transferred to the capital reserve fund on an annual basis. K. Palka also discussed the bond agreement and how and when the bond will be paid off. Motion by D. Taylor and supported by D. Terns to discontinue quarterly debt charge for original users effective following completion of first quarter billing. Roll call vote:

Ayes: D. Taylor, D. Terns
Nays: M. Sweatman, F. Grapentien
Motion failed.

Motion by D. Taylor that overpayments by original users be reimbursed either by tax credits or cash payments. **Motion died for a lack of support.**

M. Slaton asked if the reimbursement was for payment over the original SAD amount (\$12,400 or \$12,660) and D. Taylor stated that was correct.

Motion by M. Sweatman that the Township Board having discussed the scenario of purchasing the excess sewer system REU capacity via General Fund — Fund Balance dollars and the modification of the quarterly Debt Service charge directs the Manager to work with the Township Attorney to incorporate the suggested changes in our procedures towards the creation of a new or amended Administrative Policy. **Motion died for a lack of support.**

REPORTS / CORRESPONDENCE

None.

CALL TO THE PUBLIC

M. Palmer, 10382 East Grand River: Disgusted with actions of the Committee. Manager has been untruthful. Ten state standard and sewer data is out-of-date.

Bo. Potocki, 8420 Woodland Shores Drive: Stated extra capacity is not being used. Information is being hidden from sewer users. Township lacks legal authority to spend money and is practicing rate discrimination.

S. Regusso, 8245 Hilton Road: Objected to the REU assignment appeal agenda item. Discussed general issues regarding sewer system. Committee should follow the Board and work with sewer users to eliminate debt service charge.

M. Senters, 2764 Hacker Road: Hopes the Board eliminates debt service charge and that vacant lot owners are included.

J. Sarna, 8266 Woodland Shore Drive: Questioned health basis for sewer system. Did not sign petition because system was too expensive, wanted storm drainage fixed and system was for the benefit of commercial actors. Township is stealing from residents.

Ba. Potocki, 8420 Woodland Shores Drive: Asked who in the Township is verifying who is on sewers.

C. Guard, 8334 Pointe Drive: Gave allotted minutes to M. Palmer.

M. Palmer, 10382 East Grand River: Asked for an inventory of people not on the sewer system. Enforce the ordinances.

S. Regusso, 8245 Hilton Road: Stated new users get the benefit of a beautiful environment, while original users pay.

G. Mitter, 8400 Woodland Shore Dr.: Confused about why REU assignment appeal agenda item was on agenda for a special meeting. Sewer system has been mismanaged.

**D. Terns moved and M. Sweatman supported to adjourn at 10:05 pm.
Motion carried.**

Respectfully submitted,

Mark Sweatman, Chairman

Frank Grapentien, Secretary

UTILITIES COMMITTEE

AGENDA NOTE

MEETING DATE: May 23, 2016

PERSON PLACING ITEM ON AGENDA: Township Manager

AGENDA TOPIC: Utilities Committee – Rules of Procedure

EXPLANATION OF TOPIC:

As was mentioned at the April 27th Utilities Committee meeting, I had proposed placing this topic on the May agenda in light of various procedural questions that were raised. I am forwarding the Rules and Procedures that have been adopted by the Brighton Township Planning Commission as a guide toward the creation and adoption of a similar document for the Utilities Committee to adopt at a subsequent meeting. As you review the attached document keep in mind that some of the provisions in the Planning Commission document will not apply to the Utilities Committee.

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:

- Brighton Township Planning Commission By-Laws and Rules and Procedures
- Brighton Township Admin. Policy – Citizen Advisory Committees (# 217)
- Brighton Township Admin. Policy – Utilities Committee (# 220)

RECOMMENDATION: Committee Discussion

SUGGESTED MOTION: moved by, _____ seconded by, _____ to

PLANNING COMMISSION BY-LAWS AND RULES OF PROCEDURE

1. AUTHORITY

These by-laws and rules of procedures are adopted by the Charter Township of Brighton Planning Commission (hereinafter referred to the Commission) pursuant to the Michigan Zoning Enabling Act (P.A. 110 of 2006) as amended, the Michigan Planning Enabling Act, Act 33 of 2008, as amended, the Open Meetings Act, and Section 2.51 of the Charter Township of Brighton Code of Ordinances. Additionally, meetings are conducted in accordance with the generally accepted parliamentary procedure as governed by "Roberts Rules of Order."

2. OFFICERS

2.1 Selection

- The offices of the Commission shall consist of a Chairperson, Vice-Chairperson and Secretary; required liaisons are Liaison to the Township Board and ZBA; and there are two (2) members at large.
- The election of all officers shall occur at the Commission's first (1st) meeting in January following the Township Board's appointments or reappointments.
- Any member nominated for an office on the Commission shall have served on the Commission for at least one (1) year.
- Nominations of members for an office shall be from the floor by a current member of the Commission during the meeting when elections are held.
- All nominations shall be seconded by another member of the Commission to be considered a valid nomination.
- All elections shall be conducted by a roll call vote. If there is only one nominee for an office, that nominee shall be assumed to be unanimously elected.
- To be elected to an office, a nominee must receive a majority of the entire Commission votes.
- All terms of office shall be for one year.

2.2 Resignation of Officers

- An officer may resign his/her office by submitting a letter to the Commission addressed to the Chairperson or Vice-Chairperson, as appropriate.
- The resignation from office will not become effective until acted upon and accepted by the Planning Commission at its next regularly scheduled meeting.

2.3 Duties of the Officers

- The Chairperson shall preside at all meetings and shall conduct all meetings in accordance with the rules provided herein.
 - Clearly state the issues before the Commission.
 - Act as a liaison between the Commission and Building and Zoning Department, consultants, and any other pertinent agencies or agents of the Charter Township of Brighton utilizing proper administrative/management chains of command.
 - Reserve his/her opinions on an issue until the other members of the Commission who wish to have spoken on the issue.
 - Delegate a representative from the Commission on an as needed basis.
 - Set a reasonable agenda in consultation with staff, but in no case, schedule a meeting to go more than three (3) hours in length.
 - Provide authorization to consult with the Township Attorney or any other consultation whereby costs could be incurred.
- The Vice-Chairperson shall act for the Chairperson when needed at Commission, Township Board or other meetings.
 - Assist the chairperson in recognizing members who may wish to speak.

- Shall succeed to the office of Chairperson in the event of a vacancy in that office, in which case, the Commission shall select a successor to the office of Vice-Chairperson at the earliest practical time.
- The Secretary shall summarize pertinent correspondence received by the Commission which deals with an issue before the Commission and shall take meeting minutes.
- The Zoning Board of Appeals liaison shall represent the Planning Commission at the ZBA to insure accurate communication exists between the Commission and the ZBA.
- In the absence of the Chairperson and Vice-Chairperson, a majority of the Commission shall elect a Chairperson to reside over that meeting.

3. MEETINGS

3.1 Meeting Notices

- All meetings of the Commission shall be posted at the Township Hall according to the Open Meetings Act.
- Any changes in the date or time of the meeting shall be posted and noticed in the manner originally established.
- The absence of any commission member from any meeting shall require proper notice to the Planning Commission Chairperson or staff, said notice to be presented at least twenty-four (24) hours in advance of the meeting.

3.2 Rules of Order

All meetings of the Commission shall be conducted in accordance with generally accepted parliamentary procedure as governed by “Robert’s Rules of Order.”

3.3 Regular Meetings

- Regular meetings of the commission may be held every second (2nd) and fourth (4th) Monday of the month at the Township Hall, unless otherwise scheduled.
- If necessary, when a regular scheduled meeting date falls on or near a legal holiday or an election, the commission shall select

suitable alternative meeting date in the same month in accordance with the Open Meetings Act.

3.4 Workshop Sessions

Reserved, with the exception of Public Hearings, for Ordinance review; planning processes and procedures; Commission education and other pertinent matters. Site plan reviews are excluded, unless agreed to by the Planning Commission.

3.5 Special Meetings

- The Commission may hold special meetings for planning issues on an as needed basis.
- The Commission may hold a special meeting for a project determined as complex in nature, thus requiring direction from the Commission.
- Notification of such special meetings shall be in accordance with Sections 3 and 5 of these By-laws and Procedures and the Open Meetings Act and The Charter Township Act.
- That special meeting may be with another agency of the Township or neighboring municipality.

3.6 Order of Business

A written agenda for all meetings shall be prepared and followed. The order of business shall be the following:

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. CALL TO THE PUBLIC
5. APPROVAL OF AGENDA
6. APPROVAL OF MINUTES
7. PUBLIC HEARINGS
8. SITE PLANS
9. OTHER BUSINESS
10. REPORTS AND CORRESPONDENCE
11. CALL TO THE PUBLIC
12. ADJOURNMENT

A written agenda for special meetings shall be prepared and followed, however, the form as enumerated above shall not be necessary.

3.7 Quorum

- The presence of four (4) members of the Commission shall constitute a quorum of the Commission.
- If a quorum is not present, the members of the Commission may discuss matters of interest, but can take no action until the next regular or work session. (This would also include public hearings).

3.8 Motions

- All motions shall be restated by the Chairperson before a vote is taken.
- The name of the individual who initiates the Motion and the supporter of that Motion shall be recorded.
- The Commission may move to approve, approve with conditions, deny or table for up to three (3) months.
- If the petitioner or petitioner's agent refuses to answer or does not have the capacity to answer whatever questions arise, relative to the matter before the Commission, the Commission may move to table the matter.

3.9 Public Hearings

Public hearings shall be scheduled and due notice given in accordance with the provisions of the acts and ordinances cited in Section 1 of these By-laws and Rules of Procedure.

The order of presentation shall be as follows:

1. PETITIONER
 2. TOWNSHIP CONSULTANTS AND STAFF
 3. PUBLIC HEARING
 4. DISCUSSION BY THE COMMISSION
 5. DECISION
- The petitioner shall limit his/her comment to ten (10) minutes. If the petitioner has an agent (spokesperson) that person may make the main presentation and the petitioner may also speak, but both speakers shall not exceed the time limit of this rule without permission from the Chairperson.

- Any member of the public (or property owner) who resides within the Township who wishes to address the Commission during a Public Hearing, shall fill out a card providing their name, address and the item they wish to discuss and present it to the Secretary.
- The general public shall limit their remarks to three (3) minutes each. Speakers shall not exceed the time limit of this rule without permission from the Chairperson.
- Any person speaking on behalf of a group shall limit their remarks to five (5) minutes, provided that those represented do not speak individually.
- Speakers shall address their remarks only to the Chairperson.
- No person, other than a Commission member, shall be allowed to address an issue for Public Hearing following the closing of that Public Hearing by the Chairperson (except during “audience participation”).
- Non-township property owners may be heard after Township residents if they are within 300 ft. of the proposed project.
- The Chairperson shall instruct the petitioner or those who wish to speak during the Public Hearing to sum up their remarks when the Chairperson or Commission members feel that he/she has strayed from the pertinent facts, has become redundant or disrespectful to the Commission.

3.10 Voting

- An affirmative vote of the majority of those Commission members present for the conduct of business shall be required for the approval of any requested action or motion placed before the Commission.
- A tied vote on a matter is a failed motion. A second motion in the same session that presents substantially the same question as one which had already been voted on is not allowed but further discussion on a matter is allowable. Robert’s Rules of Order shall otherwise control.
- Any member of the Commission shall be excused from voting on any issue concerning that member’s conduct. If the member is excused by the Commission, he must leave the room and abstain from voting and deliberations.

- On all other issues, each member who is present is required to vote unless excused by the unanimous consent of the remaining members present.

3.11 Call To The Public (CTTP)

- During the CTTP portion of the agenda, a member of the audience may address the Commission on any issue which is not scheduled for a public hearing or on the agenda.
- Any member of the public wishing to address the Commission during the CTTP shall fill out a card stating their name, address and item they wish to discuss and present it to the Secretary.
- The general public shall limit their remarks to three (3) minutes each. Speakers shall not exceed the time limit of this rule without permission.
- Any person speaking on behalf of a group shall limit their remarks to five (5) minutes provided that, those represented not speak individually. Speakers shall address their remarks only to the Chairperson.
- The chairperson shall instruct all those who wish to speak during CTTP to sum up their remarks when the Chairperson or Commission members feel that they have strayed from the pertinent facts, have become redundant or disrespectful to the Commission.

3.12 Reports and Correspondence

- No pertinent correspondence from the petitioner(s), the consultants or staff shall be presented to the Commission members after 7:00 p.m. the night of the meeting on which the issue appears on the agenda.
- No matters for consideration shall be accepted from the Planning Commission after packets have been delivered unless legal counsel recommends and the Commission agrees that it is of an emergency nature and must be acted on that night.

3.13 Starting and Ending Meeting Times

- All Commission meetings shall begin promptly at 7:00 P.M.

- No new items will be discussed after 10:00 P.M., unless, staff needs direction on a matter that cannot wait until the next meeting or the Commission votes to continue the meeting. Such motions to continue must include a specific ending time.
- The Commission may not extend the meeting ending time more than two (2) times in any one evening.
- The Commission may take a fifteen (15) minute break at the approximate mid-point of the meeting, as determined by the Chairperson.

3.14 Proposed site plans, change of use, special use, and zoning changes

- No plan shall be considered by the Commission unless the following conditions have been met by the Thursday preceding the meeting during which the proposed plan would normally be considered.
- All petitioners' materials must be in hand thirty (30) calendar day advance of meeting for initial review and fourteen (14) days for revision review.
- The site plan meets all of the required conditions of *Article 18* of the Brighton Township Zoning Ordinance and any other pertinent articles.
- The Commission reserves the right to limit its agenda so that meetings can end at the established adjournment time. Therefore, a matter for consideration by the Commission may not make the first agenda for which it is eligible.
- No matters for consideration which otherwise meets the requirements of these By-laws and Rules of Procedure may be delayed from the agenda for more than two (2) consecutive meetings (excluding special meetings established for planning purposes only). That is, it must appear no later than the third (3rd) meeting for which it is eligible.
- The intra-county highway plan shall be utilized in all matters before the Planning Commission. All road right of ways and setbacks from same shall be presented in accordance with the specifications contained therein.

- All blue prints, site plans, and/or plot plans shall be prepared by a licensed architect, engineer or land surveyor and be embossed with a seal of accreditation and signed.

4. MINUTES

- The Commission minutes shall be taken by the Planning Commission Secretary and prepared by the Clerk or their designee and approved by the Commission.
- The minutes shall contain the following: a synopsis of the meeting, a complete restatement of all Motions, points of consideration, a record of the outcome of Commission votes, a complete statement of the conditions or recommendations made on any action and a record of attendance.
- The minutes of the Planning Commission meetings, including all attached communications, actions, and resolutions shall be placed annually with the Township Clerk.

5. OPEN MEETINGS AND FREEDOM OF INFORMATION PROVISIONS

- All meetings of the Commission shall be open to the public and held in a place available to the general public.
- All deliberations and decisions of the Commission shall be made at a meeting open to the public.
- A person shall be permitted to address a hearing of the Commission under the rules established in Subsection 3-8 to the extent that they are applicable.
- A person shall not be excluded from a meeting of the Commission except for breach of the peace committed at the meeting.
- All records, files, publications, correspondences, and other materials are available to the public for reading, copying (at established prices) and other purposes as governed by the Freedom of Information Act.

6. DISCLOSURE POLICY

Refer to Administrative Policy # 814, Gifts and Gratuities.

7. AMENDMENTS

These By-laws and Rules of Procedure may be amended by the Commission by a two-thirds vote of those present during a regular meeting, provided that all members have received an advance copy of the proposed amendments at least three (3) days prior to the meeting at which such amendments are to be considered.

THE ABOVE STATED BY-LAWS AND RULES OF PROCEDURE WERE
ADOPTED BY THE BRIGHTON CHARTER TOWNSHIP PLANNING
COMMISSION ON _____.

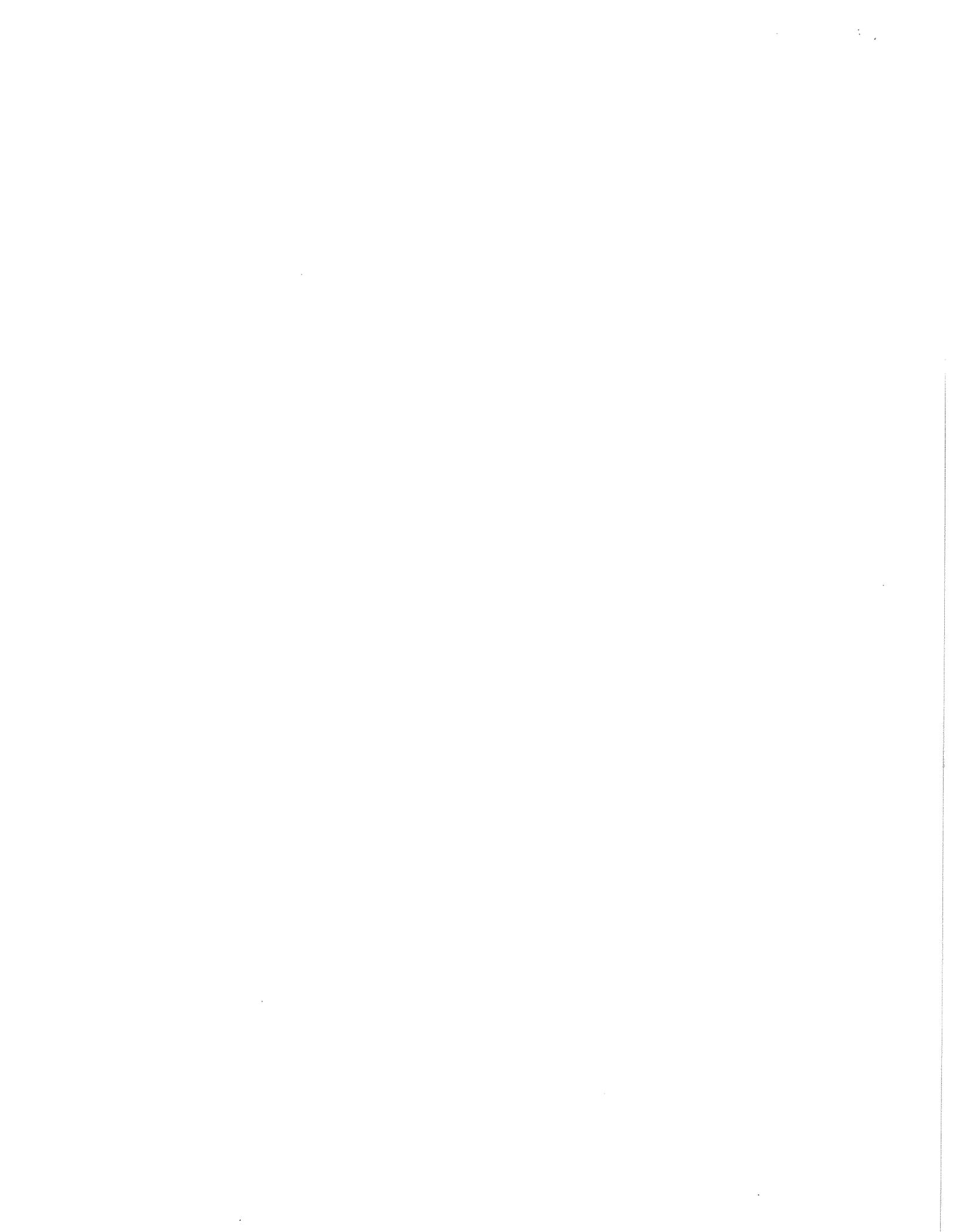
Steve Holden, Chairperson

Gus Mitsopoulos, Vice-Chairperson

Gary Unruh, Secretary

HISTORICAL PERSPECTIVE
OF
BRIGHTON CHARTER TOWNSHIP PLANNING COMMISSION

01/15/67	Planning Commission assumes powers and duties, action by BTB
01/17/67	First meeting, election of officers and committees
10/17/89	Resolution 88 Planning Commission Rules, action by BTB
10/17/91	Resolution 132 Amendment to above (90 days to 3 months), action by BTB
12/23/94	Ordinance PC Responsibilities and authority, action by BTB
05/28/96	PC adopted By-laws and Rules of Procedure
08/09/05	PC adopted updated and revised By-laws and Rules of Procedure
1/12/06	PC adopted revised by-laws
10/8/07	PC adopted revised by-laws
10/25/10	PC adopted revised by-laws
1/9/12	PC adopted revised by-laws
3/23/15	PC adopted revised by-laws



CHARTER TOWNSHIP OF BRIGHTON

Administrative Policy No.: 217 (page 1 of 2)

Effective Date: January 21, 2003

Amended Date: February 18, 2003

Amended Date: July 6, 2004

Policy Regarding: **CITIZEN ADVISORY COMMITTEES**

The Board will from time to time establish citizen advisory committees. These committees are a function of the Board, not an independent entity, and are appointed for research, recommendation, implementation, and/or education purposes relative to a specific charge. The charge is defined by the board in its adopted administrative policies. Committees shall operate only within the parameters of these charges. Neither committees, acting as a whole, nor any of their individual members shall have the power or the authority to bind or otherwise obligate the Board or the Township in any manner whatsoever. Contacts or meetings with the State, County, or other units of government or use of township consultants shall be arranged through the Township Manager.

Committees shall have no authority to obligate or expend funds, unless the Committee has an expenditure approved in advance by the Board.

Committee members shall be appointed by the board for three year terms or until the completion of their charge whichever is less. Unless stated otherwise in the creation of a committee, all committees shall consist of five township residents. The board shall appoint a Board member as a non-voting liaison to each of these committees for their term of office.

Resignations from committees must be forwarded to the Board. Vacancies on committees shall be filled by the Board for the unexpired term of the member creating the vacancy. A committee member whose term has expired will continue to serve until a new appointment is made. Committee members may be removed, after a hearing, by a majority vote of the Board.

Committee members shall be paid a per diem rate to be set by the Board.

Each committee shall select a chairperson, vice-chairperson, secretary and any other officers it deems necessary.

Each committee shall set its own meeting dates. Committees shall meet on a quarterly basis. Special meetings may be called by the majority of the members as necessary.

The chairperson of each committee shall be responsible to insure that all meetings fully conform and comply with the Open Meetings Act.

Policy 217 - Citizen Advisory Committees

Page 2 of 2

The secretary of each committee shall be responsible for keeping minutes of all meetings and sending notices of the meetings and meeting minutes to committee members, the township clerk and others as required in the committee charge. Minutes should comply with board policies regarding minutes.

A recommendation for removal of a committee member will be forwarded to the Board by the committee chairperson for any member who misses more than three regularly scheduled meetings in a calendar year. The committee by a 2/3 vote may waive this attendance requirement due to special circumstances.

Applications and resumes from persons interested in serving on these boards and committees will be accepted in the office of the clerk. The clerk shall forward all applications to the supervisor.

CHARTER TOWNSHIP OF BRIGHTON

Administrative Policy No.: 220 (page 1 of 1)
Effective Date: January 21, 2003
Amended Date: February 18, 2003
Amended Date: February 3, 2004
Amended Date: July 6, 2004

Policy Regarding: **UTILITIES CITIZEN ADVISORY COMMITTEE**

The Utilities Citizen Advisory Committee is charged by the board with the following duties as they relate to utilities in the Township:

- Provide community comment on non-technical issues,
- Make recommendations on system physical design, permit issues, effluent quality, water quality, environmental concerns, financing, operational procedures, rates, cost, replacement reserves, overall efficiencies and effectiveness of the system,
- Research service options and future system expansion,
- Assist in public education and public relations,
- Review and make recommendations to the board regarding requests for poverty deferral of assessments,
- Review and act on requests for sanitary sewer waivers of operation and maintenance quarterly charges,
- Review appropriate funding options, methods and sources,
- Be involved in the development of long range service and capital improvement plans, and
- Perform other functions as assigned by the Board.



Board Members
Brighton Township
4363 Buno Road
Brighton, MI 48116

WASTEWATER SYSTEM MONTHLY OPERATING REPORT
April 2016

Dear Board Members:

Infrastructure Alternatives is pleased to submit this summary of the Monthly Operating Report. A more detailed report was submitted to the Township Manager.

12.4475 million gallons of wastewater was processed through the wastewater treatment plant and received full treatment during April 2016. The average daily flow into the wastewater treatment plant was 414,916 gallons. This flow rate represents approximately 63.8% of the design capacity of the Brighton Township Wastewater Treatment Plant. This flow is significantly higher than normal. We recorded a substantial increase of influent flow beginning on January 9, 2016 and this high flow rate has continued to date. The source of this increased flow has not yet been identified.

Analytical testing of various parameters is performed in the plant laboratory five days per week as required by the NPDES Permit. The analytical testing shows that the effluent quality during April 2016 was well within NPDES Permit limitations. During this period, 98.3% of BOD was removed; 97.7% of Suspended Solids was removed and 94.6% of Phosphorus was removed.

Sincerely,
INFRASTRUCTURE ALTERNATIVES

Thomas High
Plant Manager

STATE OF MICHIGAN
DEPARTMENT OF ENVIRONMENTAL QUALITY

PLANT INFLUENT SHEET
BRIGHTON TOWNSHIP, MICHIGAN
April-16

- WEATHER CODES
- | | |
|------------------|----------|
| 1. CLEAR | 6. WARM |
| 2. PARTLY CLOUDY | 7. COLD |
| 3. CLOUDY | 8. WINDY |
| 4. RAIN | 9. MELT |
| 5. SNOW | SNOW |

PLANT NO. MI0054968
SAMPLE 500

Superintendents Signature

D A Y PN	WEATHER		FLOW	RAW SEWAGE QUALITY									
	TYPE CODE	PRECIP. IN.	TOTAL MGD	TEMP	pH	BOD-5		SS		TOTAL PHOSPHORUS		VSS	NH3-N
				DEG C	SU	MG/L	LBS	MG/L	LBS	MG/L	LBS	MG/L	MG/L
	00033	00045	50050	00011	00400	00310	85001	00530	85002	00530	85002	00535	610
1-Apr-16			0.4083	16.2	7.21								
2-Apr-16			0.4051										
3-Apr-16			0.4037					216	727	4.15	14.0		20.9
4-Apr-16			0.4135	11.8	7.43	130	448	160	552	4.58	15.8		20.8
5-Apr-16			0.4120	12.7	7.91	126	433	117	402	4.75	16.3		19.4
6-Apr-16			0.4158	12.9	7.21	236	818	177	614	4.56	15.8		25.6
7-Apr-16			0.3979	12.9	7.31	163	541			4.07	13.5		23.8
8-Apr-16			0.4170	12.4	7.57								
9-Apr-16			0.4179			229	798	210	732	4.49	15.6		20.1
10-Apr-16			0.4153	14.7	7.22	191	662	177	613	4.57	15.8		19.2
11-Apr-16			0.4301										
12-Apr-16			0.4253	13.9	7.17	122	433	88	312	3.34	11.8		20.6
13-Apr-16			0.4316	14.0	7.88	157	565	213	767	4.32	15.6		19.5
14-Apr-16			0.4444	14.7	7.29	272	1008	257	953	3.96	14.7		17.3
15-Apr-16			0.4248	11.4	7.41								
16-Apr-16			0.4257										
17-Apr-16			0.4211			489	1717	286	1004	4.24	14.9		25.6
18-Apr-16			0.4439	15.7	7.32	501	1855	285	1055	5.07	18.8		25.0
19-Apr-16			0.4173	12.9	7.53	344	1197	358	1246	5.16	18.0		14.9
20-Apr-16			0.4302	15.6	7.21	252	904	342	1227	4.56	16.4		15.7
21-Apr-16			0.3799	15.6	7.14	411	1302	373	1182	3.94	12.5		25.8
22-Apr-16			0.4150	14.0	7.28								
23-Apr-16			0.4088										
24-Apr-16			0.4164										
25-Apr-16			0.4042	11.3	7.37	301	1015	126	425	4.89	16.5		23.1
26-Apr-16			0.4246	14.2	7.31	297	1052	170	602	4.73	16.7		20.1
27-Apr-16			0.4167	9.2	7.91	198	688	84	292	4.16	14.5		23.0
28-Apr-16			0.3990	8.3	7.61	396	1318	244	812	4.27	14.2		20.7
29-Apr-16			0.3775	12.3	7.48	384	1209	167	526	4.68	14.7		21.5
30-Apr-16			0.4045										
1-May-16													
Total		0.00	12.4475				17963		14042		306.1		
AVG			0.4149	13.2	7.42	274	945	213	739	4.42	15.3	0	21.1
MAX		0.00	0.4444	16.2	7.91	501	1855	373	1246	5.16	18.8	0	25.8
MIN		0.00	0.3775	8.3	7.14	122	433	84	292	3.34	11.8	0	14.9

STATE OF MICHIGAN
DEPARTMENT OF ENVIRONMENTAL QUALITY

FINAL EFFLUENT SHEET
BRIGHTON TOWNSHIP, MICHIGAN

PERMIT # MI0054968

April-16

Superintendents Signature

D A Y	BOD-5			SS			TOTAL-P			VSS	NH3-N	NH3-N	pH	DO	F. COLI*
	MG/L	LBS.	% Rem	MG/L	LBS.	%REM	MG/L	LBS.	%REM	MG/L	MG/L	LBS.	SU	MG/L	/100 ml
PN	310	85001	81010	530	85002	81011	00665	85004	81012	00535	00610	00610	00400	00300	31616
1-Apr-16													7.28		2
2-Apr-16															
3-Apr-16	2.04	6.9		4.9	16.5	97.7%	0.20	0.7	95.2%		0.053	0.18			
4-Apr-16	1.93	6.7	98.5%	3.0	10.3	98.1%	0.23	0.8	95.0%		0.064	0.22	7.34		10
5-Apr-16	1.97	6.8	98.4%	6.3	21.6	94.6%	0.24	0.8	94.9%		0.019	0.07	7.68	7.4	3
6-Apr-16	3.90	13.5	98.3%	1.4	4.9	99.2%	0.25	0.9	94.5%		0.042	0.14	7.30	6.3	3
7-Apr-16	5.30	17.6	96.7%				0.30	1.0	92.6%		0.051	0.17	7.28	6.5	4
8-Apr-16													7.39	7.0	4
9-Apr-16	2.00	7.0	99.1%	7.3	25.4	96.5%	0.27	0.9	94.0%		0.053	0.19			
10-Apr-16	3.65	12.6	98.1%	3.4	11.8	98.1%	0.22	0.8	95.2%		0.069	0.24	7.31	7.0	3
11-Apr-16															
12-Apr-16	3.05	10.8	97.5%	4.8	17.0	94.5%	0.22	0.8	93.4%		0.084	0.30	7.50	6.7	1
13-Apr-16	7.38	26.6	95.3%	3.3	11.9	98.5%	0.20	0.7	95.4%		0.059	0.21	8.01	7.2	53
14-Apr-16	7.74	28.7	97.2%	3.3	12.2	98.7%	0.30	1.1	92.4%		0.033	0.12	7.27	7.1	1
15-Apr-16													7.06	7.0	1
16-Apr-16															
17-Apr-16	2.17	7.6	99.6%	1.0	3.3	99.7%	0.25	0.9	94.1%		0.021	0.07			
18-Apr-16	1.86	6.9	99.6%	3.4	12.6	98.8%	0.21	0.8	95.9%		0.024	0.09	7.19	7.0	1
19-Apr-16	1.19	4.1	99.7%	2.0	7.0	99.4%	0.21	0.7	95.9%		0.020	0.07	7.65	9.3	1
20-Apr-16	4.75	17.0	98.1%	13.6	48.8	96.0%	0.21	0.8	95.4%		0.025	0.09	7.24	6.3	1
21-Apr-16	2.00	6.3	99.5%	3.7	11.7	99.0%	0.27	0.8	93.3%		0.023	0.07	7.38	6.9	1
22-Apr-16													7.14	6.9	1
23-Apr-16															0
24-Apr-16															
25-Apr-16	2.40	8.1	99.2%	2.0	6.7	98.4%	0.26	0.9	94.7%		0.020	0.07	7.53	6.9	1
26-Apr-16	2.68	9.5	99.1%	3.4	12.0	98.0%	0.17	0.6	96.4%		0.026	0.09	7.06	6.9	1
27-Apr-16	3.28	11.4	98.3%	4.3	14.9	94.9%	0.23	0.8	94.6%		0.220	0.76	7.51	7.0	6
28-Apr-16	9.40	31.3	97.6%	1.8	6.0	99.3%	0.24	0.8	94.4%		0.026	0.09	7.20	6.8	1
29-Apr-16	7.95	25.0		5.3	16.7	96.8%	0.25	0.8	94.7%		0.023	0.07	7.23	7.0	1
30-Apr-16															
1-May-16															
Total		264.4			271.5			24.5							
AVG	3.83	13.2	98.3%	4.1	14.3	97.7%	0.24	0.8	94.6%		0.048	0.17	7.36	7.0	2
MAX	9.40	31.3	99.7%	13.6	48.8	99.7%	0.30	1.1	96.4%	0.0	0.220	0.76	8.01	9.3	53
MIN	1.19	4.1	95.3%	1.0	3.3	94.5%	0.17	0.6	92.4%	0.0	0.019	0.07	7.06	6.3	0
WA	5.46	19.7		5.68	20.0			222.00				0.25			5

STATE OF MICHIGAN
DEPARTMENT OF ENVIRONMENTAL QUALITY

ACTIVATED SLUDGE SHEET
BRIGHTON TOWNSHIP, MICHIGAN

- *PM CODE
1. CONVENTIAL
2. STEP FEED
3. COMPLETE MIX
4. EXTENDED AER
5. CONTACT STAB

PERMIT # MI0054968

April-16

Superintendents Signature _____

D A Y	AERATION SYSTEM				MIXED LIQUOR					SECONDARY SLUDGE				PROC MODIFI CATION Code	
	AER VOL	DET TIME	SLUDGE AGE	ORGAN LOADING	MLSS	MLVSS	SETTL	SVI	DO	RAS		SS	VSS		WASTE
	KCF	HRS.	DAYS	F/M	mg/l	mg/l	%		mg/l	MGD	%RET	mg/l	mg/l		KGAL
PN	80993	81001	80990	80992	70323	70324	81004	81007	00300			81006	70325	80991	80889
1-Apr-16	66.8	29.4					230	#####		0.17	42%			0.0	4
2-Apr-16	66.8	29.6								0.17	43%			0.0	4
3-Apr-16	66.8	29.7								0.17	43%			0.0	4
4-Apr-16	66.8	29.0	23.7		3142		260	83		0.17	42%			0.0	4
5-Apr-16	66.8	29.1	35.6		3432		240	70		0.17	42%			0.0	4
6-Apr-16	66.8	28.8	21.9		3232		230	71		0.17	41%			10.2	4
7-Apr-16	66.8	30.1			3495		250	72		0.17	43%			10.2	4
8-Apr-16	66.8	28.8			3131		230	73		0.17	41%			10.2	4
9-Apr-16	66.8	28.7								0.17	41%			7.1	4
10-Apr-16	66.8	28.9	21.6		3172		250	79		0.17	41%			7.1	4
11-Apr-16	66.8	27.9								0.17	40%			10.2	4
12-Apr-16	66.8	28.2	53.0		3970		310	78		0.17	40%			0.0	4
13-Apr-16	66.8	27.8	22.1		4074		250	61		0.17	40%			10.2	4
14-Apr-16	66.8	27.0	15.6		3558		280	79		0.17	39%			10.9	4
15-Apr-16	66.8	28.2			3426		260	76		0.17	40%			7.6	4
16-Apr-16	66.8	28.2								0.17	40%			0.0	4
17-Apr-16	66.8	28.5								0.17	41%			0.0	4
18-Apr-16	66.8	27.0	13.2		3337		260	78		0.17	38%			7.6	4
19-Apr-16	66.8	28.7	10.7		3205		260	81		0.17	41%			5.1	4
20-Apr-16	66.8	27.9	10.8		3171		260	82		0.17	40%			0.0	4
21-Apr-16	66.8	31.6	10.5		2978		270	91		0.17	45%			3.1	4
22-Apr-16	66.8	28.9			3564		270	76		0.17	41%			7.1	4
23-Apr-16	66.8	29.3								0.17	42%			0.0	4
24-Apr-16	66.8	28.8								0.17	41%			0.0	4
25-Apr-16	66.8	29.7	37.8		3857		290	75		0.17	42%			7.1	4
26-Apr-16	66.8	28.2	24.3		3510		280	80		0.16	37%			11.2	4
27-Apr-16	66.8	28.8	67.0		4696		310	66		0.17	41%			0.0	4
28-Apr-16	66.8	30.1	21.7		4232		340	80		0.18	44%			10.2	4
29-Apr-16	66.8	31.8	33.1		4175		350	84		0.18	47%			20.4	4
30-Apr-16	66.8	29.6								0.19	47%			10.2	4
1-May-16	66.8									0.00				0.0	4
Total														165.7	
AVG		28.9	26.4	#DIV/0!	3568	#DIV/0!	270	#####	#DIV/0!		42%			5.3	
MAX		31.8	67.0	0.00	4696	0	350	#####	0.0			0	0	20.4	
MIN		27.0	10.5	0.00	2978	0	230	#####	0.0			0	0	0	

STATE OF MICHIGAN
DEPARTMENT OF ENVIRONMENTAL QUALITY

MISCELLANEOUS SHEET
BRIGHTON TOWNSHIP, MICHIGAN

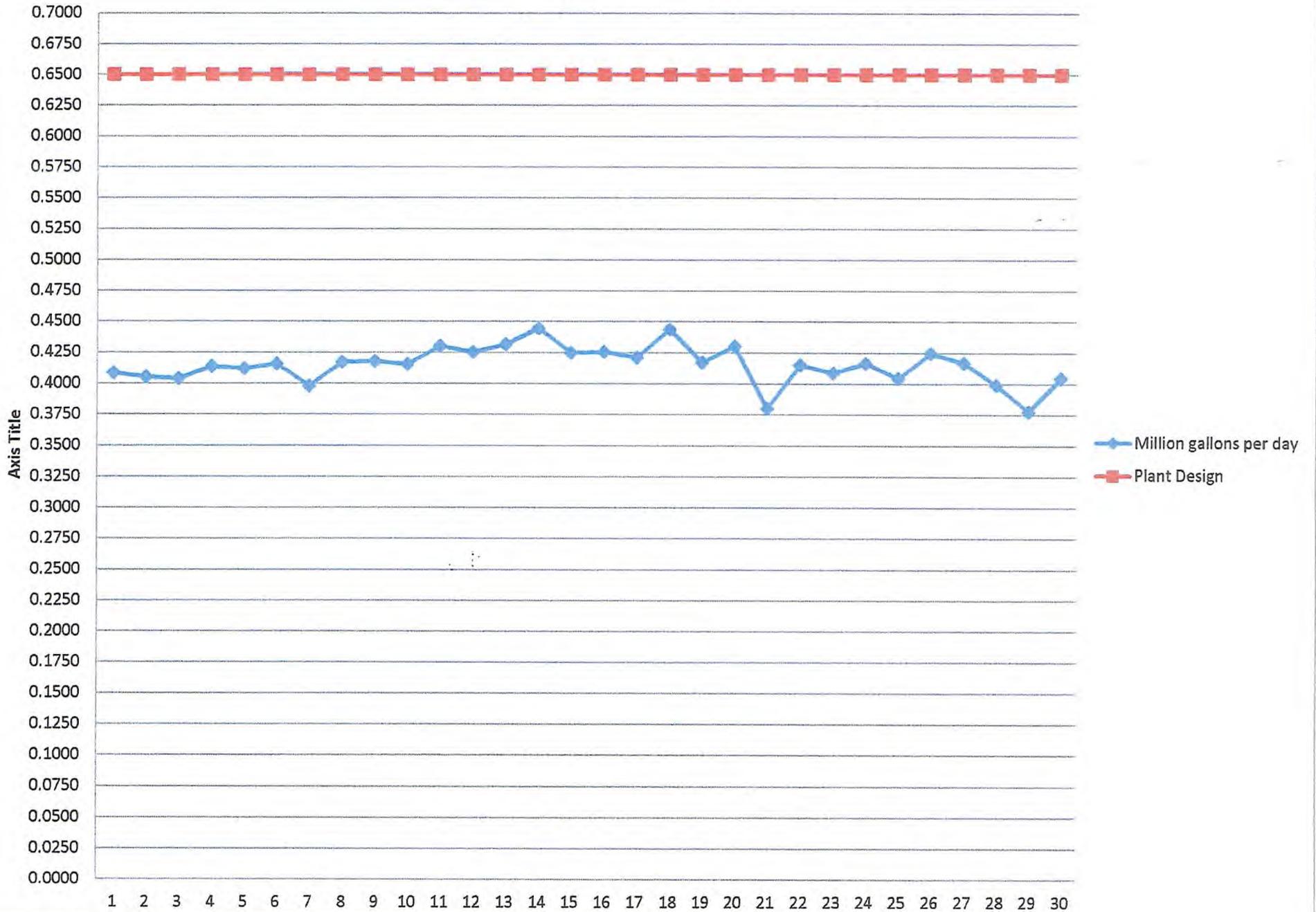
April-16

PERMIT # MI0054968

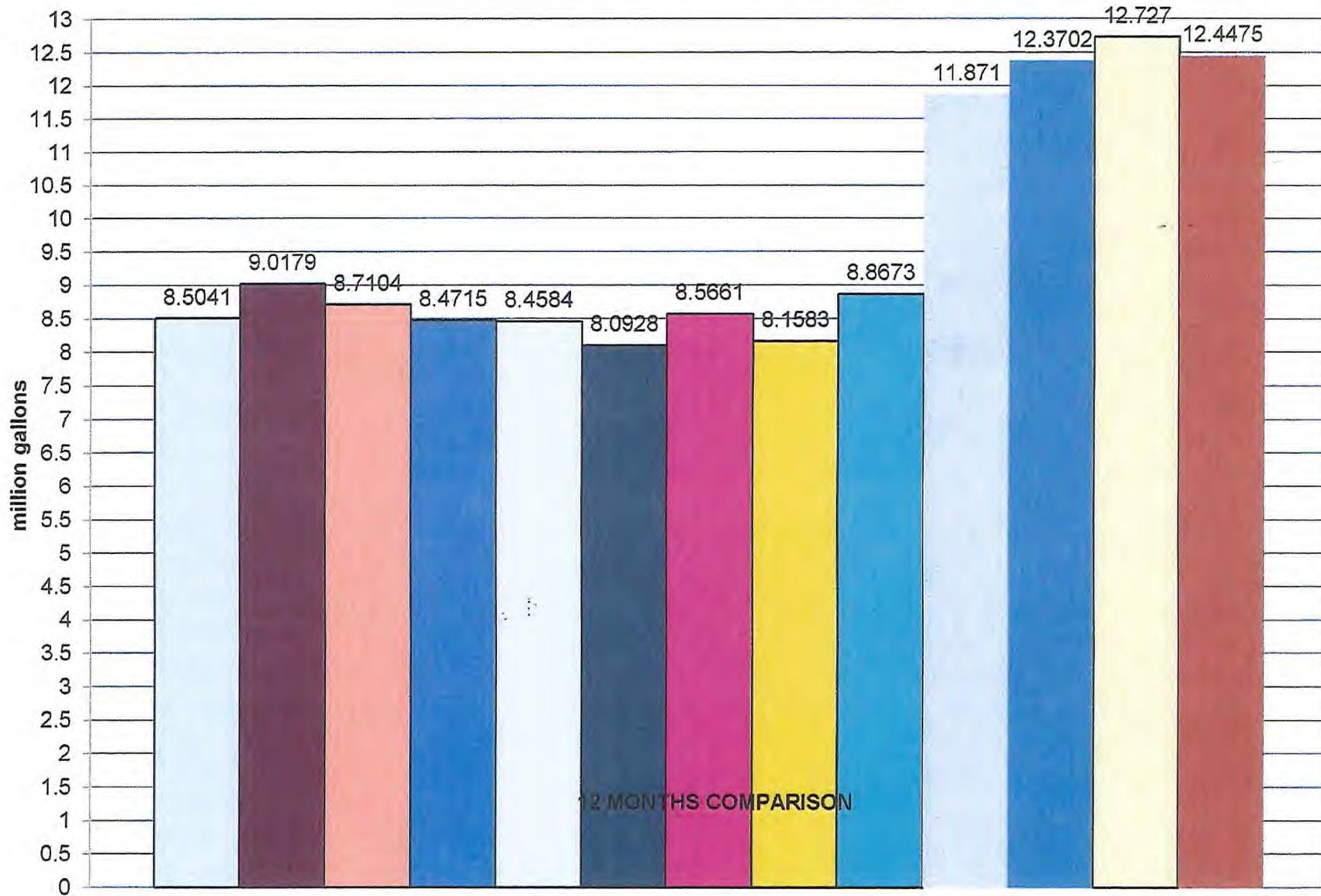
Superintendents Signature _____

D A Y	AUX FUEL GEN GAL	POWER CONSUMPTION		CHEMICALS APPLIED	
		#1 KWH	GAS CUFT	FERRIC GAL	
PN					
SF					
1-Apr-16		1537	29	25	
2-Apr-16		1538	31	27	
3-Apr-16		1447	17	19	
4-Apr-16		1257	29	20	
5-Apr-16		878	29	20	
6-Apr-16		1502	27	20	
7-Apr-16		1273	36	51	
8-Apr-16		1444	34	23	
9-Apr-16		1298	33	21	
10-Apr-16		1598	29	22	
11-Apr-16		1193	14	22	
12-Apr-16		1604	40	21	
13-Apr-16		1505	30	20	
14-Apr-16		1600	19	20	
15-Apr-16		1315	18	20	
16-Apr-16		1716	16	20	
17-Apr-16		1879	11	21	
18-Apr-16		1560	15	19	
19-Apr-16		2269	20	20	
20-Apr-16		1558	16	19	
21-Apr-16		2157	22	20	
22-Apr-16		2522	-7983	20	
23-Apr-16		1949	8015	20	
24-Apr-16		2124	15	20	
25-Apr-16		1834	21	21	
26-Apr-16		1558	19	20	
27-Apr-16		1855	21	20	
28-Apr-16		1238	26	20	
29-Apr-16		1673	16	20	
30-Apr-16		-144	8	20	
1-May-16				0	
TOTAL	0	46737	673	651	
AVG	0	1558	22	21	
MAX	0	2522	8015	51	
MIN	0	-144	-7983	0	

BRIGHTON TOWNSHIP WASTEWATER PLANT (DAILY FLOW)

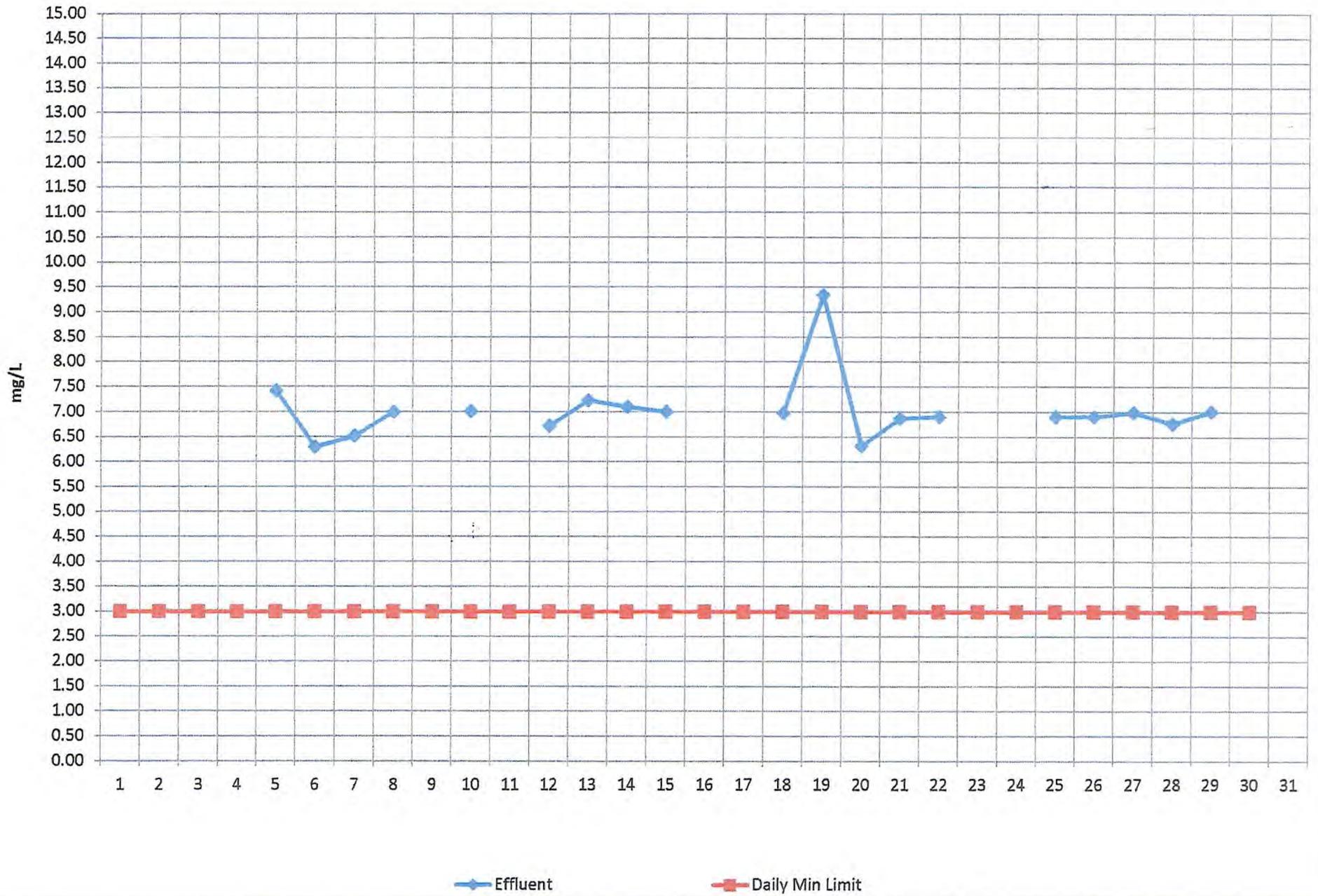


MONTHLY WASTEWATER FLOW COMPARISON

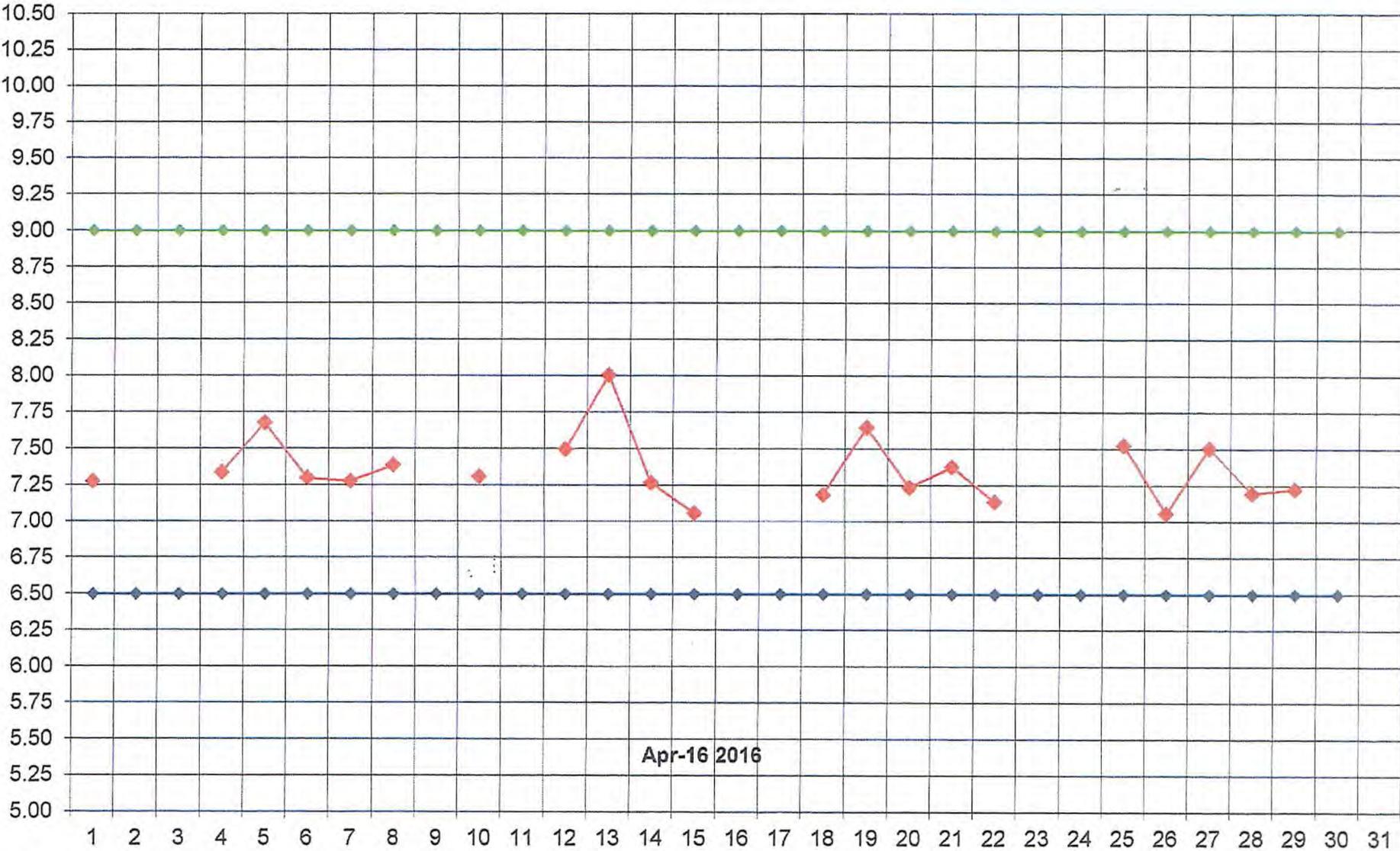


Apr-15
 May-15
 Jun-15
 Jul-15
 Aug-15
 Sep-15
 Oct-15
 Nov-15
 Dec-15
 Jan-16
 Feb-15
 Mar-16
 Apr-16

BRIGHTON TOWNSHIP WASTEWATER PLANT (Dissolved Oxygen)

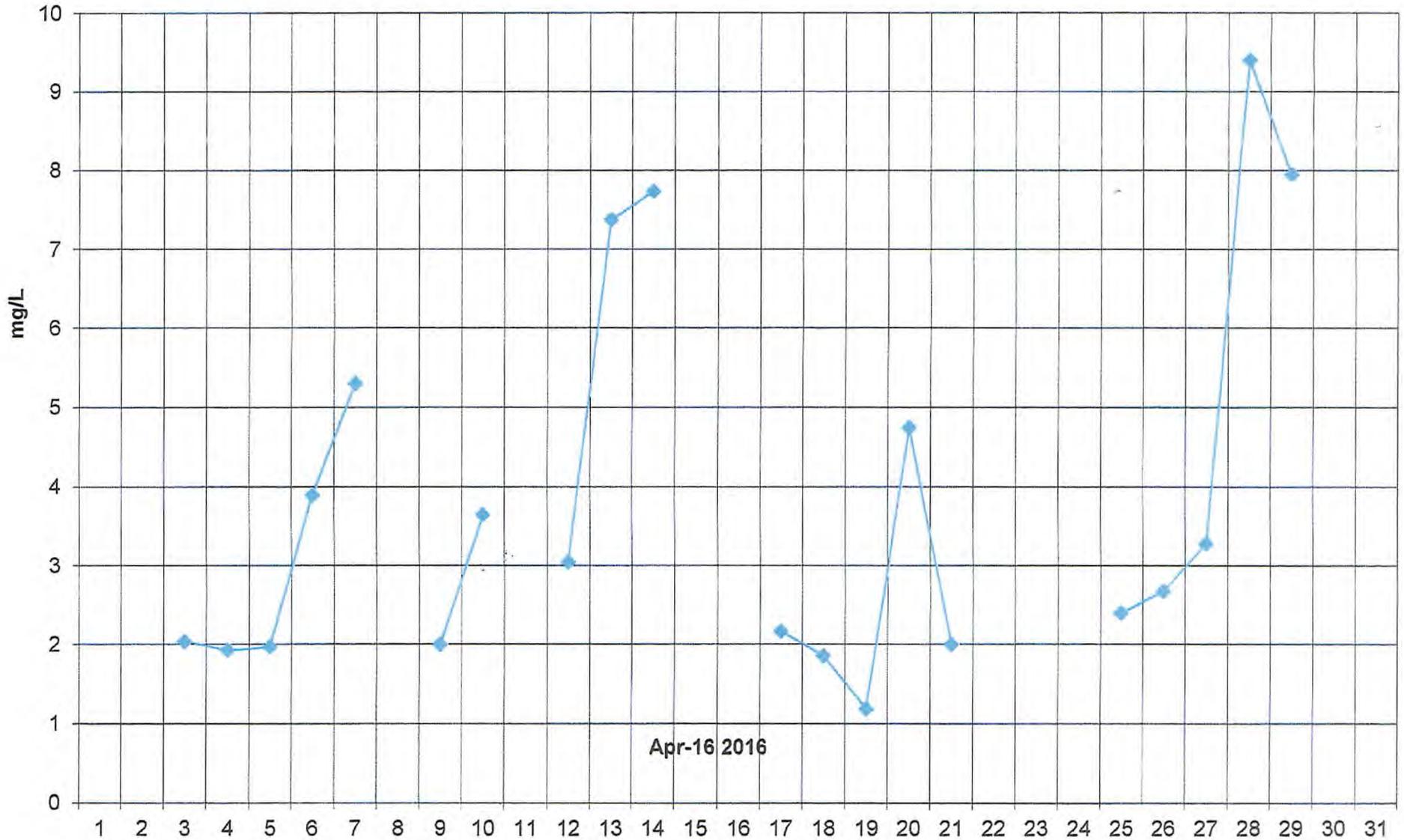


BRIGHTON TOWNSHIP WASTEWATER PLANT (pH)



◆ Effluent ◆ Daily Min Limit ◆ Daily Max Limit

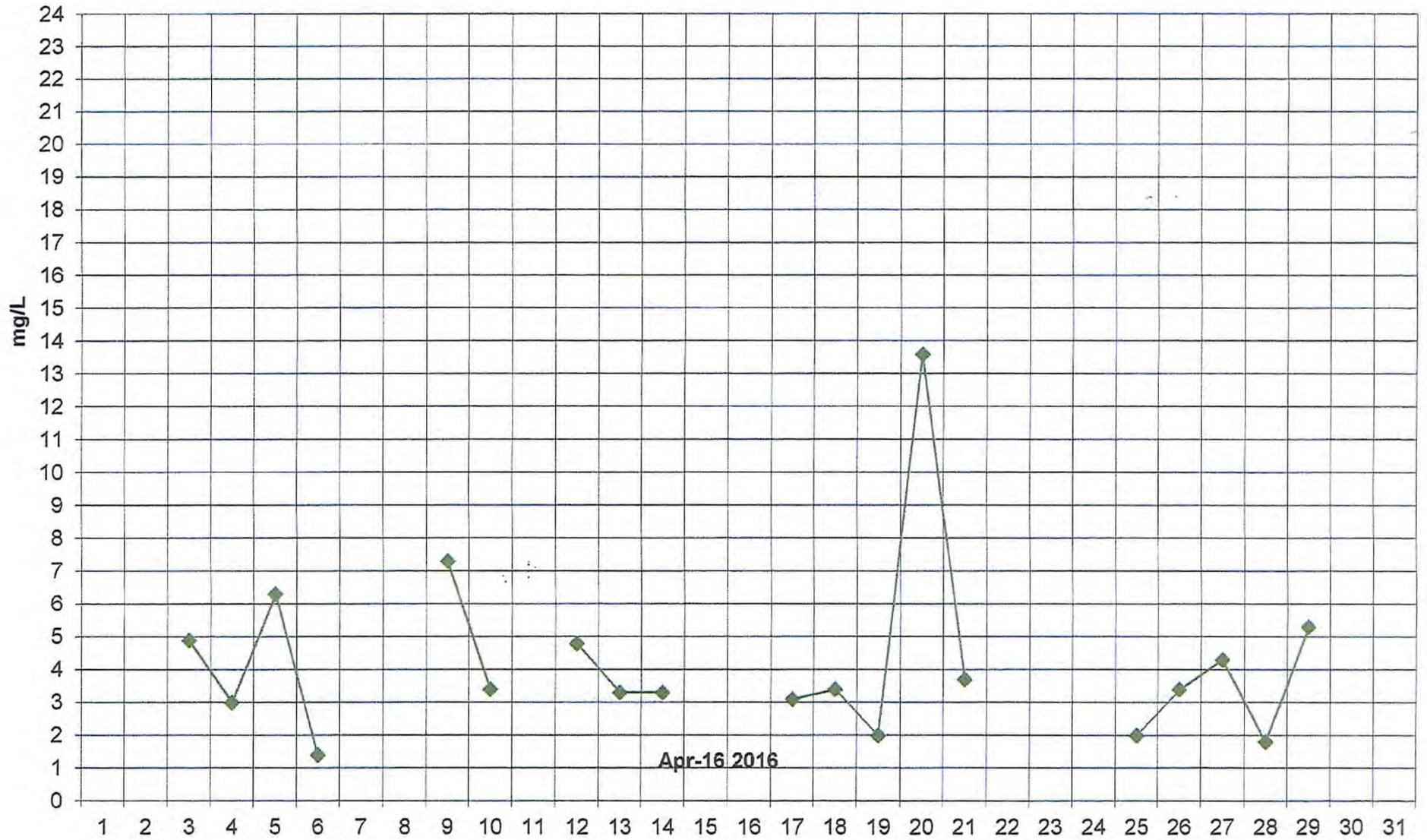
BRIGHTON TOWNSHIP WASTEWATER PLANT (Biochemical Oxygen Demand)



Apr-16 2016

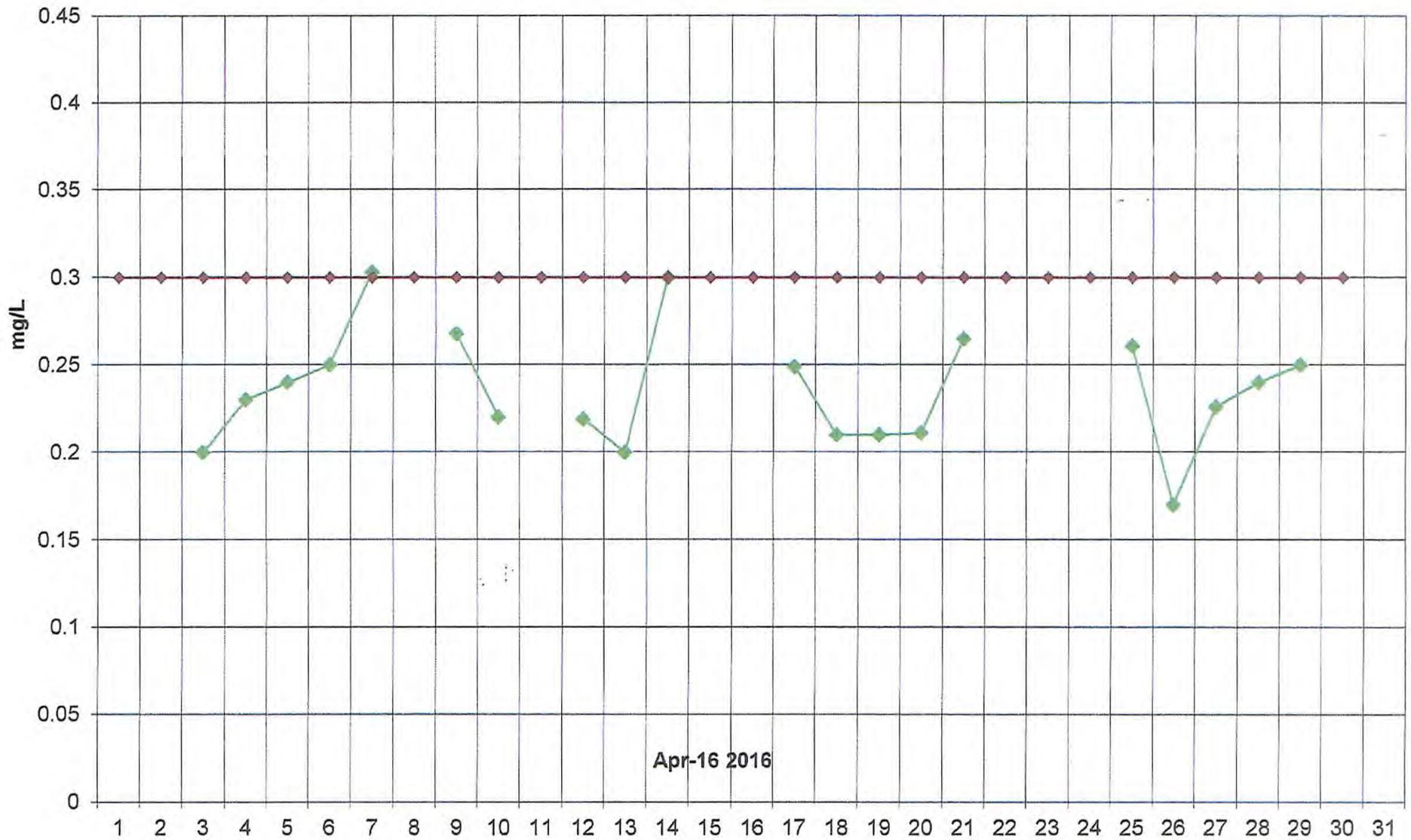


BRIGHTON TOWNSHIP WASTEWATER PLANT (Suspended Solids)



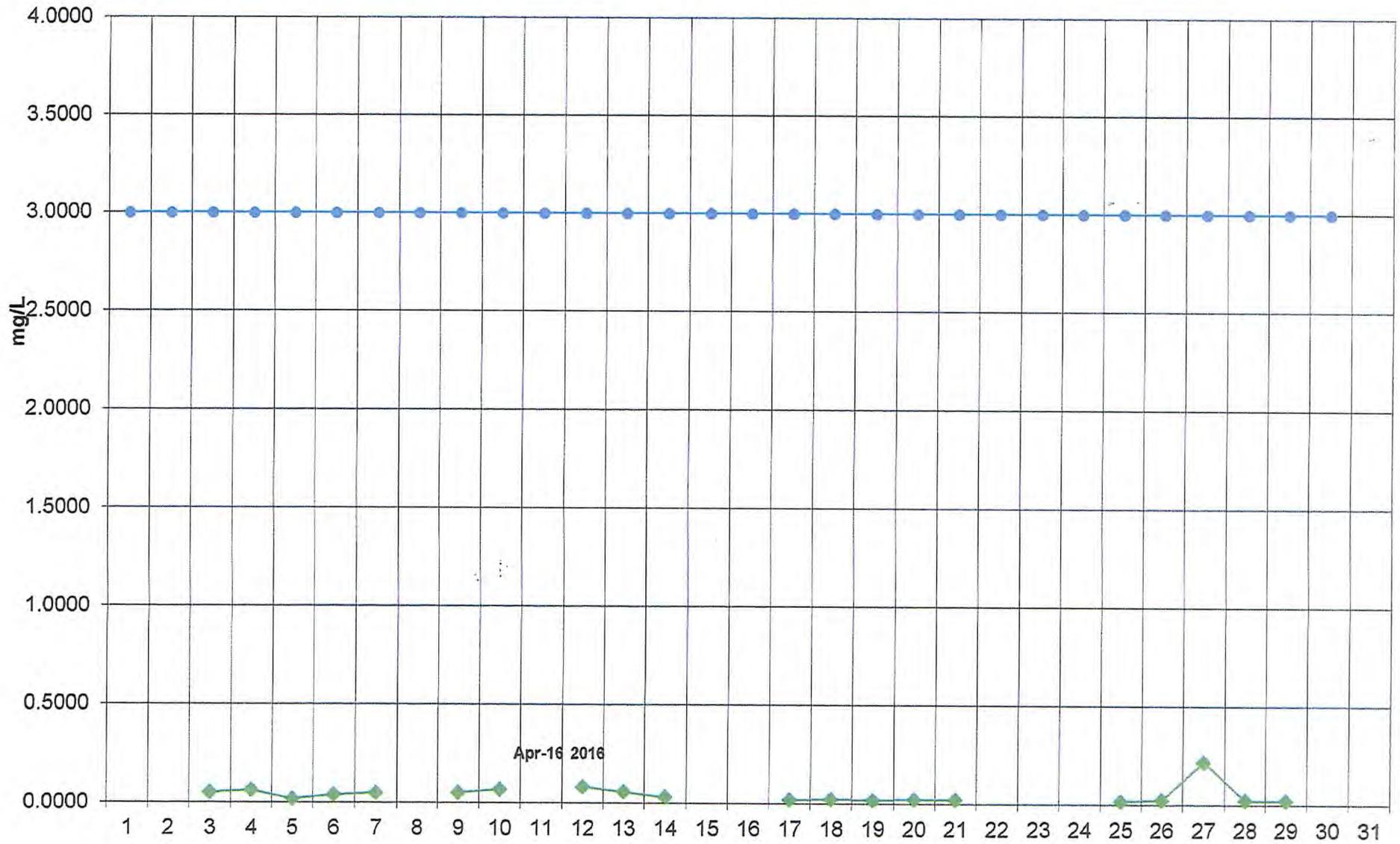
◆ Effluent ◆ 30 Day Avg Limit

BRIGHTON TOWNSHIP WASTEWATER PLANT (Total Phosphorus)



—◆— Effluent —◆— 30 Day Avg Limit

BRIGHTON TOWNSHIP WASTEWATER PLANT (Ammonia Nitrogen)



—◆— Effluent —●— Daily Max



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May 12, 2016

Mr. Brian Vick
Township Manager
Brighton Township
4363 Buno Road
Brighton, MI 48116

WASTEWATER SYSTEM MONTHLY OPERATING REPORT
April 2016

Mr. Vick,

Infrastructure Alternatives is pleased to submit this copy of the Monthly Operating Report covering the operations, maintenance, and management of your wastewater treatment facility and collection system. This Monthly Operating Report is for the month of April, 2016.

Infrastructure Alternatives continued to perform routine operation, laboratory analysis and maintenance on the collection system and lift stations as well as plant equipment during the month of March. Maintenance on the equipment at the treatment plant continues. Field work for the personnel has included lift station maintenance as well as grinder station alarm calls and emergency responses due to power failures and fluctuations from DTE.

The treatment plant continued to operate within the discharge permit levels during this period with no NPDES Permit violations during April 2016.

Sincerely,
INFRASTRUCTURE ALTERNATIVES

Thomas High
Plant Manager

.....
P.O. Box 2321
Brighton, MI 48116

Phone: (810) 229-9950
Fax: (810) 229-9955

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PLANT OPERATIONS

12.4475 million gallons of wastewater was processed through the wastewater treatment plant and received full treatment during April 2016. The average daily flow into the wastewater treatment plant was 414,916 gallons. This flow rate represents approximately 63.8% of the design capacity of the Brighton Township Wastewater Treatment Plant. This flow is significantly higher than normal. We recorded a substantial increase of influent flow beginning on January 9, 2016 and this high flow rate has continued to date. The source of this increased flow has not yet been identified. Pump stations are not equipped with individual flow meters so our only tool that can be used to locate increased flow is the hour meters on the pump stations. We are currently collecting additional hour meter readings that can be used to locate the source of the increased flow. This situation has occurred at least once before in 2011-2012. This prior episode exhibited no apparent reason and subsided after several months. The Township, OHM Engineers and IAI met to discuss this situation. OHM will initiate an investigation of the increased flow and try to determine the source of the additional flow.

The Township received bids to Remove Biosolids from the WWTP for Land Application for a three year period beginning in 2016. The agreement with Biotech was approved by the Board and finalized on April 19, 2016. It is anticipated that biosolids removal will occur in August or September 2016.

The Township has received the following bids for ferric chloride:

COMPANY NAME	AMOUNT
Connection Chemicals	\$0.265 per pound
PVS Technologies	\$0.251 per pound

IAI has recommended that the bid of PVS be approved by the Board. The Brighton Township WWTP uses 8,000 to 12,000 gallons of ferric chloride each year for removal of phosphorus in order to meet NPDES Limitations. Based on current usage, we should need ferric chloride again in July 2016.

Bids were received by Brighton Township for replacement of the reject pump used for the sand filters. Four bids were received for this pump. IAI has recommended that the Board approve the bid from Kennedy Industries in the amount of \$6,450.00 at the May 16, 2016 meeting.

We are currently removing the sand from filter #5. We have not been able to process any water through this filter. We believe that the influent line for this filter is plugged. We have not been able to remove the blockage with chemicals or water pressure, so we are removing the sand so we can enter the filter and physically remove the blockage.

The effluent sample pump failed during March. Cost of a replacement pump based on the

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lowest quote was \$1,293. The pump was ordered on April 20, 2016 and is expected to be delivered within the next two weeks.

Asphalt grindings were used to rehabilitate the unpaved roads on the WWTP grounds.

We had a mechanical/SCADA problem overnight on May 4-5, 2016 that caused a high effluent ammonia concentration. The return activated sludge pump lost its set point and we had a back-up of RAS in the final clarifier. The build-up of RAS in the final clarifier turned septic and released excess ammonia. The effluent ammonia for May 5 was 9.68 mg/l. As soon as we saw what had occurred we brought the RAS pumping rate up to the appropriate level. We also increased the run-time of the rotors on the oxidation ditch to provide more air to the mixed liquor. A grab sample taken at 2:00 PM on May 5 showed a significant decrease in ammonia concentration down to 2.98 mg/l. The ammonia level in the final effluent for May 6, 2016 returned to a normal concentration of 0.0296 mg/l. The maximum daily pounds of ammonia for May 5 (34.25 mg/l) also exceeded the limit of 20 pounds. Appropriate reports were sent to MDEQ. These violations will be reflected on the May 2016 MRO.

Analytical testing of various parameters is performed in the plant laboratory five days per week as required by the NPDES Permit. The analytical testing shows that the effluent quality during April 2016 was well within NPDES Permit limitations. During this period, 98.3% of BOD was removed; 97.7% of Suspended Solids was removed and 94.6% of Phosphorus was removed. Daily and average values for all parameters are presented in the charts and tables attached to this report.

COLLECTION SYSTEM

Bids were received by the Township for an upgrade to the pump station communications system. Bids were reviewed and IAI recommended that the low bid from Kennedy Industries be accepted by the Board. The total cost for this upgrade will be \$23,474.00.

We have received the new grinder pumps and the repair parts that were ordered on April 1, 2016.

We had an SSO from a grinder station located at 5929 Kinyon on April 30, 2016. An apparent shift in station fill caused the discharge line to break. 200 to 500 gallons of sewage leaked onto the property grounds. No wastewater reached Fonda Lake. All required reports were made as required.

We are continuing to do remedial cleaning and painting at all pump stations. Removal of existing corrosion and repainting exposed surfaces will increase the life of pumps and piping in these stations. The Township has agreed to purchase up to \$1,000 of supplies and pay for up to 48 hours of labor from Infrastructure Alternatives. Additional labor will be provided by Infrastructure Alternatives.

One of the two pumps in Pump Station #7 has failed and must be replaced. The exact pump that was installed in the early 2000's is no longer available. The recommended replacement pump is a lower Horsepower pump. This replacement pump is estimated to cost about \$9,500. This estimated price includes the pump, guide shoe, lifting cable, changes for motor

starters and overloads. We will be preparing specifications so that this equipment can be bid.

- There were 7 grinder station issues and 1 pump station issue:
 - April 3, 2016 – 579 Kampton
 - April 10, 2016 – 3469 Oak Knoll
 - April 10, 2016 - Lift Station 1 & 3 – High Float Alarm
 - April 11, 2016 – 1181 Scenic Point
 - April 18, 2016 – 2898 Cady
 - April 21, 2016 – Cornerstone Church
 - April 23, 2016 – 3779 Oak Knoll
 - April 25, 2016 – Cornerstone Church

- There were five callouts to the treatment plant:
 - April 11, 2016 – RAS Pump Tripped
 - April 12, 2016 – Phase failure
 - April 17, 2016 – RAS pump tripped
 - April 17, 2016 – Chemical room flood
 - April 22, 2016 – RAS Pump tripped

- New station work:
 - Grinder locates
 - April 12, 2016 – 565 Chrystal Downs

 - Grinder Installations Inspections
 - April 11, 2016 - 9716 Dornoch

 - Grinder Startup Inspections
 - April 11, 2016 – 9716 Dornoch
 - April 25, 2016 – 9865 Dornoch