

Leland Dam Authority
Regular Session – Wednesday, February 28, 2024
Approved 4/17/2024

Proceedings of the meeting are being recorded (audio and video). The video of the meeting can be found at the following link: <https://leelanau.gov/meetingdetails.asp?MAId=2695#video>

Call to Order:

Meeting called to Order by Leland Dam Authority Chairman Steve Christensen at 10:04 a.m. Today's meeting is being held at the Government Center, 8527 E. Government Center Drive, Suttons Bay, Michigan.

Pledge of Allegiance:

The Pledge of Allegiance to the United States of America as dispensed with as it was previously recited at the Organizational meeting.

<u>Roll Call:</u>	Chairman, Steve Christensen (Drain Commissioner)	PRESENT
	Vice-Chairman, Garth Greenan (Road Commissioner)	PRESENT
	Member, Kama Ross (District #5 Commissioner)	ABSENT (prior notice)
	Member, Richard Thompson (Engineer Category)	PRESENT
	Member, Drew Warner (Riparian Category)	PRESENT

Staff present: Administrator Deborah Allen and Maintenance Director Jerry Culman II

Guests present.

Approval of Agenda / Late Additions or Deletions:

MOTION BY GREENAN TO ACCEPT THE AGENDA AS PRESENTED. SECONDED BY THOMPSON.

Discussion – none.

AYES – 4 (Greenan, Thompson, Warner, Christensen)

NO – 0 ABSENT – 1 (Ross)

MOTION CARRIED.

Approval of Minutes – August 16, 2023 Special Session; December 13, 2023 Regular Session; January 10, 2024 Organizational Session; January 10, 2024 Regular Session:

MOTION BY GREENAN TO APPROVE THE MEETING MINUTES FROM THE AUGUST 16, 2023 SPECIAL SESSION; DECEMBER 13, 2023 REGULAR SESSION; JANUARY 10, 2024 ORGANIZATIONAL SESSION; AND JANUARY 10, 2024 REGULAR SESSION LELAND DAM AUTHORITY MEETINGS. SECONDED BY WARNER.

Discussion – none.

AYES – 4 (Greenan, Thompson, Warner, Christensen)

NO – 0 ABSENT – 1 (Ross)

MOTION CARRIED.

Public Comment (3 minutes):

The following individuals spoke: John Popa

Action Items –

Lake Leelanau Lake Association (Discussion):

Chairman Christensen stated that he has spoken with the Lake Leelanau Lake Association President Nancy Popa and is keeping her in the loop with the progress of the Dam Authority procedures.

Thompson said that in his conversation with Popa regarding possibly adding staff gauge readings on their Association website, that she would prefer to hold off at this time. Christensen added that Thompson is in charge of interfacing with the Lake Association.

Replacement Cylinder:

Chairman Christensen said he would like to reiterate that the Dam Authority had decided to go out and buy a cylinder at one point, but then realized that could get in the way of a company that comes to redo the hydraulics and replace the seals because that whole system has to work with the cylinder. That company needs to buy that cylinder though they will probably buy the same one they had been thinking of, he wants to be sure they were not putting the cart before the horse. Replacement will be carried out by the company that is hired.

Design for Power Unit:

https://leelanau.gov/downloads/hydraulic_system_outline.pdf

Chairman Christensen said that they have been meeting on the committee side focusing on two different things. The first one being procedure and second one being how to go about completing an EDS (Executive Document Summary) to have a company look at our system and do everything necessary for seals and potentially redesign, for what we want and how it will function. Christensen added that the committee has included mostly Christensen, Greenan, Culman, and also John Popa at times.

Greenan explained that they had a long discussion with Don Coppins regarding the system and that he had given them a pretty extensive review and provided a detailed spec sheet for the tank that holds hydraulic fluid. Greenan said that there is a lot of information that still needs to be filled out prior to going out for bid so that contractors are all working off the same design. Greenan said that after discussion they are leaning toward preparing a full set of specifications so everyone is bidding on the same thing.

Discussion continued between members regarding creating a Request for Proposal (RFP), and finding an engineering firm to write specs.

Administrator Allen spoke and said that since the County does not have an engineer on staff she wanted to mention that it has been approved in the past by the Board of Commissioners to establish an RFP for a county engineer. Allen said she believes the Dam Authority has a unique opportunity with this request because we find ourselves in a situation of having to bid out a project but also an engineer to get a scope of work. Allen added that though she does not know the history as to why we had the County establish an engineer, maybe this could help them to consider the urgency of having either a facilities manager or engineer. Allen suggested a letter to the Board of Commissioners from the Dam Authority supporting the idea of a facilities manager or engineer for the County. Brief discussion continued with members.

Chairman Christensen said what they would need is to get permission from the Board to get an engineer, then open up bids, and then enter into a contract with that company after the contract goes through legal first. That could be six months away, instead of anywhere from maybe a 60–90-day process possibly.

Administrator Allen said the Board could consider to waive the bid process because of the historical relationship they have had with Machin Engineering, the urgency of work, and Machin's knowledge of the facility (Dam).

Chairman Christensen said he would entertain a motion in regards to going before the Board with an EDS for putting together a scope of work, specifications, to go out for bids for the hydraulic system upgrade as well as waive the bid process and hire Machin Engineering as they have done work for lockout engineering for the control room and have been in that room with their laser system. All of that information is already in house with Machin and in their CAD system and would help to expedite the work.

MOTION BY THOMPSON THAT CHRISTENSEN WITH THE DAM AUTHORITY COMMITTEE CRAFT A LETTER OF SUPPORT TO HIRE AN ENGINEERING FIRM FOR THE COUNTY AND TO ALSO CREATE AN EXECUTIVE DOCUMENT SUMMARY (EDS) SEEKING APPROVAL TO GO OUT FOR BIDS, AND IF APPROPRIATE TO WAIVE BID PROCESS, FOR AN ENGINEERING FIRM TO WRITE SPECIFICATIONS AND SCOPE OF WORK TO UPGRADE THE HYDRAULIC SYSTEM AT THE LELAND DAM. SECONDED BY GREENAN.

Discussion – brief.

AYES – 4 (Thompson, Warner, Christensen, Greenan)

NO – 0 ABSENT – 1 (Ross)

MOTION CARRIED.

Sensors and Staff Gauges:

<https://leelanau.gov/meetingdetails.asp?MAId=2695>

Thompson said that he had gotten together with Maintenance Worker Duane Flaska and John Popa on February 14, 2024, to look at the Dam staff gauge to compare the reading in the control room, the tube, the staff gauge, and the electronic sensor. Thompson continued and explained their process from that day and following that unfortunately the sensor at the Dam has had some erratic readings and is not reading correctly (not consistently). He suggests that they probably will need to watch over that for several weeks and look to purchase a new unit. Brief discussion ensued.

Chairman Christensen said he agrees that they should get the recommendation of replacement from Cal Killen and have him put it together for all pieces necessary for the upgrade. It was agreed on by members that Thompson will get with Killen to get the cost estimate for replacement.

Procedures/Manual Update:

<https://leelanau.gov/meetingdetails.asp?MAId=2695>

Chairman Christensen suggested that members take a few minutes to review the latest update of the procedures and then discuss anything that may need to be added. Discussion ensued and suggested items included:

- Where to set the summer level
- Readings to use and frequency during an event (sensor check, camera check physical site check)

Christensen asked members to look at this again before the next meeting and see what other suggestions they may have.

Public Comment (5 minutes):

The following individuals spoke: Jerry Culman, Leelanau County Maintenance Director; John Popa

Commissioner Comments:

• Chairman Christensen mentioned the computer in the control room went “south” and Culman has it being looked at. Culman will facilitate the upgrade and this will be added to the procedures.

It was agreed to schedule the next meeting for Wednesday, April 17, 2024, at 10:00 a.m.

Adjournment:

Move to adjourn by Greenan. Seconded by Warner.

Chairman Christensen adjourned the meeting at 11:59 a.m.

Steve Christensen, Drain Commissioner
Chairman, Leland Dam Authority

Alison Middleton, Administrative Deputy Clerk for
Michelle L. Crocker, Leelanau County Clerk