



Office of the Chief Executive

735 Randolph Street, Suite 1900
Detroit, Michigan 48226

February 22, 2023

The Honorable
Board of Directors
Great Lakes Water Authority

RE: CEO Report – February 22, 2023

Dear Chairperson Hendrix and Directors:

I want to start off my report by sharing that we have publicly released the after-action report summarizing the investigation into the August 13, 2022, break to the 120-inch water transmission main that distributes finished drinking water from its Lake Huron Water Treatment Facility to communities in the northern part of GLWA's drinking water service area.

A key finding of the after-action report was that the regional system was operating under normal conditions before the break, and therefore pressure spikes do not appear to have played any role in the failure. Additionally, GLWA's engineering and inspection consultants determined that the cause of the break was damage to the mortar casing covering the Prestressed Concrete Pressure Pipe (PCCP), which resulted in corrosion and hydrogen embrittlement of the pipe's interior wires. The cause of the mortar damage is unknown, however a ditch between fields located directly above the break location could have created an environment that was detrimental to the mortar casing.

Also, inspection of 4.5 miles of pipe adjacent to the break, which was completed while the main was out of service for repair, determined that no additional pieces of pipe were at risk for immediate failure, and should be managed proactively through periodic condition assessment, pressure management, and periodic focused repairs of any deteriorated pipe as it is identified. We are developing plans for assessment of the remaining 21.5 miles of transmission main as a part of its Linear System Integrity Program, which is scheduled to begin in 2023.

I am pleased to inform you that GLWA's Federal Industrial Pretreatment Program (IPP) has been approved by the Michigan Department of Environment, Great Lakes and Energy (EGLE). The IPP is a significant local regulatory program to control pollutant discharges and emerging contaminants such as PFAS compounds. As a part of this approval, our Water Resource Recovery Facility (WRRF) has been designated as a Control Authority, meaning it will serve as the regulator of point source dischargers in our tributary area.

In the letter conveying the approval, Laura Verona, EGLE Water Resources Division (WRD) District Supervisor stated, “The WRD would like to convey congratulations to the GLWA WRRF for this achievement. The GLWA WRRF’s IPP represents a strong and dedicated commitment to the protection of Michigan’s water resources.”

Staying on the topic of PFAS, I was honored to be asked by the National Association of Clean Water Agencies (NACWA) to participate in a panel discussion of PFAS at their recent Winter Conference. I was able to share details of our nationally recognized IPP program and the success it continues to have in helping to protect our waterways, as well as discuss the potential impact(s) that legislation being considered on the state and national level could have on utilities.

Turning to our retention and recruitment efforts, I wanted to share with you that my second round of facility visits are well underway. I, along with members of the Executive Leadership Team, recently paid a visit to our Northeast Water Treatment Facility to thank the team members for their hard work and celebrate their contributions with muffins and coffee in the morning (to reach the overnight shift of team members) and a pizza lunch for everyone. In addition to those interactions, I also conducted a separate one-hour meeting with Team Leaders from the facility. Lots of good ideas were exchanged, especially related to our hiring and onboarding process. I will be conducting these visits monthly, and plan to be at our Southwest Water Treatment Facility next.

In collaboration with Focus: HOPE and Henry Ford College, we successfully launched our second Electrical Instrumentation Control Technician-Instrumentation apprenticeship cohort. In January, we on-boarded six new apprentices. As a reminder, we had excellent results with our first cohort achieving a 100 percent completion rate! We look forward to the supporting these individuals as they work through their three-year program.

Because the health of our team members is important to use on many levels, GLWA recently engaged Angiology Corporation of America to conduct the second of two cardiovascular screenings at the Central Services Facility (CSF), WRRF, and the Water Board Building. During the screenings, we were able to detect potentially serious medical conditions and alert the team members so they could seek the counsel of their physicians.

I will end my report with acknowledgements of our GLWA team members, as I always do. First, I want to congratulate Curtis Burris-White and Jason Matthews of the Public Affairs Team. The video they produced, [“Where Does the Water Go,”](#) which explains the workings of our regional collection system in a simple and visual way, was selected to receive a National Environmental Achievement Award in the Public Education-Video category from NACWA. Congratulations to them and everyone on the Public Affairs and Wastewater Teams who contributed to this amazing and educational video. Well done, Curtis and Jason!

Finally, I want to acknowledge Charges Outreach and Modeling Manager Matt Lane who recently contributed a feature article to the Winter 2023 edition of the Michigan Section AWWA’s monthly publication, The Water Works News. Matt worked with Organizational Development on the article titled, “Water Workforce Resilience: Navigating a Silver Tsunami,” which highlights the efforts of both GLWA and the city of Grand Rapids to build a workforce of water warriors and help address the challenges of attracting and retaining talent in the water sector. It’s a wonderful article, that you can read [here](#) on page 25. Great job, Matt!

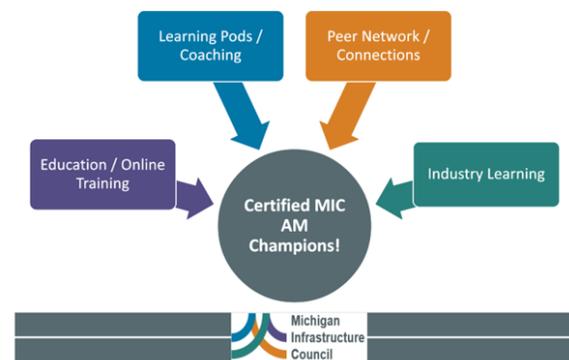
PLANNING SERVICES

Asset Management Group (AMG)

GLWA’s Strategic Asset Management Plan calls for the development of asset management competencies across the organization. In 2021 and 2022, GLWA provided training, certification, and recertification opportunities for the Institute of Asset Management and Certified Leadership Leader to team members, both globally recognized certification programs. This year, team members from the Enterprise Asset Management Group (EAMG) have enrolled in the Michigan Infrastructure Council’s Asset Management Champion Program sponsored by the Governor’s office.

The program is designed to establish a network of talented individuals and organizations to help strengthen and “champion” best practice asset management across Michigan’s complex infrastructure environment. The Michigan Infrastructure Council’s goal is to, (1) build Asset Management Champions to foster a culture of asset management across Michigan; (2) develop knowledge-based Asset Management Champions who understand and promote the value of asset management aligned with the five topics in the Asset Management Readiness Scale; (3) establish a community of Asset Management Champions to seed peer relationships and build a network of asset management leaders across the state and across infrastructure silos.

MIC AM Champion Program Structure



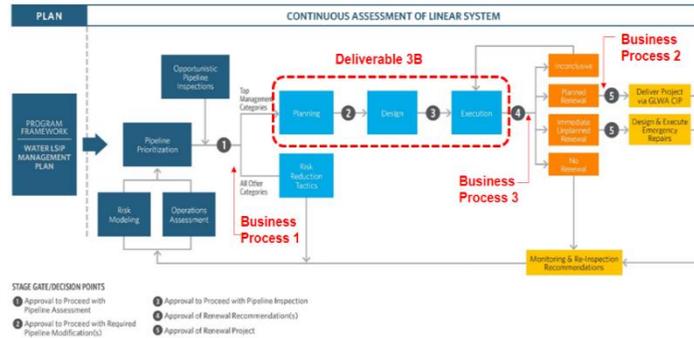
The Asset Management Champions Program is a fast-paced and interactive training curriculum that combines asynchronous education, facilitated discussion, peer interactions, and industry learning into a professional certification from the Michigan Infrastructure Council requiring approximately 25 hours of study to complete.

The EAMG expects to take advantage of the program by increasing its knowledge base, networking with peers in Michigan, and inculcating lessons learned into GLWA’s Asset Management journey toward a best-in-class asset management organization.

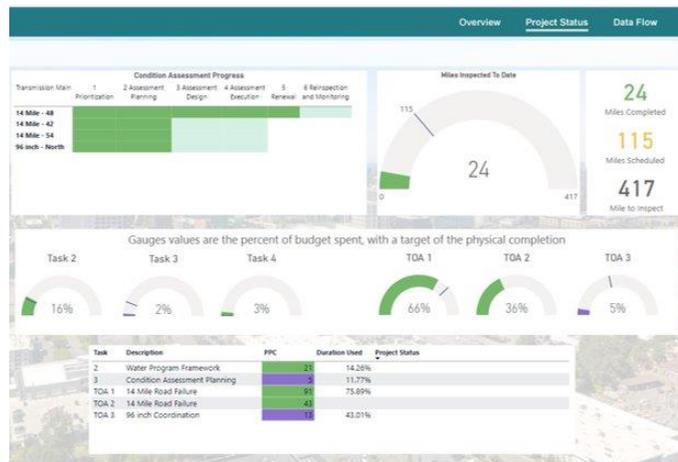
PLANNING SERVICES (continued)

GLWA’s Linear System Integrity Program (LSIP) is underway with assistance from our consultant, HDR of Michigan. This program focuses on improving the reliability of our water transmission and wastewater interceptor systems by developing a program to proactively assess the condition of in-service pipelines and identify recommended renewals to reduce the impacts of failures.

The LSIP team is nearing the completion of the development of the Water Management Plan which will serve as a standardized repeatable process for condition assessment. The final draft of this plan is expected in early March. The Water Management Plan outlines the framework for GLWA that starts with the prioritization of pipelines for condition assessment through planning, design, and execution of condition assessment and implementation of pipeline renewal based on the results of the condition assessment. The LSIP team has been able to take advantage of opportunities to assess pipelines that are out of service ahead of the finalization of the Water Management Plan. This includes performing a condition assessment of about 4.5 miles of the 120-inch water main that experienced a failure in August 2022.



The LSIP team is also working on the Data Collection & Management Plan, a critical step to ensure that the data collected as part of the LSIP is incorporated into GLWA’s asset management systems. This plan is expected to be completed in early March. Finally, a monthly dashboard is being developed to measure the LSIP progress. This effort includes GLWA team members from multiple groups. The Water Management Plan, Data Collection & Management Plan, and Dashboard will provide GLWA with a framework for implementing and continuing the LSIP.



The 14 Mile Road pipeline renewal project is underway. This project consists of renewing sections of the 48-inch and 54-inch water main along 14 Mile Road. GLWA is meeting regularly with its member partners impacted by this project. The initial phase of the project is underway with the startup of the temporary pump station in Farmington Hills. Testing is underway and the next phase of the shutdown and repairs began the week of February 13 with the renewals expected to be completed by March 30, 2023.

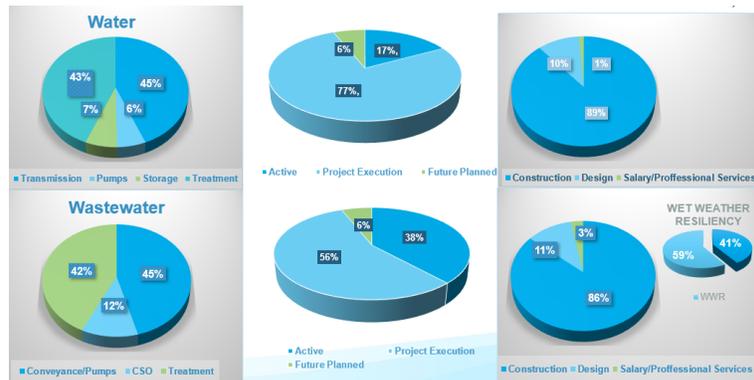
PLANNING SERVICES (continued)

The final draft of the 120-inch water main condition assessment report was issued and will be finalized in early March. GLWA is evaluating means and methods for conducting a full condition assessment of 26 miles of the 120-inch water main.

Capital Improvement Planning Group (CIP)

The diligent efforts of the CIP Delivery team over the last eight months culminated with the successful presentation of the FY 24-28 CIP plan to the GLWA Board on January 25, 2023. The figure below depicts the overall CIP plan statistics.

This remarkable accomplishment was made possible only through the combined efforts and support of the Chiefs, Directors, and Project Managers. The team would like to express its gratitude to all who played a role in delivering this outstanding result.



FY 24-28 STATISTICS

The CIP team, with the assistance of AECOM, continued working on the Program Management Plan (PMP) Chapters 11 Safety and 15 CIP Planning. In addition, they continued to hold interviews to address existing vacancies within the team.

The CIP team is making ongoing efforts to simplify the online portal's user interface. They have started conversations about ways to enhance the portal that will improve cost and schedule forecasting. The CIP Delivery team is dedicated to finding ways to continuously enhance GLWA's CIP.

PLANNING SERVICES (continued)

Systems Planning Group

Charges Rollout Meetings #3 and #4

The FY 2024 Charges Rollout series continued January 12, when 156 members joined GLWA for Charges Rollout #3, the presentation of the FY 2024 Proposed Revenue Requirement and Charges. Members met again the following week, January 19, for Charges Rollout #4, to recap the FY 2023 and FY 2024 Water and Wastewater Budget and Five-Year Financial Plan Update. Between the two meetings, GLWA's Charges and Outreach Modeling Manager, Matt Lane, and its charges consultant, Bart Foster of The Foster Group, met with nine water Member Partners and three wastewater Member Partners to review community-specific charges and answer questions.

On January 18, **Water Management Best Practices** met in a hybrid format to discuss hot topics, plan for a Fall 2023 workshop on valve exercising, hydrant maintenance, and water main flushing, and to shape an effort to promote careers in the water sector through school visits and facility tours. A representative from a water meter vendor also attended, to share insights on the underlying causes of supply chain delays for residential meters.

Members of the **Water Analytical Work Group (AWG)** convened on January 24 to learn about the progress of GLWA's voluntary Corrosion Control Optimization Study, to ensure optimized corrosion control in the distribution system and compliance with State and Federal regulations. The study involves testing a range of materials to evaluate the impacts of alternative corrosion control treatment approaches on various pipe materials. Members also participated in a discussion of best practices and lessons learned in conducting a Lead Service Line Replacement program. Representatives from DWSD shared an overview of its program, generously sharing advice and resources with fellow members.

On January 25, the **Watershed Hub Work Group** met to finalize the GLWA Regional Water Quality Monitoring Program Phase 2 sampling locations and parameters and to plan for a March 1 webinar to update the larger GLWA membership about the same. They also discussed the status of the Investigational Grab Sampling Program and possible related grant opportunities.

System Analytics & Meter Operations (SAMO)

The SAMO team is collaborating with our consultant, CDM Smith of Michigan, to develop and test Artificial Intelligence (AI) tools aimed at enhancing manual data analysis, streamlining the review process, and more effectively and accurately detecting operational problems and equipment issues in sewer flow monitoring. The project comprises of seven steps, as outlined below with the current status of each:

1. Training data – The team selected hourly sewer flow meter readings from 2015 to 2020
2. Pre-process of the flow data to remove the stagnant data and extreme outliers; normalize flow data to convert values to a common scale without distorting differences in the ranges of values

PLANNING SERVICES (continued)

3. Use AI (clustering) to group similar meters together
4. Generate upper and lower boundaries of expected or normal flow
5. Find anomalies, i.e., points where the normalized, smoothed flow crosses over the upper or lower boundary line – please see the example below (Figure 1)
6. Calculate the percentage chance of an anomaly
7. Integrate AI tools with GLWA’s Greater Detroit Regional Sewer System portal – To be completed

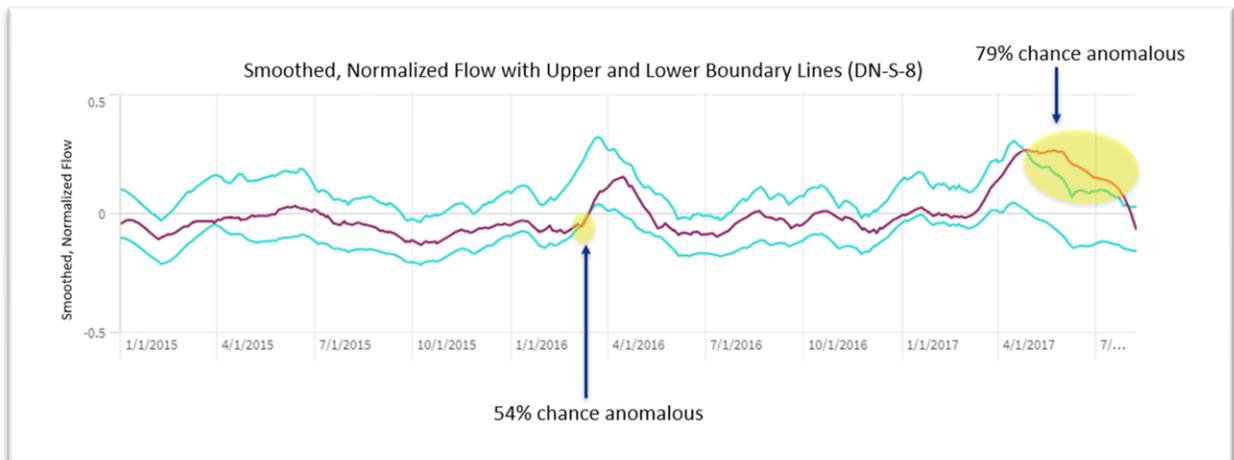


Figure 1: Example Dearborn meter DN-S-8 showing elevated flows due to river inflow in 2017, AI model detected the issue roughly three weeks after it began, and much before it was flagged in manual review

WASTEWATER OPERATING SERVICES

Wastewater Operations

The Water Resource Recovery Facility (WRRF) operations complied with the Water Quality Standards for February 2023.

One known compliance issue:

A Total Suspended Solids (TSS) sample from Oakwood RTB (Monitoring Point 109A) for January 19, 2023, expired prior to analysis. No TSS result for the event of January 19, 2023 – January 20, 2023, for this monitoring point can be reported. Laboratory procedures are being reviewed to prevent future recurrence.

WASTEWATER OPERATING SERVICES (continued)

Maintenance

This month the wastewater maintenance team would like to highlight three teams including HVAC, Secondary and Primary Team. The WRRF HVAC team is constantly improving and extending the life cycle of assets. *The photos to the right show before and after fabrication and installation of waterproof covers for three of six rooftop fans to further weatherproof and slow down corrosion.* Sheet metal was attached to the fans and sealed to create a semi-permanent seal to prevent water penetration into the buildings. There is an ongoing review of all buildings within the WRRF to assess and upgrade.



The Secondary Maintenance Team was able to successfully repair several leaks on the SO₂ Air Padding Compressor in-house. This involved procuring a discharge flange, gasket, and copper piping that connected the compressor to the intercooler. Secondary Maintenance also found that the trimmer drain valve to differential valve for sulfonator #8 was shorter than the other sulfonator assemblies. The team was able to successfully lengthen the piping, which will reduce the chance of potential leaks in the future, as shown in the photos above.



WASTEWATER OPERATING SERVICES (continued)

The Primary Team is conducting a project to replace the grit collector chain, buckets, and sprockets at the headworks of the Pump Station. The replacement of the equipment has been prioritized based on normal preventative maintenance findings. The equipment is being replaced with more robust material and will aid in improving reliability of the grit collectors during wet weather events when grit enters the plant at a much faster rate than normal dry weather operation.

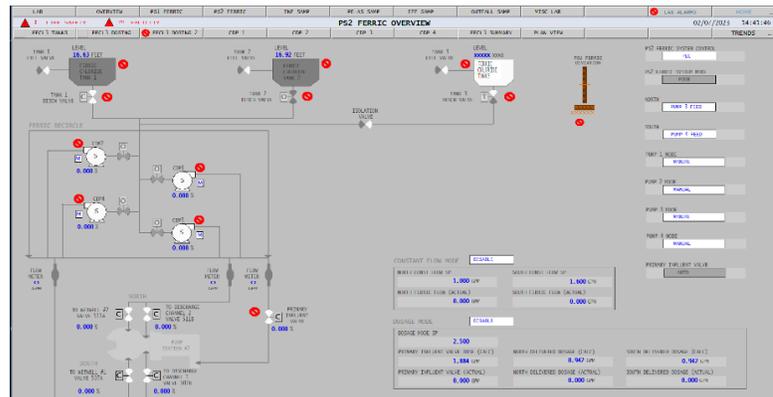
The photo to the right shows the new chain, buckets, and tail pulley sprockets being installed in Grit Channel 1 North



Process Control Center (PCC)

The PACS Team performed witness of acceptance testing for *Pump Station #2 Ferric Chloride System at the WRRF*. Testing can include Factory Acceptance Testing (FAT) that occurs at a vendor's facility and System Acceptance Testing (SAT) that occurs on site upon completion of the installation.

Contract Con 222A, Rehabilitation of Pump Station #2 Ferric Chloride System at the WRRF, includes the installation of a programmable logic controller, human machine interface, and a network switch. These components along with their corresponding control logic, graphics and Ovation system integration were tested during the recently performed system acceptance test.



New Graphic Screen at PS2

Repair of the 4G Radio and Restoration of Communications at Zug Island

GLWA operates the sample building located at Zug Island where operations monitor and collect samples of the WRRF final effluent flow prior to discharge into the Detroit River. Wastewater passes through the primary and secondary treatment process and then the effluent is disinfected with the application of chlorine to eliminate pathogens. The chlorinated effluent is then treated with sulfur dioxide to neutralize any excess chlorine before it is discharged into the river. This final effluent is monitored for residual chlorine and a sample is collected for further analysis and reporting.

WASTEWATER OPERATING SERVICES (continued)

The PACS team maintains the real time communication between the WRRF and Zug Island for monitoring chlorine residual. The 4G radio system includes a repeater radio at the top of the incineration building and tall smokestacks provide a line of sight to the sample building. The elevation was required to overcome obstructions by freighters and piles of coal. A PACS Team member was required to climb the ladder to the top of the tall stack to execute a repair.



Photo from the top of the tall stack taken while servicing the radio (Note: adjacent tall stack, US Steel Facility on Zug, Gordie Howe Bridge and Canada).

Laboratory

The WRRF Laboratory performed a correlation analysis on the new Online Phosphorus Analyzer at Primary Effluent to the Aeration Decks. The data was analyzed by Brooke Ballard from the Engineering group as part of her rotation. The Analyzer data trended with laboratory grab samples (Figure 1). The WRRF will be able to use the near-real time data to inform ferric chloride dosing and monitor Phosphorus removal efficiency.

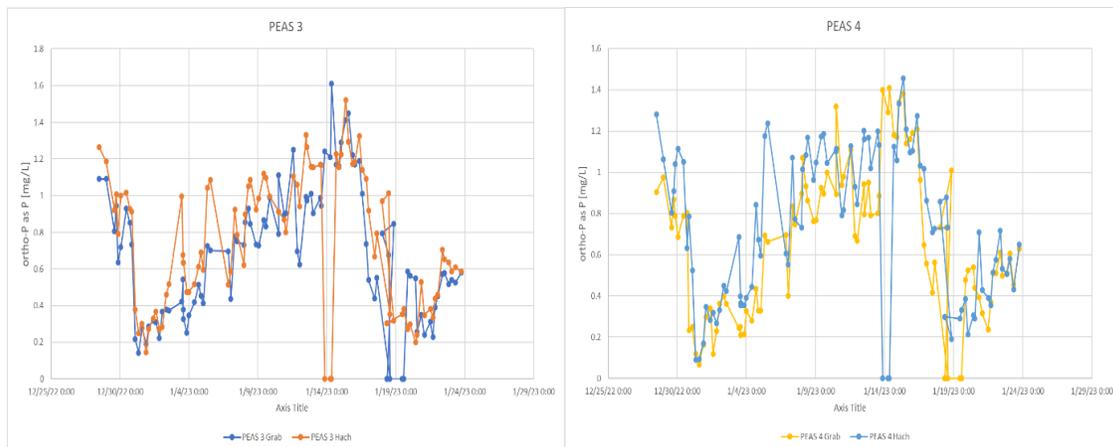


Figure 1: Correlation of Lab data from grab samples with Analyzer data. Analyzers were out of service on 1/14 for a water line installation.

The laboratory was able to combine their ongoing training efforts with the support of a CSO study that aims to optimize chlorine disinfection processes during wet weather events. Chemists were trained on the compliance method used to enumerate fecal coliforms and provided data to the project team on influent loadings for this parameter.

WASTEWATER OPERATING SERVICES (continued)

Industrial Waste Control (IWC)

GLWA (Pretreatment) Rules and Pretreatment Program: GLWA's National Pollutant Discharge Elimination System (NPDES) permit requires a periodic review of the legal authority used for enforcement of the approved Industrial Pretreatment Program. Based on our review, modifications of the legal authority were proposed and approved by the GLWA Board on November 13, 2019, which is the initial step required under the State's Utility Authority Act.

Submission of Revised Industrial Pretreatment Program (IPP) – A revised IPP was submitted to the State of Michigan on October 6, 2021, requesting that GLWA be recognized as an independent Control Authority. We received minor comments from MI-EGLE and have submitted the changes. EGLE has publicly noticed the program on December 16, 2022 and provided a 30-day comment period before taking further action. The comment period ended on January 16, 2023.

The GLWA Rule package became effective October 17, 2022. We are implementing the new rules. We are developing an amendment package to incorporate proposed changes in local pollutant discharge limits (addition of Perfluoroalkyl and Polyfluoroalkyl Substances (PFAS)) Compounds in mid-2023, which will require Board action.

GLWA continues its enforcement effort regarding the PFAS mitigation effort in an area within the City of Melvindale. A Unilateral Administrative Order was issued on December 4, 2020, to businesses and landowners residing within the City of Melvindale and designated as the source(s) of PFAS compound contamination.

- Party #1 - Has been authorized to operate a pilot stormwater treatment system to evaluate the technology's ability to remove PFAS compounds to meet GLWA requirements, and GLWA is evaluating the request, effective January 3, 2023. Additionally, the parties have begun work on an Administrative Consent Order to bring this matter towards closure. The work remains ongoing. A progress meeting is scheduled for February 2023.
- Party #2 – The final draft of an Administrative Consent Order package is complete, except for questions relating to Melvindale Stormwater charges. We are working to schedule a meeting with the City of Melvindale to advance this case.
- Party #3 - Submitted an application for stormwater discharge, and we are finalizing comments.

WASTEWATER OPERATING SERVICES (continued)

Engineering and Construction

Design Projects

CIP Design:

CIP 211006, Contract No. CS-102 - Pump Station 1 Improvements (WRRF)

PS1 contract was approved at the January Board meeting. GLWA is working to execute the contract and issue a notice to proceed to the contract for February 2023.

CIP 211007, Contract No. 1904337 – Pump Station 2 Bar Rack & Grit System Improvements

This project is progressing towards a 90% design submittal. Design review days were held to solicit feedback and input from operations and maintenance staff, and we are currently value-engineering the overall project to ensure the design and associated facilities are the most feasible and economical alternatives.

CIP 222001, Contract No. 2204604 – Oakwood District Intercommunity Relief Sewer

This project design was completed in November 2022. After many efforts to secure additional means of funding for this project, this project's construction was postponed until additional funding can be secured that allows this project to progress forward.

CIP 260802, Contract No. 2200443 – WRRF Roof Improvements Program

The project just completed a 60% design review with the WRRF Facilities team. The Facilities Team Leader paid a great compliment to the Wastewater Engineering (WWE) Project Manager, Jared Buzo, complementing him and his efforts for the facilities. We are anticipating having this project to procurement in the next few months for the first design package bid. We are also producing other design packages intended to align with future years CIP budget for the 260800 WRRF Roof Improvements Program.

CIP 260903, Contract No. 2201744 – WRRF Front Entrance Rehabilitation

This project design was completed at the end of December. This project was provided to GLWA Procurement in January, and we anticipate advertisement for construction bids sometime in February 2023.

CIP 260904, Contract No. 2200545 – WRRF New Administration Building – Third Floor Renovation

The design team just held a conceptual plan review meeting with all stakeholders at the end of January. The intent was to solicit feedback on the overall direction of the project and to ensure similarities between the 4th Floor Renovation project and this one. The design team is currently synthesizing the comments into revised concepts to review with GLWA in the near future.

WASTEWATER OPERATING SERVICES (continued)

CIP 273001, Contract No. 2103225 – Hubbell Southfield CSO Facility Improvements

Two proposals were received on January 20, 2023. The proposals are currently under review by the evaluation committee. The evaluation is due by March 17, 2023. This project is the result of CS-299 and considers improvements to the basin flushing system, the disinfection system, instrumentation and controls, and various other support systems for basin operations.

CIP 277001, Contract 1902908 – Baby Creek Outfall Improvements Project

This project is to remove significant debris from the Baby Creek Outfall, assess the structural condition of the outfall and make structural improvements. Additionally, the project will connect the chambers downstream of the sample facility to promote better dewatering and add an additional bypass gate at the Baby Creek Screening & Disinfection Facility for further protection of hydraulic grade line during times of severe weather. The contractor is currently working through getting an approved schedule and site design submittals to begin construction operations on site.

Non-CIP Design:

TOES 35T, Contract No. 2202034 – Sludge Pumps 21 through 24 Motor/Drive Improvements This project for design was bid out and awarded in January. It seeks to replace the liquid drives for sludge pumps 21 through 24 for the primary circular clarifiers with electric Variable Frequency Drives (VFD). A kickoff meeting is being scheduled for February.

TOES 39T, Contract 2201974 – Secondary Clarifiers & B House Piping & Meter Improvements This project includes assessing concrete bowing/cracks at pipe penetrations as well as corrosion of piping near the wall in the B-houses for the secondary clarifiers. The project will develop detailed drawing plans to make necessary improvements in the B-House basements. The project is currently under Procurement with an award anticipated in February 2023 to begin design work.

Wastewater Projects in Construction

CIP Construction:

CIP 211006, Contract 2103350 – PS No.1 Improvements (WRRF) Contract has been approved by the Board of Directors in January 2023. The anticipated Notice to Proceed date will be February 7, 2023. The Kick-off meeting is scheduled for February 13, 2023.



WASTEWATER OPERATING SERVICES (continued)

CIP 211008, Contract 2002190 – Rehabilitation of Ferric Chloride Feed System at Pump Station-1(PS #1) and Complex B Sludge Lines (WRRF)

Construction activities such as installation of the control system panels/conduit/wiring; demolition of existing ferric chloride tanks 2, 3 and 4; exploratory excavation to identify underground utility locations in preparation to jack/bore under the rail spur are progressing at the site. A change order for extending the contract time by 235 days was submitted for February Board approval.



Ferric Tanks Rubber Lining

CIP 213007, Contract CON-197 – WRRF Modification to Incineration Sludge Feed Systems Complex II (WRRF)



Work under this contract is more than 98% complete. After correcting previously identified issues, trial operation resumed on January 9 but found additional sludge feed concerns. The Contractor is working to correct these issues before trial operation and testing can resume. Change Order # 3 is approved by the January Board extending the contract time by 243 days to September 29, 2023.

Liner Restraint Jammed Chute from H to K Belt overloaded In Screw Hopper 14B (Photo shown left)

CIP 216004, Contract 1802410 – Rehabilitation of various Sampling Sites and PS#2 Ferric Chloride System (WRRF)

System Acceptance Test (SAT) is in progress for the PS #2 Ferric Chloride system and various sampling stations. During SAT, the ferric chloride discharge pipe (to wet well) along with its insulation and heat trace were found to have been damaged due to freezing. The contractor needs to replace the damaged pipes/insulation/heat trace before starting the 30-day performance test. Change Order No.4 for a 180 days time extension from February 7, 2023 to August 6, 2023 was approved by the Board in January.



Damage to ferric chloride discharge piping

WASTEWATER OPERATING SERVICES (continued)

CIP 216006, Contract 1903601 and 1903598 – Assessment and Rehabilitation of WRRF Yard Piping and Underground Utilities (WRRF)

Amendment No. 3 for extending the Contract 1903601 time by 215 days to September 30, 2023, and Change Order No. 3 for extending the Contract 1903598 time by 198 days to September 30, 2023 were approved by the January Board for completing the design and performing the bidding/evaluation.

CIP 216011, Contract No. 2100239 – WRRF Facilities Structural Improvements

All above grade buildings and Complex A and B tanks pipe gallery assessment under this project is on-going. The contractor is planning to start below grade tanks assessment starting March 1, 2023 based on availability and ESR approval. New Administration Building (NAB) leak repairs and PS #1 Rack and Grit corbel repair documents are under review and repair is anticipated to start soon.



De-Chlor Building



Clarifier B-house No. 4

CIP 260614, Contract No. 1902224 – CSO Facilities Structural Improvements (CSO)

A substantial portion of the structural improvements for high-priority repairs have been completed (70%). Change Order No.1 has been executed on 1/27/23 for additional repairs at various CSO facilities. Contractor is working at four CSO facilities – Hubbell-Southfield (HS), Oakwood (OKW), Leib, and Puritan-Fenkell



Shunt Channel Joint Repairs at HS



Ceiling Crack Repairs at OKW Basin

WASTEWATER OPERATING SERVICES (continued)

CIP 260902, Contract No. 2101879 – Renovation of the 4th floor at WRRF

Construction activities such as pulling electrical wires, dry wall installation, HVAC piping and duct installation, painting of interior offices are ongoing at site.



Duct work and drywall installation

CIP 260905, Contract No. 2203675 – WRRF Hazmat Building Rehabilitation

This project is scheduled for February Board for construction award. We anticipate a notice to proceed date sometime in March or April 2023. This project seeks to improve the Hazmat building, add parking for emergency vehicles, add space for training, and security monitoring, as well as site improvements adjacent to the facility.

CIP 276002, Contract No. 2104157 - Replace Makeup Air Unit No. 2 at Conner Creek CSO



Newly Installed Makeup Air Unit No. 2

The installation of the new makeup air unit No.2 (MAU-2) replacing the old unit has been completed. The controls have been integrated and are now integrated in the building management system (BMS). The startup/testing/training is expected to be completed in February 2023. The Substantial Completion Date of this project is March 14, 2023 and the final completion date is June 12, 2023.

JOC Task 40 Contract No. 2002393 – Metering Building Repairs

The work is completed for this JOC task and the metering chamber is operational. Contractor to supply all unconditional waivers as specified in the contract's General Conditions Article 9.8.

JOC Task 54 Contract No. 2001401 – Complex B Thickened Waste Activated Sludge (TWAS) Piping Reconfiguration

The work under this JOC task is completed and Complex B is fully operational. The contractor to supply all unconditional waivers as specified in the contract's General Conditions Article 9.8

JOC 56 - Contract No. 2100576 – Puritan-Fenkell Courtyard Access Improvements

Contractor is currently addressing the safe access issue into the hatch. The Final Completion Date of the project is March 31, 2023.

WASTEWATER OPERATING SERVICES (continued)

JOC Task 70, Contract No. 2102646 – Complex A Gallery SFP-2 Pump Replacement (WRRF)

The contractor is preparing to install two new 3-inch drain pipes for the Sludge Feed Piping for Sludge Storage Tanks No. 5 and 6. This work is an added scope of work to the project via Change Order No. 1. Construction of the base scope of work will begin as soon as the VFD is delivered at site in February/March.

CSO Control Program

CSO Operations

Operations experienced an overflow discharge from Conner Creek and Oakwood last month, with captures at the other facilities. Operations is continuing using the new HACH Total Residual Chlorine meters with the goal of having Bluetooth technology to send the data to the operations lab. The team is continuing to work alongside several engineering firms as they perform various studies on our chemical dosing system as well as updating our SOPs.

CSO Maintenance

The scheduled maintenance of our Pulsafeeder chemical feed pumps have begun at Oakwood using vendor services. The objective is to have our vendor perform general maintenance of our pump, provide a detailed explanation of the pump's current condition, and address any deficiencies. We have experienced major issues with these pumps and it was decided to have the manufacturer's representative provide maintenance on the pumps for a year for us to have sufficient data.



WATER OPERATIONS (continued)

Water Quality

Water Sampling Station, Sampling Procedures

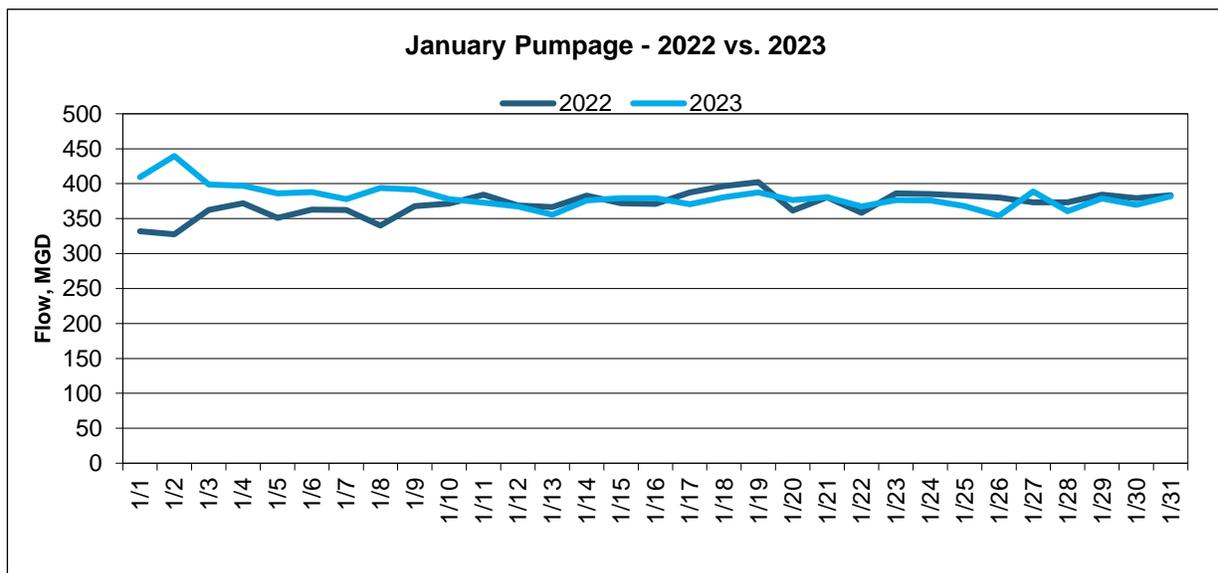
Water Sampling Stations (WSS) are great tools for sampling from a community's distribution system. A WSS can be used 24 hours a day and is easy to maintain. The process for taking samples is:

1. Disinfecting the sample spout;
2. Allowing the WSS to flush for five minutes to clear the line;
3. Checking the chlorine residual by using Free or Total DPD (N, N-Diethyl-P-phenylenediamine) which is measured by a colorimeter set at a specific wavelength, which reads shades of pink to give a reading of chlorine in parts per million;
4. Taking a grab sample from the WSS spout;
5. Shutting down the WSS; and
6. Opening the drain valve to connect a syphon pump to the WSS to pump down until all water is removed from the station piping. This will help prevent freezing in the winter months.



Systems Control Center (SCC)

January 2023 pumpage was 2.5 percent higher than 2022



WATER OPERATIONS (continued)

Engineering

Contract No. – 2000610 Yard Piping, Valves and Venturi Meters Replacement at Water Works Park

The contractor has made considerable progress over the past several months on the installation of yard piping, valves, and venturi meters for the eastern portion of the project. This work has included reinforced concrete vault construction for the valves and venturi meters including valves V-30, V-11, V-01, V-12, V-13, V-14, V-02, V-16, V-17, V-03, V-04, and venturi meters M-05, and M-06. Valves installed on this project are double-disc gate valves ranging in size from 30” to 66” in diameter. Each vault has a roof made of removable concrete slabs, access hatches, ladders, sump pits, ventilation, and lighting. Once fully cast, the vaults undergo a waterproofing process on their exteriors.

Steel pipe has also been installed ranging in size from 30” to 72” in diameter. This pipe will connect from the existing pipe headers 5 and 6 at the Water Works Park (WWP) high lift pump station through the venturi meters and valves to the six existing water transmission mains that leave from the eastern portion of the WWP yard. Segments of pipe are lowered into place, welded at their joints, inspected, shrink wrapped for protection, and backfilled with controlled low-strength material – a type of low strength concrete. Prior to being backfilled, a cathodic protection system is installed that helps to prevent premature corrosion of the steel pipe. Along the length of the pipe are installed with various vent pipes, access manholes, and blow offs.



48" Gate Valves installed in vaults V-16 and V-17 with vault construction underway



Installation of 72" steel pipe segment with access manhole

WATER OPERATIONS (continued)



Crews pouring concrete for the reinforced walls at vault V-14



Pouring controlled low-strength material around installed steel pipe

INFORMATION TECHNOLOGY

In the past month, the IT Security team has proactively blocked or thwarted 36,137 spam messages, 8,837 spoofed messages and five viruses. Additionally, 2,669 phishing attempts have been caught and 2,185 malware attempts have been blocked.

The IT Enterprise Asset Management Systems Team along with our consultant partner, NEXGEN, have completed the first phase of the Enterprise Asset Management (EAM) implementation, Implementation Planning. The finalized System Implementation plan includes:

- 19 user requirements representing individual teams across GLWA who will use NEXGEN,
- 36 business processes for using the NEXGEN software efficiently and consistently across GLWA,
- 13 integration requirements with details of how NEXGEN will connect with other software systems including Workday, for streamlined workflows and data sharing,
- And many sections with plans for the configuration, security, testing, training, post-go live operations, and organizational change management for NEXGEN.

The EAM Cross-Functional Team at GLWA continues to diligently work on the Implementation Configuration phase with a focus on the migration of employee and contractor resources for planning and scheduling of work, definition of work order types and tasks, and prioritization of reports and dashboards. In addition, a mobile device training pilot is being planned for rollout in March to prepare for use of Android devices to complete work orders by GLWA team members.

INFORMATION TECHNOLOGY (continued)



A snapshot of GLWA's NEXGEN EAM implementation journey – currently we are in the System Configuration stage.

Currently, the IT PMO is managing 18 active projects and is processing 3 project requests.

PUBLIC AFFAIRS

Ongoing Recruitment Partnership with Organization Development-Part 1 (Radio/Digital Campaigns)

Public Affairs has partnered with Organizational Development to raise the profile of the organization's recruiting efforts via campaigns on two local radio/digital outlets: Beasley Media and Audacy. The spots on Beasley Media (WCSX, WRIF, 105.1 the Bounce, KISS-FM, Praise Network and The ROAR) are running January through March, and the spots on Audacy (97.1 The Ticket, WWJ, WYCD, WOMC and ALT 98.7) will run from February through April. The message of both campaigns focuses on what GLWA has to offer as an employer and how team members make a difference in their communities. In addition to 30 second on-air spots, the campaigns also include digital and social elements.

Ongoing Recruitment Partnership with Organization Development-Part 2 (Communicating Job Postings)

Public Affairs has teamed up with Organizational Development to start creating updated weekly job posting flyers. The purpose is to put all openings in one spot so it is easy to distribute, and team members can easily share with those they believe would be a good fit with GLWA. Currently, the flyer is being posted to LinkedIn every Monday. Organizational Development is also distributing the list to their connections.

PUBLIC AFFAIRS (continued)

GLWA
Great Lakes Water Authority

JOIN OUR ONE WATER TEAM
Openings as of 2.6.2023

GLWA LOCATIONS
 CSF - Central Services Facility
 WBB - Water Board Building
 WRRF - Water Resource Recovery Facility
 WWP - Water Works Park
 * - Hybrid
 ** - Part Time

CIP & Business	Hiring Range
Capital Improvement Planning Intern (WRRF)**	\$15.55 / hr
Director- Asset Management	\$115,194 - \$143,988
Director- Systems Planning & Development (CSF)*	\$115,190 - \$143,988
Infrastructure Administrator (WWP)	\$55,577 - \$79,393
Management Professional- Budget (WRRF)	\$66,526 - \$119,100
Management Professional- Energy Management (CSF)	\$66,526 - \$92,813

CEO Facility Visits

The Public Affairs team continues to support CEO Sue Coffey as she conducts another round of in-person facility visits. In February, she has two visits planned: the Northeast Water Treatment Facility on February 10 and Springwells Water Treatment Facility on February 27. The days start at 7:00 a.m. with coffee/juice and muffins served for the midnight shift and then continued with a pizza lunch for the day and afternoon shifts. Team members were able to grab some food and have an informal chat with Sue and the rest of the Executive Leadership Team. Coffey also held a group meeting with Team Leaders in order to personally connect with this important group of GLWA leaders.

Water Bottles Distributed

Public Affairs has distributed new water bottles for every GLWA team member. The 28-ounce water bottle featuring a drinking spout with a straw that flips up with the push of a button is a small token of appreciation to the hard-working men and women of GLWA in conjunction with Water and Wastewater Professionals Workforce Week. The design was chosen because of feedback received from a broad cross section of team members who indicated it's more sanitary to not have to touch the drinking spout of the bottle while working.



SECURITY AND INTEGRITY

The Hazmat Unit coordinated and completed a total of 317.5 hours of training during the month.

Security and Integrity attended the monthly Downtown Detroit Partnership meeting.

The group led an all-hazard emergency tabletop exercise at the Southwest Water Treatment Facility.

Lastly, two command officers attended the Michigan's Chief's Association's yearly Training and Exhibition for law enforcement and security operations.

ORGANIZATIONAL DEVELOPMENT

Apprenticeships

In collaboration with Focus: HOPE and Henry Ford Community College, GLWA successfully launched its second Mechatronics Technician Apprenticeship cohort. The GLWA job classification for this US Department of Labor registered apprenticeship is Electrical Instrumentation Control Technician – Instrumentation (EICT-I). Six EICT-I apprentices began their journey on January 23, 2023. GLWA's first cohort graduated with a 100% completion rate in June 2020.

Internships

GLWA began actively recruiting post-secondary education, summer interns. One intern has already accepted an internship position. The summer internship program officially launches on May 1, 2023.

Progression

Building and Construction Trade Council (BTC): In support of the Memorandum of Understanding (MOU) with the BTC, GLWA progressed 17 level one Maintenance Technician Journeyworkers to Maintenance Technician level three. These team members received a wage increase on their January 27, 2023 pay that was retroactive to the date of the executed MOU.

2022 Progression Cycle: The 2022 Progression Cycle concluded on January 11, 2023. As of the date of this report, 25 team members will progress.

Performance

The FY23 Mid-Year Performance Review for represented team members launched on January 25, 2023. The Mid-Year Performance Review is an opportunity for leadership team members and team members to discuss individual performance and goal progress.

ORGANIZATIONAL DEVELOPMENT (continued)

Benefits and Wellness

GLWA successfully piloted two new segments, mobility assessments and stress management, during the One Water Wellness fair held Wednesday, January 18, 2023.

The goal of the wellness fairs continues to be to connect team members with wellness resources that increase quality of life and support resiliency.

Cardiovascular Screenings

GLWA engaged Angiology Corporation of America to conduct the second of two cardiovascular screenings at the Central Services Facility (CSF), Water Resource Recovery Facility (WRRF), and Water Board Building (WBB).



One team member was found to have an arterial blockage of 50%. Another was found to have an undiagnosed thyroid nodule. Both team members are now under care plans with their personal physicians.

AngioScreen provides a 10 minute, on-site screening that requires no preparation or blood-work and costs little more than the conventional biometric screenings. It provides the best-known tests for detecting vascular disease, the leading cause of heart attacks and strokes, and it instantly provides a highly engaging written and digital visual report! For the first time participants can see what the lining of their arteries looks like in an instant one-page report. The testing is mobile, noninvasive, involves no radiation and no needles!

Staffing

The table below provides a breakdown of GLWA Team Members since the last CEO report:

Number of New Hires	17
Number of Separations	11
Total Staffing - Regular FTEs (YTD)	978

ORGANIZATIONAL DEVELOPMENT (continued)

Training

In partnership with Wayne County Community College District (WCCCD), GLWA now offers additional training/meeting space at WCCCD's Curtis L. Ivery Downtown Campus located at 1001 West Fort Street in Detroit, just east of Detroit's historic financial district.

In addition to training space, the Curtis L. Ivery Health & Wellness Education Center (HVEC) also offers several health and fitness classes for a discounted rate to GLWA team members.

During the month of **January**, **179** GLWA team members completed **20** safety courses and **20** non-safety courses for a total of **225.5** instructor-led training hours. Also, **15** GLWA team members and **three** Member Partners completed **20** online 360Water courses.

FINANCIAL SERVICES AREA

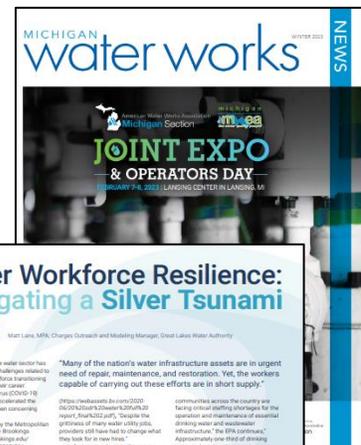
January 2023 Audit Committee Recap

The January 2023 Audit Committee meeting was cancelled. A special Audit Committee meeting focused on the proposed FY 2024 & FY 2025 biennial budget and proposed FY 2024 charges held on Monday, February 13, 2023. The next regularly scheduled Audit Committee meeting is February 24, 2023.

Charges Outreach & Modeling Update

Charges Outreach and Modeling Manager, Matt Lane, recently contributed a feature article to the Winter 2023 Edition of 'Water Works News', a publication distributed to water and sewer professionals across the state of Michigan by the Michigan Section of the American Water Works Association (AWWA). Matt worked with GLWA Organizational Development and Public Affairs on the article titled "Water Workforce Resilience: Navigating a Silver Tsunami" which highlights the efforts of both GLWA and the City of Grand Rapids to build a workforce of Water Warriors and help address the challenges of attracting and retaining talent in the water sector.

In January, GLWA completed Charges Rollout meetings #3 and #4 as scheduled. Between these meetings, the Charges Outreach and Modeling team (CO&M) worked as part of a cross-functional GLWA group that held one-on-one office hour sessions with thirteen Member Partners to discuss FY 2024 Proposed Charges in further detail.



FINANCIAL SERVICES AREA (continued)

CO&M also continues to support the Water Charges Methodology Review Subgroup and maintains a presence at both virtual and in-person meetings. The most recent meeting was held at the University of Michigan - Detroit Center.

Affordability & Assistance Update

On Monday, January 9, 2023, United Way for Southeastern Michigan assumed program administration of the Water Residential Assistance Program (WRAP) for Oakland County residents. GLWA is planning to announce this new partnership and the recent program changes, such as the WRAP Income Based Plan (IBP), at a press conference in the near future. Representatives from all WRAP service delivery partners are planned to be in attendance.

On January 26, 2023, Affordability & Assistance Manager, Madison Merzlyakov spoke with the Oakland County Water Resources Commission Affordability Coalition Group. Madison updated the group on recent program improvements and details regarding the WRAP IBP. She introduced the United Way for Southeastern Michigan team as the new service delivery partner for Oakland County residents, and they provided details of the United Way application process. That process includes the option to apply for both WRAP and the Michigan Energy Assistance Program (MEAP).

The Affordability & Assistance team has been working with GLWA Public Affairs to develop new WRAP outreach materials for use by GLWA, service delivery partners, member partner communities and other stakeholders reflective of recent program changes.

Work continues to secure a contract with BS&A Software to develop a feature that will help streamline the WRAP administration for member partner communities. Once implemented, this feature will provide a more automated process of applying WRAP payment and flagging accounts as being enrolled in WRAP for tracking and reporting purposes.

FINANCIAL SERVICES AREA (continued)

All FSA Meeting

The Financial Services Area continues to support communication and connections between team members through regular group meetings. On January 26, 2023, FSA welcomed Mission Square Retirement consultant Daniel Stewart who provided an update on GLWA retirement plan benefits.



Employer match contributions

RHS	401 Plan	457 Plan
ER annual Contributions \$2080	ER annual non-match contributions 6%	Automatic Enrollments for 3% Pre-tax
EE annual contributions \$260	ER annual matching contribution 3% when employees contribute into their 457 Plan	EE need to confirm enrollment online (Beneficiaries, contribution and allocations)
3 Year Cliff Vesting	*Reimbursed claims are tax free	Voluntary EE contributions can be Pre-Tax and Roth - See limits
Reimbursement upon separation of service and attainment of NRA	*Withdrawals are taxable	*Under age 50 \$20,500
	RMDs at age 72, NRA 60	*Age 50 and above \$27,000
	3 Year Cliff Vesting	RMDs at age 72

Procurement Pipeline

The January Procurement Pipeline edition is attached. This month features highlights from and links to the GLWA Annual Procurement Report (APR) for Fiscal Year 2022, a note on who to contact to schedule virtual vendor introduction meetings, an update on visitor COVID-19 requirements, a reminder of the information available in the monthly CEO Report, and a listing of upcoming solicitations.

The General Counsel’s February Report is an attachment to the Chief Executive Officer’s Report.

Respectfully submitted,

Suzanne R. Coffey, P.E.
Chief Executive Officer

SRC/dlr
Attachment

- January 2023 Procurement Pipeline

Welcome to the January edition of *The Procurement Pipeline*, a monthly newsletter designed to provide updates on doing business with the Great Lakes Water Authority (GLWA).

GLWA's FY 2022 Annual Procurement Report

Each year, GLWA produces a report detailing all procurement activity for the last fiscal year. The [FY 2022 Annual Procurement Report](#), now available on the [GLWA Vendor Webpage](#), demonstrates how GLWA is a significant contributor to the regional economy of Southeast Michigan. For FY 2022, which spans July 2021 through June 2022, key report highlights include the following.

1. 235 contracts were awarded totaling \$536.3 million;
2. 3,259 purchase orders were executed, totaling \$377.6 million;
3. The total payment to vendors was \$455.1 million; and
4. Over 89% of all awarded purchase orders were connected to a formal contract.

The report also demonstrates GLWA's commitment to transparency in public procurement by including details such as awarded purchase orders and invoices processed for payment as well as the top ten GLWA projects, contracts, and vendors based on dollar amount. In addition, detailed appendices conclude the report which provide information on four subjects.

1. All contracts awarded, including contract number, vendor, and total amount of the contract;
2. All vendors awarded, including the contract number, the vendor, and the total amount of the contract;
3. All contracts invoiced; and
4. All vendor payments by invoice.

GLWA's mission is to exceed our member partners' expectations by providing water of unquestionable quality as well as efficient and effective wastewater services—but also, and importantly, to promote and support economic growth in the region we serve through our strategic sourcing practices.

Coronavirus Update #174: Visitor COVID-19 Questionnaire Discontinued Effective January 1, 2023

On December 9, 2022, GLWA issued [Coronavirus Update #174](#) to the Vendor Community, indicating that effective January 1, 2023, Visitors will no longer be required to fill out the [Visitor COVID-19 Questionnaire](#) before providing onsite services at GLWA facilities or project worksites. Please note that GLWA may choose to reinstate the Visitor COVID-19 Questionnaire if COVID-19 conditions change in future. To read the full Coronavirus Update #174, visit the [GLWA Vendor Webpage](#). Any questions regarding these matters should be directed to [Michael Lasley](#) and [Megan Savage](#).

Virtual Vendor Introduction Meetings

If you are interested in learning more about doing business with GLWA, contact us at GLWAVendorOutreach@glwater.org to schedule a virtual vendor introduction meeting. Topics include information on submitting a competitive bid or proposal to a GLWA solicitation, as well as the requirements for GLWA's Business Inclusion and Diversity (B.I.D.) Program.

Keeping up with GLWA

Our Chief Executive Officer (CEO) Monthly Report provides a wealth of information and news about important initiatives within GLWA's service territory that impact GLWA, its member partners, and the public. To read the December 2022 Monthly Report, please [click here](#).

What's Coming Down the Pipe?

Current Solicitations: Register in GLWA's [Bonfire Procurement Portal](#) for new solicitations and contract award information.

Upcoming Procurements: Next Three to Nine Months—See newsletter page 2.

Visit GLWA online!

To see the GLWA Vendor homepage, please visit www.glwater.org or contact us via email at procurement@glwater.org.

Upcoming Solicitations January 2023

Category	CIP #	Description/Project Title	Budget Estimate
Water System (next four to nine months)			
Construction	170802	Reservoir Rehabilitation Construction Services Phase II at Waterworks Park, Northeast, and Booster Stations.	\$35,972,000
Wastewater Systems (next four to nine months)			
Construction	211005.2	WRRF Pump Station 2 VFD Replacements	\$7,000,000
Construction	211005.3	WRRF Pump Station 2 Mag Meter Replacements	\$1,000,000
Construction	260802	WRRF Roofing Improvements	\$4,300,000
Construction	232002	Freud Pump Station Improvements	\$75,000,000
Design-Bid-Build	261001	WRRF Rehabilitation of Secondary Clarifiers	\$6,000,000
Water System (next three months)			
None			
Wastewater (next three months)			
Construction	260209	Emergency and Urgent Sewer Repair II	\$12,400,000
Construction	260510	Conveyance System Repairs - CSO Outfalls Rehabilitation - Phase 5	\$10,000,000
Projects moved to Procurement Team (Preparing for solicitation on Bonfire)			
Construction	170904	Phase II Wholesale Water Meter Pit Rehabilitation and Replacement Project - 60 new meter sites	\$16,000,000
Professional Services	O&M	CSO Facility Accusonic Meter Maintenance	\$3,000,000
Professional Services	O&M	Engineering Staff Augmentation	\$7,000,000
Construction	222001	Oakwood District Intercommunity Relief Sewer Modification at Oakwood District	\$74,000,000
Construction	260905	WRRF Plumbing Shop Rehabilitation	\$2,300,000
Construction	260903	WRRF Front Entrance Rehabilitation	\$3,300,000
Professional Services	O&M	Service - All Pumps for CSO Facilities Three Year Contract with Two - One Year Renewals	\$2,200,000
Professional Services	O&M	Professional Technical Services for Sewer Meter Support	\$8,500,000
Professional Services	O&M	Property and Casualty Insurance Brokerage and Ancillary Services	\$1,250,000
Professional Services	O&M	Grounds Maintenance Services	\$4,600,000
Professional Services	O&M	Electrical Services Contract	\$6,600,800
Professional Services	O&M	Motor Repair Contract	\$1,800,000
Professional Services	O&M	Pump Repair Contract	\$1,650,000
Professional Services	O&M	Instrumentation and Controls Contract	\$3,011,840
Professional Services	O&M	Scum Disposal and Hauling Contract	\$1,920,000

Vendors should continue to monitor [Bonfire](#) for solicitation updates.

Acronyms		
WRRF: Water Resource Recovery Facility	CSO: Combined Sewer Overflow	WTP: Water Treatment Plant



Office of the General Counsel

735 Randolph Street, Suite 1900
Detroit, Michigan 48226

Office of the General Counsel – February 22, 2023

- **Legislative Updates:** The Office is also monitoring infrastructure spending bills at the federal and state level.
- **Gordie Howe International Bridge:** GLWA submitted its relocation reimbursement request to MDOT and received MDOT's response. GLWA received a favorable decision from the Administrative Law Judge (ALJ) on GLWA's reimbursement request and is awaiting further discussions with MDOT. However, on February 3, 2023, a MDOT Bureau Director concluded contrary to the ALJ's opinion. The Office is contemplating next steps to recover GLWA's relocation costs.
- **June and July Rain Events:** The Office is providing legal support in response to the significant rain events in June and July. To date, 13 lawsuits were filed against GLWA related to the rain events. A subrogation lawsuit was filed against GLWA in the past month.
- **Trenton Water Main:** The Office is negotiating the transfer of the 24-inch water main to GLWA.
- **Contract Negotiations:** The Office is working with member partners to draft a new model sewer contract. Office staff completed the Designated Management Agreement with SEMCOG. The water contract negotiation team has concluded the 2022 contract alignment/reopener negotiations. The next regular reopener cycle will occur in CY2026. The Office is negotiating 30-year wastewater disposal services contracts with sewer member partners that do not have a model contract.
- **Environmental and Workplace Safety Compliance:** The Office continues to work with the COO and team leaders from both the water and sewer systems to comply with regulations and to respond to any alleged violations.
- **Record Retention Policy:** The Office is drafting a record retention policy for GLWA.
- **Industrial Pretreatment Program ("IPP"):** The Office continues to work with the Industrial Waste Control ("IWC") Group and external stakeholders on finalizing and implementing an updated IPP. The updated IPP Program was submitted to EGLE on October 7, 2022 and approved on December 6, 2022. On February 10, 2023, EGLE acknowledged GLWA as the Control Authority for the industrial pretreatment program. The Office also continues to provide assistance on PFAS and PFOS matters.
- **Real Estate:** The Office is working to secure easements and acquire properties related to various water and sewer projects. Each real estate transaction will be presented to the Board for approval when they are fully negotiated.

- **Member Outreach:** The Office continues to be an active participant in Member Outreach sessions.
- **Main Relocations:** The Office continues to support water operations in its discussions with community stakeholders regarding water main relocations.
- **Civil Litigation and Arbitrations:** The Office continues to vigorously defend actions against GLWA, including a class action lawsuit regarding IWC charges. GLWA received a favorable ruling against Highland Park in the 2014 litigation, restoring GLWA’s judgment against Highland Park. The trial court issued an order granting Defendants’ motion for summary disposition in the *Darryl Smith v GLWA, et al*, an employment lawsuit. Through mediation, GLWA settled the *Levy Chapman v GLWA*, a no-fault lawsuit, for \$26,500.
- **Labor Relations:** The Office continues to provide legal advice to Organizational Development on labor relations and employment matters.
- **Procurement:** The Office continues to assist GLWA’s Procurement Team negotiate contracts, change orders and amendments and interpret contractual provisions. The Office is also assisting with the Procurement Policy's Procedures and updating GLWA’s template contracts. The Office is part of a cross-functional team working to complete significant revisions to the GLWA construction contract, including consideration of using an entirely new contract format.

Statistics:

Contracts approved as to form:	48
Contracts drafted or revised:	177
Subpoenas/Information requests received:	6
Subpoenas/Information responded to:	5