

Memorandum

To: Craig Smith, Clean Water Plant Superintendent
CC: Bill Dooley, P.E., Director of Public Works
Tom Kent, Deputy Director of Public Works
From: Myron Erickson, P.E., Laboratory Services Manager
Date: 30 June 2010
Re: Annual Biosolids Program Performance Report

Element 15 of the biosolids EMS requires an annual Performance Report. This memo serves as that report, and follows the format prescribed by Element 15. This report is to be discussed at a meeting held on August 24, 2010, which fulfills the requirements of Element 17, Management Review. Due to several scheduling conflicts, the meeting was rescheduled several times, and could not occur before June 30, as Element 15 requires.

A complete set of reportable data and additional data (e.g., influent/effluent organics) is included with the Biosolids Annual Report submitted to MDEQ in October 2009. The subjects of our Performance Report and annual Management Review are:

1. Performance against Policy

I am very pleased with the plant's performance against its stated biosolids policy. In 2009, we achieved third party verification through the NBP. We met quality monitoring criteria set for ourselves through regular EMS Team meetings and the Big Crooked Lake corrective action process. With respect to emergency response, our integrated contingency plan is updated and the emergency response plan is also being updated at this time. Finally we feel that the sustainability and environmental acceptability policy goals are both being met. This is evidenced through on-going financial analysis and our monitoring of the national and international water environment professions.

2. Performance against Goals and Objectives

Our performance meeting goals and objectives was mixed. Goal #1 is to integrate our and our partner city's (Grand Rapids) EMS plans. This has been placed on the GVRBA Operations Team meeting agenda for its next monthly meeting (Sep '10)

Goal #2 is increased attendance at public events in the 09-10 fiscal year. The team felt that this goal had been met, although we had not documented it. Kim Hackbardt and Dave Oostindie are putting together a summary of these events, all

of which are documented, and will compare to levels of the past two years for presentation at the next EMS Team quarterly meeting.

Goal #3 is to incorporate space for biosolids on the City's website. Again the Team felt that this had been accomplished. Although an on-the-spot check of the City's website revealed some dead links, Craig Smith checked into this matter and quickly found a live link to the GVRBA website on the City's website. The same was later confirmed by Aaron Vis.

Goal #4 is to complete plant process SOPs related to the new GVRBA facilities. This goal was not met due to significant start-up issues that caused unpredictable delay. The deadline for this goal was extended to 12/31/10. Tom Wilson will report on progress toward this goal at the next quarterly EMS Team meeting.

3. Performance against Desired Results
The EMS team feels that our desired result of running a cost effective program while maintaining and enhancing public acceptance is being met. One of our farmers, Mr. Denny Heffron, of Heffron Farms, would make an excellent reference for anyone seeking this type of information about our program. Additionally, our contractor continues to make investments in new technologies and equipment to keep our program cost effective (super tankers, new field applicator, etc).
4. Need for changes in our system
Site selection criteria were recently updated and tightened as a result of the Big Crooked Lake situation. The criteria (draft) are attached to the EMS Team quarterly meeting minutes of 24 Aug 10.
 - Internal audits – internal audit for 2010 has yet to be scheduled, but will probably occur in Sep or Oct of this year.
 - Change in circumstances – As GVRBA gains momentum, we are examining the need to merge or coordinate our EMS plans.
 - Verification of our notification step (to townships). The BCL incident highlighted the need to check back with township officials to remind them that we intend to be active in their area.
5. Recommendations for improvement
The EMS team and utility management present felt that our relationship with our GVRBA partner city, Grand Rapids, could be improved.
6. Follow-up to recommendations for improvement
See items 4 and 5 above.