



**Office of the Chief Executive**

735 Randolph Street, Suite 1900

Detroit, Michigan 48226

May 27, 2020

The Honorable  
Board of Directors  
Great Lakes Water Authority

Dear GLWA Board of Directors:

**Regarding: CEO's Report – May 27, 2020**

I like to start by saying that the GLWA organization has done a tremendous job of maintaining the continuity of our operations during exceptionally challenging times. Our on-site teams have been both committed and successful in assuring the same high level of quality and service that the region requires and expects. Our teams working remotely have also continued moving their work plans forward and have successfully adapted to new technology to be effective in both internal and external efforts – our innovations continue.

One such innovation has been recently recognized in regional and national news with the spotlight on coronavirus (COVID-19) research to use wastewater as a predictor of the trend in infection rates in a service population. GLWA's partnership with Michigan State University (MSU) for the research, and coordination with DWSD and the City of Detroit's Health Department for sampling and infection data, is showing positive results toward building a predictive model of virus content in wastewater in the collection system, which can serve as a predictor of health impacts and assist in planning for events such as those that have occurred with COVID-19. GLWA's work with MSU had started more generally with virus information in wastewater and was pivoted to focus on COVID-19 with the first news of the virus in the U.S.

More good news. In spite of the pandemic, the volatile market and an overall negative outlook for the water utility sector, GLWA maintained our early March upgrades from all three rating agencies-- S&P Global Ratings (S&P), Moody's Investors Service (Moody's) and Fitch Ratings (Fitch)-- but we also completed a successful bond transaction, that as a result of the favorable interest rates earned because of our strong credit ratings, will generate \$103 million dollars in cash flow savings for the regional water system over the remaining life of the bonds. GLWA had over \$1 billion dollars in orders for these bonds which allowed us to negotiate a reduced cost of borrowing. In addition, \$85 million par value of new tax-exempt bonds were sold to provide \$100 million in bond proceeds for the City of Detroit Water and Sewerage Department (DWSD) water system improvements. These savings will contribute to maintaining long term affordability and lessen the need for new debt moving forward.

This report also celebrates the recent positive trend in Michigan’s COVID-19 data. As a result, we have pivoted in our emergency response efforts to begin reconstitution planning. There will be a methodical, staged approach to determining the new normal. The approach will also consider the physical limitations of specific facilities and the priorities of each area of GLWA’s operation.

**PLANNING SERVICES**

***Asset Management (AMG)***

In preparation for the implementation of the new Enterprise Asset Management (EAM) system that will replace the Work and Asset Management system currently in place, data standards have been developed related to the base asset data. Base asset data is the data that typically does not change throughout the life of the asset. This includes 50 attributes associated with each asset, as well as the overall asset hierarchy. These 50 attributes are in varying states of completeness and accuracy; therefore, an implementation plan is also being developed to address the high priority attributes that can be updated prior to EAM go live.

Included with the base asset data standards is the development of a revised asset hierarchy based upon the recommendations from the Strategic Asset Management Plan (SAMP) completed last fall. The SAMP provided an overarching structure that is now being implemented at the asset level. Many conversations are occurring to finalize this structure so that it shows meaningful results and aligns similar assets on the same level of the hierarchy across the organization within GLWA’s computerized maintenance management system.

Level	Enterprise Asset Examples	Vertical Asset Examples	Linear Asset Examples
1. ENTERPRISE	GLWA	GLWA	GLWA
2. FUND	Water or Wastewater	Water System	Wastewater System
3. UNIT	Fleet & Field Services	Water Treatment	Conveyance
4. FACILITY	Construction Equipment	Lake Huron WTP	Detroit River Interceptor
5. PROCESS	Heavy Equipment	Low Lift Pumping	Sewer District
6. INSTALLATION	Skid Steer x	Pump Assembly 1	Pipe Segment
7. EQUIPMENT	--	Pump No. 1	Manhole, Level Sensor
8. COMPONENT	--	Impeller No. 1	Manhole Lid, SCADA Cabinet

Our team is continuing to work with the Wastewater Services Area to complete their Asset Management Plan. Currently, we are in the preparation phase of this project where work is being done remotely with the asset registry, operating context, risk ranking, high-risk mitigation strategy, and preventative maintenance optimization. Governance and review meetings have continued over the past month to review and comment on the initial planning and progress made to date. The next phase of the project requires the performance of field work for asset visual inspections. If our contractor, Jacobs, is unable to travel to our facilities to perform this task in June, our extended delay option is to pivot to the water system and begin the preparation phase for the Water Asset Management Plan.

## PLANNING SERVICES (continued)

### *Capital Improvement Planning (CIP)*

The development of the 2022-2026 Capital Improvement Plan is scheduled to begin next month. With it, the CIP Group and AECOM team have been working on new features to further enhance the development of the document. Last year a combination of a tailored Microsoft Access database and Primavera P6 scheduler software was used to update the CIP. This required input from multiple sources to be integrated into one document. In an effort to improve the development process, we designed a CIP Portal that is web based envisioned to ingest various external data elements (Primavera P6 and ARES Prism) as well as being the clearing house for the collection and analysis of data for CIP information to support the update plan. This refined process will provide the end users with a single point of data entry that can be accessed from anywhere. Below is a screenshot of the revised Business Case Evaluation from the CIP Portal:

*CIP No. 111001 from the CIP Portal*

Lake Huron Water Treatment Plant, Low-Lift, High Lift and Filter Backwash Pumping System Improvements

111001 CIP#

Project Key Areas of Interest

Innovation  Conceptual WW Master Plan  Wtr Master Plan Right Sizing  System Redundancy - Reliability  NE WTP Repurposing

Project Status

Active  Project New to Database  Project Created from Program or Allowance

Project Engineer/Manager: Eric Kramp

Director: Grant Gartrell

Managing Department: Water Eng

Date Original Business Case Prepared: 3/3/2010

Year Project Added to CIP: 2010

CIP Type: Project

CIP Budget: Water

Project Class Level 1: Water

Project Class Level 2: Treatment Plants and Facilities

Project Class Level 3: Lake Huron

Project Category No.: 111

Fund and Cost Center: Water 5519-882111

Project Jurisdiction: Saint Clair County

Lookup Location: Lake Huron WTP

SAVE BACK TO HOME

### *Systems Planning*

The Member Outreach Team has successfully adapted to the new reality of hosting Member Outreach meetings virtually, while continuously looking for ways to improve members' experience and maintain engagement during this time. While virtual meetings are not quite the same as in-person meetings, we appreciate members' participation and willingness to remain connected to one another.



## **PLANNING SERVICES** (continued)

The past month has been full of work group meetings, some addressing standard topics, and others focusing on COVID-19.

With each virtual meeting hosted by Member Outreach, we gather lessons learned and new ideas to host better virtual meetings in the future. As always, the Member Outreach Team welcomes any feedback. Email [outreach@glwater.org](mailto:outreach@glwater.org) to let us know your thoughts.

It was wonderful to “see” one another at a One Water Co-Chair meeting hosted in mid-April. The co-chairs have been very helpful in serving as the voice of the members these past few months, as the Member Outreach Team has looked to them for their input and reactions as we navigate this new path. THANK YOU, CO-CHAIRS!

The Communication & Education Work Group and Water Management Best Practices Work Group met virtually last month. Both groups typically have a round-table format, and we are thankful to have maintained that aspect for these meetings. The discussions focused on the response and plans various member communities have had to COVID-19, with members sharing changes in business operations and practices that they would like to see carried forward. Participants offered each other advice and shared best practices and resources. Members are encouraged to look for the weekly emails sent from the Member Outreach Team that contains helpful practices and additional resources. Not receiving them? Email [outreach@glwater.org](mailto:outreach@glwater.org).

It was refreshing to tackle standard work group items such as Units of Service & System Water Audit, System Max Day Information, and 2019 Pressure Compliance at the Water Analytical Work Group (AWG) meeting on April 21, 2020. Virtual breakout rooms were used for the first time in this meeting, which the Member Outreach Team found helpful in maintaining a sense of normalcy. It was encouraging to see such great participation from members, with over 60 participants. For more information on the Units of Service and System Water Audit Phase 3, see the System Analytics & Meter Operations section in this report.

The Wastewater Analytics Task Force (WATF) met for a shortened work group meeting on May 7, 2020, to focus on two topics: the updated Industrial Pretreatment Program rules that communities will need to adopt, and a follow up presentation from Field Services Director, Todd King regarding the CS-120 Freud and Conner Creek Pump Station Improvements. Members concurred with the proposed technical solution: new storm and sanitary pump stations at Conner Creek Pump Station and new sanitary pump station and rehabilitated storm pumps for the Freud Pump Station. The WATF plans to host more frequent, shorter meetings during this time, focusing on just one or two topics to help keep members engaged.

**What Members Need to Do**

- Pass a resolution adopting the full, updated set of rules
- Complete by September 1, 2020
- Email a copy of the adopted resolution to [iwc@glwater.org](mailto:iwc@glwater.org)

GLWA

The infographic includes a blue header, three blue downward-pointing arrows, and a photograph of a document with yellow highlights. The GLWA logo is at the bottom left.

*Updated Industrial Pretreatment Program Rules*

**PLANNING SERVICES** (continued)

A One Water Partnership Meeting will be held on Thursday, May 28, 2020 as scheduled, however it will look and feel different from regular One Water Partnership Meetings. This meeting will be virtual with the duration shortened. The topics will be focused on the COVID-19 pandemic as GLWA moves from response to recovery. While the personal connections over coffee and lunch might not be replicated, we encourage members to participate to the fullest extent possible.

The Regional Watershed Work Group continues to meet with a core team of members representing Wayne, Oakland, and Macomb counties, as well as representatives from DWSD, Alliance of Rouge Communities, and the Erb Family Foundation. This core team is working to set goals for the work group, collect data, and begin working on the Water Quality Monitoring program.

Have you heard? GLWA is now offering a tool called, AURA, a Smart Water technology platform developed by Aquasight LLC. that assists communities with water quality analytics. The tool is available for all member communities to use at no charge. Training sessions were offered the first week in May to those that expressed interested. Is your community interested? Email [outreach@glwater.org](mailto:outreach@glwater.org) to learn more!

April 2020 Member Outreach Meeting Attendance	
Meeting	# Attended
Special COVID-19 Meeting (4/7)	Approximately 100
Communication & Education Work Group (4/16)	33
Water Analytical Work Group (4/21)	65
Water Management Best Practices Work Group (4/29)	14

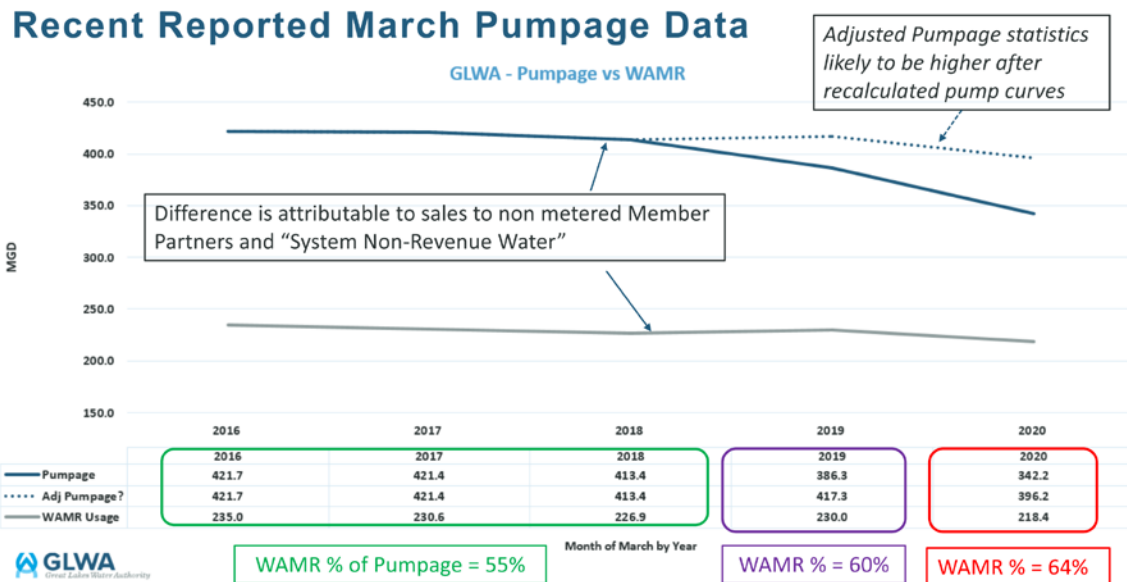
***Systems Analytics and Meter Operations (SAMO)***

As noted in the Systems Planning section above at the April 21, 2020, Analytical Work Group (AWG) meeting, the Units of Service and System Water Audit project team presented on following Phase 3 tasks:

- Water Treatment Plant Flow Analysis,
- Transmission System Analysis,
- Wholesale Master Meter Testing,
- City of Detroit’s District Metered Areas,
- City of Dearborn’s Peaking Factor Review, and
- Master Metering Plan.

**PLANNING SERVICES** (continued)

The presentation was well received by member partners. In addition to the Phase 3 updates, the SAMO group presented on system water production analytics. The group identified an anomaly with the water production data and started an investigation. A GLWA internal group consisting of Water Operations, SAMO, Systems Control Center (SCC), Water Engineering, and Field Services met to discuss the issue. Our Water Engineering Group is working toward upgrading water production flow meters at all Water Treatment Plants. Currently three of the five facilities have had their production meters upgraded. For data purposes now and in the past, when meters were not yet upgraded, an analytical method of quantification of flow rates was used, not direct measurement. This analytical method involves the use of manufacturer pump performance curves. The identified anomaly was found to be attributable to discharge valve throttling at two plants. The investigation determined that water production volume has been underreported since October 2018. Below is a chart comparing water production and wholesale automatic meter reading (WAMR) usage in the month of March over the last five years. Note that the WAMR usage is consistent for the month of March over this period, while production volumes dropped for 2019 and 2020. New pump curve equations under different discharge valve positions were developed by SCC team. The new equations were sent to Black & Veatch for validation. Once the new equations are finalized the water production data will be recalculated for two plants. The dotted line below illustrates what we generally expect to be the result of the future adjustment. A special AWG meeting was scheduled on May 20, 2020 to answer member partners’ questions about this topic.



## **PLANNING SERVICES** (continued)

The Group continues its progress working on wholesale water meter pit rehabilitation and meter replacement program. The construction was paused from Mid-March until the first week of May due to the COVID-19 pandemic. We resumed construction work on May 7, 2020.

You may recall the scope of work includes construction work at 50-meter pits with a scheduled target completion date of September 2021. Last month coordination meetings were held with the cities of Auburn Hills, Dearborn Heights, Eastpointe, Inkster, Taylor and Orion Township. The planned work has been completed at 18 of the meter pit locations and is underway at another 19 locations.

The annual sewer flow balance analysis and report for Fiscal Year 2019 was finalized and published on the outreach portal. In Fiscal Year 2019, issues were identified and resolved for the



following member partners: City of Dearborn, City of Grosse Pointe Park, City of Highland Park, Oakland's Evergreen-Farmington Sewage Disposal System and George W. Kuhn Drainage District. This annual effort details the determination of the quantity of sanitary and dry weather inflow and infiltration in the GLWA regional sewage collection system. The data is used to support the calculation of SHARES for each contract holder.

On April 5, 2020, a computer virus was identified in Greater Detroit Regional Sewer System (GDRSS) on the web server. The GLWA Information Technology Group restored the server from a backup and the SAMO group tested the portal for functionality. As a permanent solution to make the GDRSS portal's web server more secure, the server was upgraded. As a precautionary measure the WAMR portal's web server was also upgraded.

## **WASTEWATER OPERATING SERVICES**

### ***Wastewater Operations***

Water Resource Recovery Facility (WRRF) operations were in-compliance with the Water Quality Standards for the month of April 2020.

In response to the Covid-19 pandemic, on March 26<sup>th</sup>, 2020, GLWA requested from EGLE temporary modification on Section 3.6 Staffing of ACO-00131 and as revised AACO-000131v2.

**WASTEWATER OPERATING SERVICES** (continued)

GLWA’s request was for discretion to adjust the facilities staffing in response to the Governor’s Orders to take all measures necessary to protect our team members. On March 30<sup>th</sup>, 2020 GLWA was granted the request and EGLE will use enforcement discretion and will not act against GLWA regarding staffing changes. Additionally, EGLE is requesting GLWA to provide a staffing plan for the Wastewater Treatment Operations in the event staffing levels fall below the critical levels as specified by GLWA.

On April 8, 2020, GLWA submitted a staffing plan to EGLE in response to the letter described above. The staffing plan includes the actions GLWA had taken in the early onset of the pandemic. Additionally, the plan outlines a systematical approach of GLWA’s response in the event that a large number of wastewater’s team members required to be quarantined as a result of the pandemic.

On April 23, 2020, GLWA submitted a request to EGLE for time extension to the long-term CSO Control Program currently due in November 15, 2022 in accordance with our National Pollutant Discharge Elimination System (NPDES) permit No. MI. 0022802. GLWA is currently waiting on a response from EGLE.

***Maintenance***

The Maintenance Teams from Wastewater Operations has initiated precision maintenance methodologies to effectively track and assess performance with an emphasis on predictive maintenance. Our initial focus has been on utilizing vibration testing and oil analyses to anticipate equipment failure and perform scheduled repairs versus waiting for emergency repairs. We anticipate predictive testing will allow us to optimize PM frequencies as well. This will allow wrench time on the process equipment that needs it.

<b>JAX</b>		<b>RPM Laboratory</b>		Unit Number:	MLP #5 Lower Bearing
		<b>Fluid Analysis Report</b>		Unit Make & Model:	
Customer: Great Lakes Water Authority		Customer Contact: Mr. Ray Zonkiewicz		Component Tested - ID:	Hydraulic System
JAX Sales Rep: Chris Clifton				Reference Oil Name:	Unknown R&O 46
				Reference Oil Visc:	ISO 46
				Work Order Number:	
				Date:	2/19/2020
				Lab Test #:	300218037

<b>See Comments</b>												
The Fluid condition appears normal. Continue sampling at the regular interval. Thank you for using JAX RPM Laboratory.												

ELEMENTAL ANALYSIS BY ICP, PPM	Iron		Lead		Copper		Chromium		Aluminum		Nickel		Silver		Titanium		Sulfur		Sodium		Zinc		Calcium		Magnesium		Molybdenum		Phosphorus		Boron		Barium	
	ppm	S/D	ppm	S/D	ppm	S/D	ppm	S/D	ppm	S/D	ppm	S/D	ppm	S/D	ppm	S/D	ppm	S/D	ppm	S/D	ppm	S/D	ppm	S/D	ppm	S/D	ppm	S/D	ppm	S/D	ppm	S/D		
Unknown R&O 46																																		
Element Range	0-40	0/0	0-10	0/0	0-10	0/0	0-10	0/0	0-10	0/0	0-10	0/0	0-10	0/0	0-10	0/0	0-10	0/0	0-10	0/0	0-10	0/0	0-10	0/0	0-10	0/0	0-10	0/0	0-10	0/0	0-10	0/0	0-10	0/0
Control Level	40	0	10	0	10	0	10	0	10	0	10	0	10	0	10	0	10	0	10	0	10	0	10	0	10	0	10	0	10	0	10	0	10	0
1/18/2020 300218037	2	1	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3/5/2019 298112633	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1/18/2016 281114023	0	2	14	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7/28/2017 270815007	2	5	2	0	1	0	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7/20/2016 260725006	4	5	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

*Oil analysis results for main lift pump bearing*



## **WASTEWATER OPERATING SERVICES** (continued)

Also, this month we would like to feature the work of the Dewatering Maintenance Team. The Dewatering Team completed a replacement of an 8” secondary water line, that has exceeded its useful life, including all new hangers and pipe supports. This water line runs throughout the basement of Dewatering Complex 1. This secondary water line supplies water to the Dewatering process area to operate the polymer system and the belt filter presses. This line also supplies water to the primary rectangular tanks.



*Dewatering team members installing new secondary water piping*

### ***Process Control Center (PCC)***

The WRRF PCS Team has determined that it would be beneficial to have a master I/O Database for the WRRF and each of the CSO Facilities. The master database would include the Ovation database along with all the Programmable Logic Controllers (PLCs) at the facilities. The purpose of the database is to provide a single location for accessing what signals are available to users of the system, reference tool to check Piping and Instrumentation Drawings (P&ID), Instrumentation listing, Instrument Location Drawings, and Instrumentation Loop Drawings. Finally, a tool for better asset maintenance of the overall system.

The PCS Team is working to design, test, and deploy a new aeration basin control logic intended to optimize the process, and to reduce energy and oxygen use.

To achieve this, the team has installed additional Dissolved Oxygen (DO) sensors on Aeration Basins 1, 2, 3, and 4. DO sensors are used to measure the level of oxygen that is in the solution within the basin. High purity oxygen is added to the head end of each Aeration Basin and the oxygen is utilized by bacteria in the wastewater to break down organic matter. Dissolved oxygen levels within the basins are a function of multiple parameters including oxygen feed rate, biological demand, mixing, surface aeration, and temperature. There is also a time delay associated with the feeding oxygen and seeing a response at the existing DO instruments.

The new instruments will be integrated into the Ovation system to provide visualization and data archiving. The additional data from the new sensors installed will be used to model the process and, if successful, will be used in a future control strategy.

## **WASTEWATER OPERATING SERVICES** (continued)



### ***Laboratory***

Industrial Waste Control test volumes continue to be low. This has provided the team a good opportunity to continue with training and clean-up activities at MCHT.

Both lab locations transitioned to the 12-hour shift schedules with no issues. Feedback from chemists at WRRF has been positive regarding the change.

### ***Industrial Waste Control (IWC)***

We have completed the second mailing for the federal Dental Discharge Category as of April 30, 2020. Responses will be updated into our database for documentation purposes upon receipt.

As part of the PFOS and PFOA Minimization Program, we submitted a status report to EGLE for the WRRF sampling activities. We have prepared the initial status report to comply with the NPDES requirements, which were due May 1, 2020.

Sampling activities that support the Industrial Waste Control's Industrial Pretreatment Program (IPP) program were suspended for three weeks beginning March 15, 2020 due to facilities reducing or closing operations in compliance with Governor Whitmer's executive orders. During the month of April, we ramped up sampling activities to approximately 60% of the pre-Covid-19 pandemic level. This lower sampling frequency is attributable to facilities that are closed or operating under reduced levels. We continue to re-assess sampling as conditions merit.

## **WASTEWATER OPERATING SERVICES** (continued)

### *Engineering & Construction*

#### *Design Engineering*

The Design Engineering Team continues to progress several Capital Improvement Projects through design, provide operations and maintenance focused improvements through the job order contracting.

Some focused improvements projects to highlight are as follows:

- Complex II Ash Silo Area Stair and Concrete Slab Repair - Construction activities are underway with shop drawing submittals and a few RFIs. The truck loading bay concrete slab rehab work started on May 18, 2020.
- Complex I and II truck load facilities - Construction is underway.
- Pipe and meter replacement for several secondary clarifiers
- Modifications to the sludge feed line to the Biosolid Dryer facility

#### *Construction Engineering*

Weiss Construction Co., LLC is nearing completion of chlorinator replacements in the chlorination facility at the WRRF under Contract CON-238. A total of ten chlorinator trains and eight sulfonator trains will be replaced under this contract scope. The Contractor is on schedule to complete all chlorination train replacement work by May 2020.

Overhead fluorescent and mercury vapor lighting fixtures are being replaced with energy-efficient LED light fixtures. The lighting scope of work includes all exterior pole mounted fixtures, wall packs, bay lights, train car overhead bay lighting, and office lighting.

The contractor intends to begin work on the first two sulfonators in May 2020 in the dechlorination facility. Chlorination process water booster pump #3 is presently off-site for rebuild work. New control panels serving the life safety system for chlorine and sulfur dioxide gas detection will be installed in the fall this year.

The project start work date of CON-238 contract was September 30, 2019. The required substantial completion date is December 22, 2020 and the required final completion date is June 21, 2021. The contract value is \$5,282,339.00.

**WASTEWATER OPERATING SERVICES** (continued)



*New Chlorine Evaporators (Trains #5 and #6) being Installed*



*Newly repainted process piping and new lighting fixtures in dechlorination basement*

In addition to the above, the Construction Engineering Team manages about 25 active construction projects/tasks. Construction of the sludge conveyance improvements project (CON-197), Rehabilitation of rectangular primary clarifiers project (PC-757), and Relocation of the Analytical Lab to WRRF projects are all progressing at the site. The Rouge River Outfall Disinfection project (PC-797) is also being closed out.

## **WASTEWATER OPERATING SERVICES** (continued)

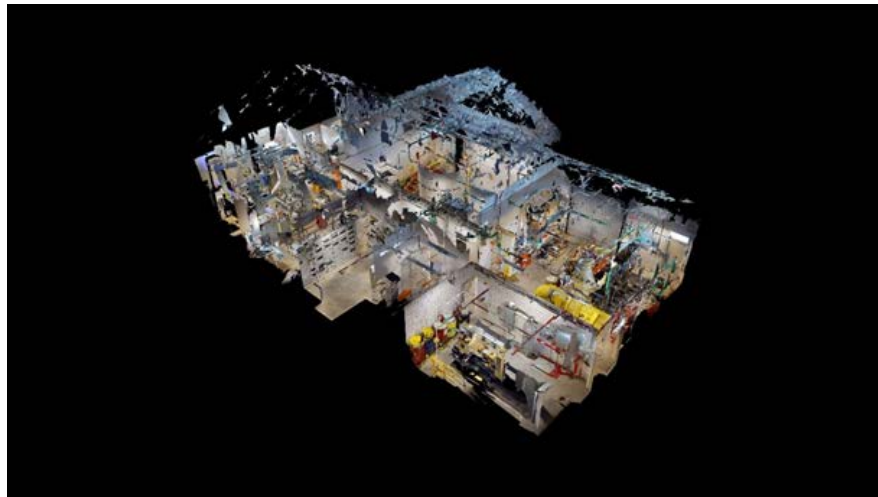
Half of the Construction Engineering team members (mainly Engineers) have been working remotely since late March due to the COVID-19 pandemic. The team meets online via skype each day to discuss various issues. Team members who work from home come to WRRF on as-needed basis to address any project issues, which they cannot address remotely.

### ***CSO Control Program***

The CSO team resumed most projects that were previously on hold due to GLWA COVID-19 measures designed to protect the health and safety of GLWA operations and team members. We are presently working with design consultants and contractors to resume activities on our projects in manners consistent with GLWA's COVID-19 policies.

We recently started a project, the first through the TOES contract, aimed at analyzing operational data after significant rain events for the CSO/wet weather response to report on GLWA progress of reduction in untreated overflows and to improve upon operations of our facilities. We submitted the Oakwood HVAC Project to Procurement (CIP 260618) approximately four months early for design services through TOES. We anticipate starting construction on this project the second or third quarter of next calendar year.

The CSO Team has continued to seamlessly operate, despite the pandemic work limitations, to continue to manage over thirteen projects in the JOC/TOES contracts and more than 30 regular contracts. The team continues to develop immediate projects to resolve urgent operational needs, such as repairs for the Baby Creek entrance gate, and review and respond to requests for assistance from the CSO Operations Team. The Operations team has been great in collecting data for us to utilize while maintaining safe working distances by going out and capturing our facilities in Matterport 3D virtual tour software. We would like to thank Tawuan Chestnut and Malcolm Prather for their work on this project!



St. Aubin 3D View

## WASTEWATER OPERATING SERVICES (continued)



St. Aubin Chemical Feed Room

Long-Term CSO Control Plan: We expect to receive proposals for the plan to be submitted on June 1, 2020, and we will be prepared to evaluate and move forward on this project. We do believe that the pandemic will have an overall impact on this project delivery and the team is working with EGLE regarding a time extension to the overall plan due date.

CS-299 – CSO Facilities Assessment Project Update: We are continuing with facility needs assessments for CS-299. Some of the condition assessment work is currently on hold because the experts with Jacobs are from out of state, and with the current travel band, they are restricted access to our facilities.

## WATER OPERATIONS

### *Water Operations Administration*

#### Self-Assessment Project

Locational Emissions Estimation Method (LEEM) has been implemented at Northeast Water Treatment Plant (NEWTP) since the last week of March 2020 in collaboration with the American Water Works Association (AWWA) and Wayne State University (WSU) and is currently working. LEEM is a program of AWWA and tool from WSU that allows users to track and possibly reduce harmful emissions that result from electricity consumption.



*One of eight new isolation gates being manufactured*

## **WATER OPERATIONS** (continued)

The key pollutants that are tracked by LEEM include carbon dioxide, mercury, NO<sub>x</sub> and SO<sub>x</sub>. Carbon dioxide is a known greenhouse gas while NO<sub>x</sub> and SO<sub>x</sub> contribute to acid rain. Mercury and lead are harmful to human health. Reduction of these pollutants is critical for a healthy environment.

LEEM allows the user to see real time as well as forecasted emissions. Therefore, this methodology allows a user to reduce harmful emissions into the environment.

The NEWTP has taken the initiative to utilize LEEM in operations. The data provided by LEEM allows operations to plan activities around forecasted data. Processes such as filter backwashing that increase the plants electricity usage are ideally done at times when the forecasted emissions data is at its lowest.

### ***CECs for PhytoPlankton Class***

The Michigan Department of Environment, Great Lakes, and Energy (EGLE) Operator Training and Certification Unit approved 0.6 technical continuing education credits (CECs) for Introduction and Identification to Phytoplankton. This class is being taught to team members for the preparation of the F license exam.

The training is beneficial as it involves hands on training and incorporated the known and unknown samples of actual raw and settled water from GLWA plants, which the Chemists actually analyze during their laboratory Plankton analysis.

### ***CECs for Water Softening-Theory, Treatment, and Practice***

EGLE also approved 0.6 technical CECs for Water Softening – Theory, Treatment, and Practice class. This class is being taught to team members for the preparation of the F license exam and is particularly helpful to the team members as it is not being performed at GLWA for water treatment; however, a lot of questions on this topic are part of the exam.

The training involves solving problems based on different topics of softening. Team members practice a lot of problems and it is expected that with guided problems, group exercises and discussions, the participants can correctly answer at least 70% of comprehensive and exam questions on softening.

### ***Springwells Water Treatment Plant***

#### ***First Look at New Basin Gates***

While at times it can seem that the world has come to a standstill, the nature of our business means we can never stop, and neither can construction work in support of critical process equipment. An example of this can be found in Contract 1802774 with its long lead-time item, the new 1930 basin influent, and effluent gates.

## **WATER OPERATIONS** (continued)

Earlier this month we were provided the first look at one of the eight 9'x12' basin gates that are currently being manufactured.

When installed at Springwells, these gates will be mounted on a stem with a motor actuator, unlike the current ones which must be manually hooked onto a hoist in each gate house and lowered. Other improvements include new heating and electrical in the gate houses and structural repairs in the basins themselves.

### ***Water Works Park Water Plant***

#### ***Sedimentation and Flocculation Basin 3B***

The Maintenance Team at Water Works Park was tasked with making repairs on the plant collection system in Sedimentation Basin 3B. While making the repairs, the Maintenance Team was able to identify the underlying issues, which will prevent similar future problems; and propose and implement new ideas for monitoring, servicing, and adding longevity to the system.

The Plant Engineer arranged for outside entities to address the structural problems. Maintenance personnel resumed working on the basin once the workspace was deemed safe. Maintenance was able to rebuild the collection system, with a few improvements. The fiberglass j-rails were replaced with stainless steel j-rails. The change was introduced because the single most significant contributor to a severely damaged collection system is the j-rails breaking and causing the chain and flights to bind. Additionally, a sludge blanket monitoring system was implemented. Sedimentation Basin 1B piloted the system. Non-invasive monitoring has proven to assist WWP staff in determining the conditions at the bottom of the basin without unnecessarily taking the equipment out of service. We have also decided to make our preventive maintenance practices at the collectors more comprehensive to detect issues quicker. Hopefully, these changes will help prevent small issues from cascading into larger, more devastating problems.

In all, the repairs, upgrades, and improvements are all geared towards decreasing the amount of damage in the basin whenever repairs are needed. Everyone from Maintenance, with assistance from Operations and the Plant Engineer, had a hand in getting the system back in service. This job is an excellent example of team members across many disciplines uniting for the betterment of the plant, its equipment, and the quality of the product we deliver to our member communities.



## **WATER OPERATIONS** (continued)

### ***Residuals Equalization Basin Pump Curve***

Engineering and Operations at Water Works Park teamed up to create a pump curve for the equalization basins and pumps in the residuals process area. The pumps were tested across their operational range and at high and low suction head pressures.

This data will be integral in optimizing the residuals process. The pump curve data can be used to smooth the flow through the residual thickeners lowering the solids discharged to the river in the thickener decant. The data can also be used to dose the thickening polymer more efficiently in the residuals process.



*Residuals Equalization Basin Pumps*

### ***Southwest Water Treatment Plant***

#### ***CON-281 High Lift Header Discharge Valve Actuator Replacement***

The ongoing actuator replacement project is underway. Once completed, will replace the old, leaky hydropneumatics actuators for which replacement parts are no longer available with newer, more efficient electronic actuators. The actuator pictured below (Valve #12) is one of 12 valves that will receive new actuators, which is critical for isolating the lower discharge header for repair work and exercising. The below pictures highlight electrical works are being done for valve V-12 Actuator.

Exercising large 72-inch, 54-inch and 48-inch butterfly valves are made easier with the new electric actuators. Also, there are no messy oil leaks to contend with.



*New conduit and electrical wiring installed for Valve V-12 Actuator*

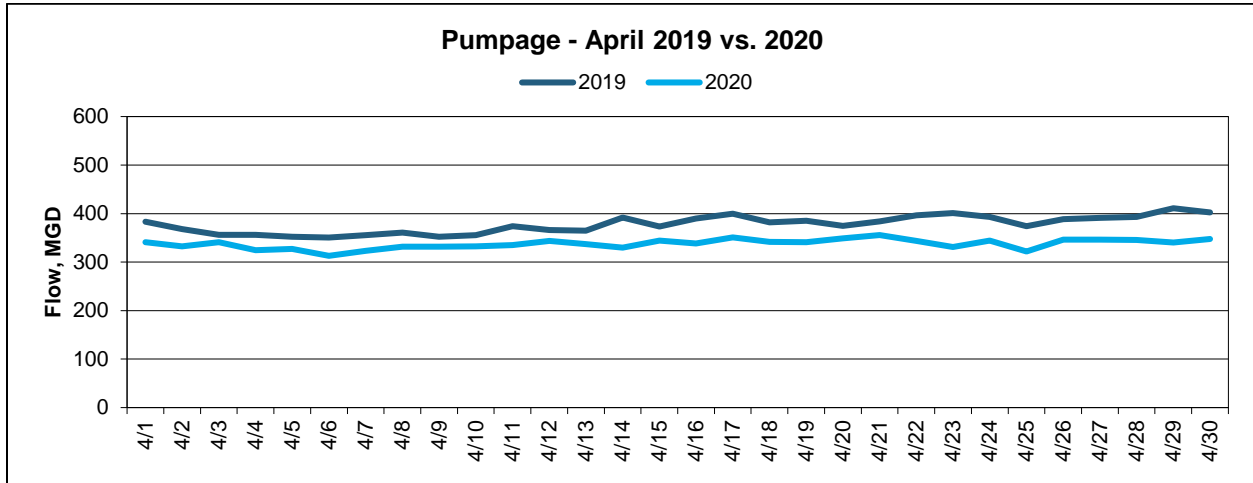


*Valve V-12 completed conduit and electrical wiring*

## **WATER OPERATIONS** (continued)

### *Systems Control Center*

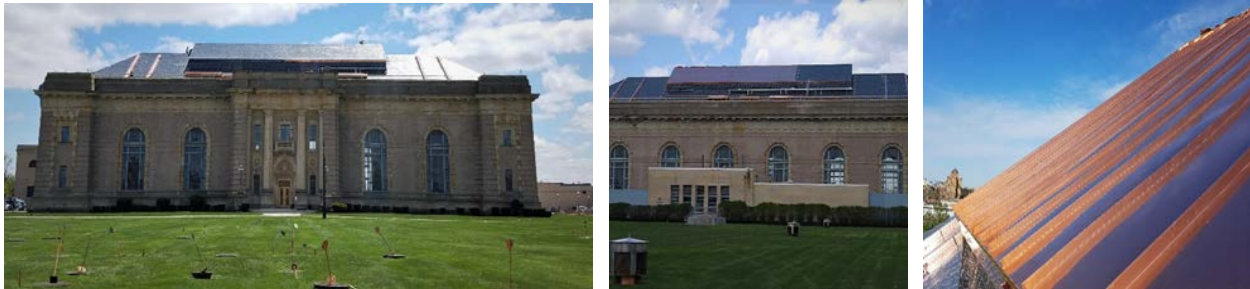
April 2020 pumpage was 10.6% lower than April 2019 pumpage



### ***Engineering***

#### *Contract No. 1803483 Roof Replacement at Various Water Facilities*

Two facilities scheduled for roof replacement at Water Works Park were the Raw Water Booster Station and High Lift Building. The Raw Water Booster Station was previously completed last fall. Removal of all existing roofing has been completed and currently, installation of standing seam copper panels on the High Lift Building is being done.



*Pictured left to right:*

- 1. Front side of the High Lift Building at Water Works Park – Existing roofing has been removed and underlayment installation is in place. Copper flashing and rails are in place and ready for panel installation.*
- 2. Back side of High Lift Building at Water Works Park. Underlayment and copper flashing and rails is complete and installation of standing seam copper roofing is in progress.*
- 3. Completed area of standing seam copper roof panels on High Lift Building at Water Works Park*

## **INFORMATION TECHNOLOGY**

In the past month, the IT Security Team has proactively blocked or thwarted 15,645 spam messages, 3,150 spoofed messages and 17 viruses. Additionally, 835 phishing attempts have been caught and 162 malware attempts have been blocked.

The IT Infrastructure Team has replaced the temporary firewalls that were put in place to support the volume of users in response to the “Stay Home, Stay Safe Order”. The new firewalls in place will now support up to 10,000 remote users.

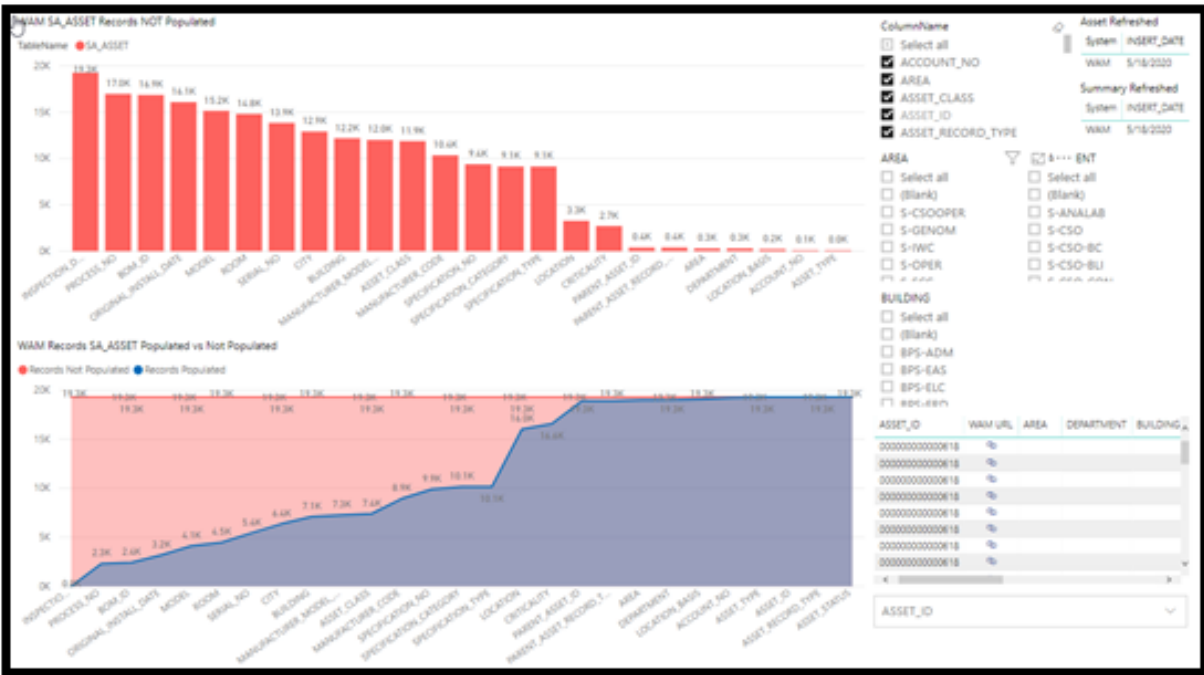
The IT Customer Service Delivery Team continues to develop and implement new processes to support essential GLWA team members working remotely during the State of Michigan’s Stay Home Stay Safe mandate. We now provide “Contactless Curbside” service to all GLWA team members requiring IT devices to use while working from home. This new process allows team members to safely retrieve equipment such as laptops, tablets, monitors, docking stations, speakers, webcams, and headsets from our CSF or WRRF locations simply by driving up but never needing to leave out of their vehicle.

The IT Business Productivity Systems Team, Organizational Development, and Finance team received 11 proposals back for the Request for Proposals (RFP) for an Enterprise Resource Planning (ERP) system to replace our financial and HRIS systems (BS&A and Dayforce, respectively). Round 1 evaluations began on May 14, 2020.

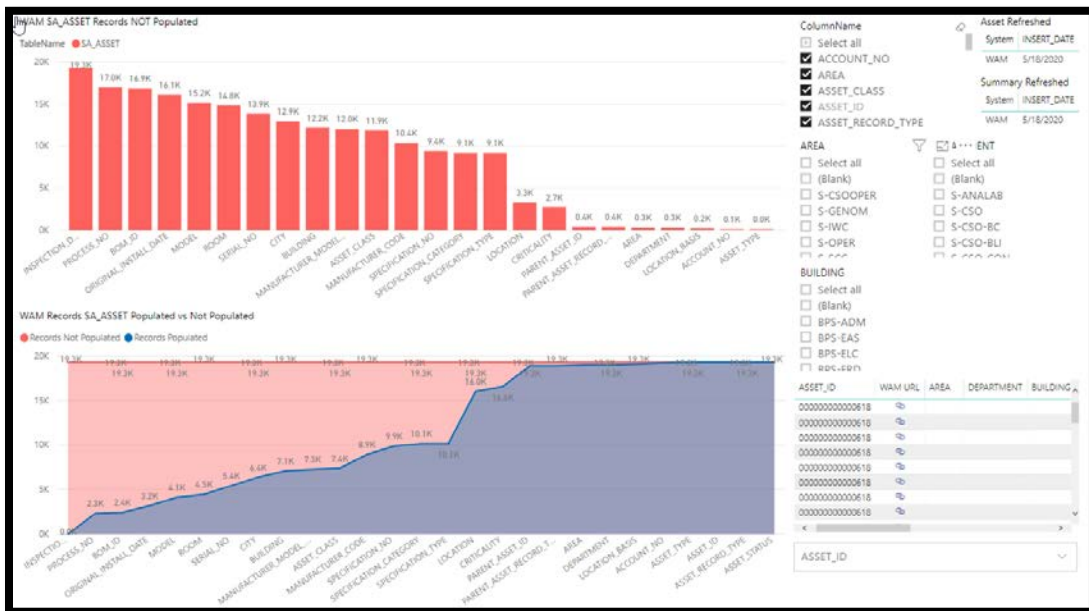
The IT Enterprise Asset Management Systems Team along with Enterprise Asset Management Group, Procurement, and Water and Wastewater Areas continue to review the proposals received for the new Enterprise Asset Management (EAM) System.

The IT Enterprise Asset Management Systems Team has expanded the use of business intelligence (BI) tools, primarily Microsoft Power BI, across GLWA, including COVID-19 operations support dashboards, maintenance work reports, energy usage dashboards, facility maintenance work request reports, IT system user, responsibility and data audit reports, and converting legacy Crystal Reports.

**INFORMATION TECHNOLOGY** (continued)



*Data completion BI dashboard for improving base asset data in GLWA’s Enterprise Asset Management system.*



*Data completion BI dashboard for improving base asset data in GLWA’s Enterprise Asset Management system.*

Currently, the IT PMO is managing 24 active projects and is processing 11 project requests.

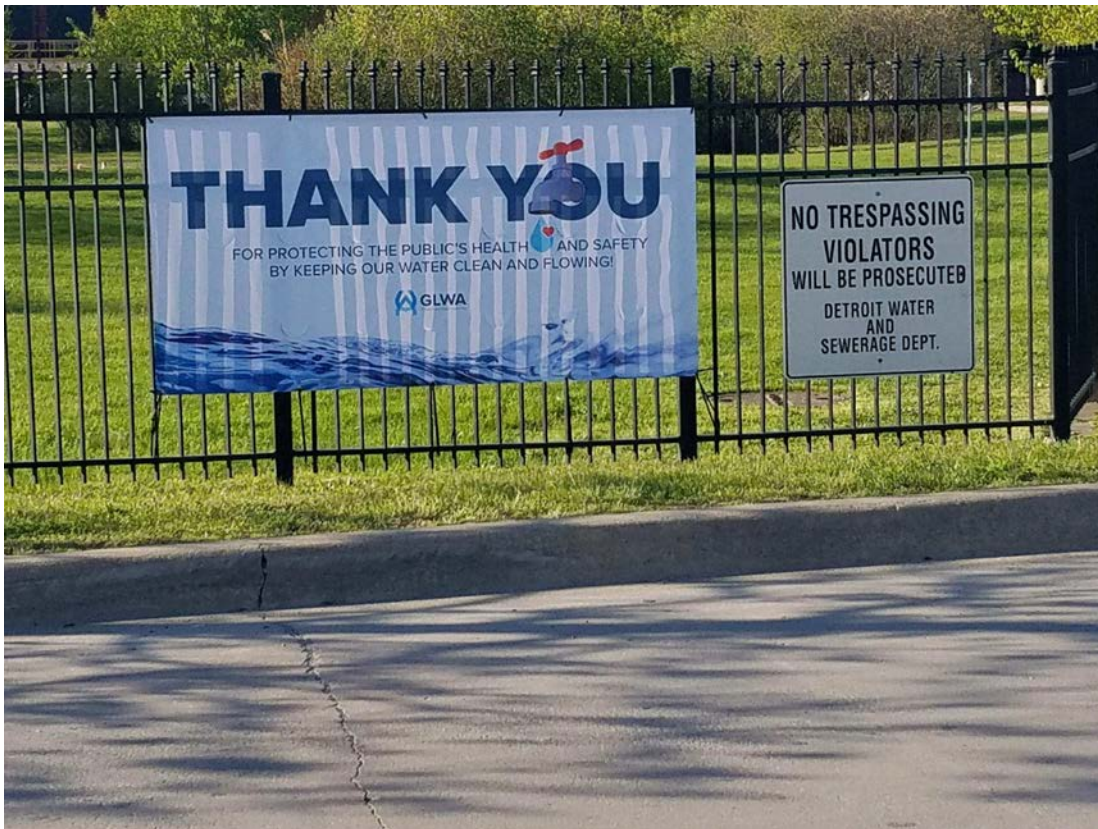
## **PUBLIC AFFAIRS**

### ***Communicating During the Coronavirus (COVID-19 Pandemic)***

Public Affairs continues to devote a significant amount of time and resources to providing our team members and the public with a steady stream of relevant information on GLWA’s response to the Coronavirus (COVID-19) pandemic.

From an internal communications perspective, we have issued 39 updates and special bulletins to Team members. In addition to our CEO Updates and policy changes or implementations, we have also been focused on providing our Team members with resources related to their mental and physical well-being from a broad cross-section of local, state and federal entities.

We have also continued to ensure not only to thank our Team members, but also raise public awareness of the important work that they are doing to provide the people of southeast Michigan with water of unquestionable quality and safe, sanitary wastewater treatment during this difficult time. These efforts include our ongoing social media campaign featuring pictures of our Team members hard at work reminding people that they too are critical infrastructure workers, and thanking them with placement of “Thank You” banners at each of our facilities.



**PUBLIC AFFAIRS** (continued)

***WaterWorks Magazine***

The 15<sup>th</sup> edition of GLWA’s quarterly news magazine, *WaterWorks Magazine*, written by Team members for our Team members was published in early February. The Spring edition was for the first time ever, exclusively a digital E-edition due to COVID-19. The magazine’s feature story was on Earth Day and how GLWA Team members can do simple things to take part in this annual event, which turned 50 this year. Other articles focused on the outdoors, including no maintenance flowers, the “ABCs of Bee Houses,” and developing rain gardens. There was an interesting take on using Asset Management in gardening.



***WaterWorks Magazine Front Cover***

**SECURITY AND INTEGRITY**

The Hazmat Unit coordinated and completed a total of 48 hours of training during the month.

Security and Integrity continues participating in the Emergency Operations Center’s ongoing COVID-19 Pandemic briefings.

Security and Integrity’s Critical Infrastructure Manager, Walter Davis is assisting Chief Planning Officer Suzanne Coffey in developing the “Reconstitution Plan” for returning GLWA to the new normal.

## **ORGANIZATIONAL DEVELOPMENT**

### ***Performance, Progression and Apprenticeships***

#### ***Apprenticeships***

As essential workers, our EICT-I, EICT-E, and Maintenance Technician Apprentices continue to work alongside their Journey Workers.

EICT-E: The Related Training Instruction through Detroit Electrical Industry Training Center (DEITC) will re-open May 20, 2020 with virtual training. DEITC is scheduled to re-open for on-site classes in June.

EICT-I: Nineteen of twenty apprentices completed their 5200 hours of on-the-job-learning (OJL). The Apprentices are scheduled to graduate in June. The graduation ceremony will be online (virtual).

#### ***Progression***

The 2019 Progression Assessment cycle has closed. Progression Assessments for all eligible team members have been completed, we are excited about the 100% completion... Go GLWA Leadership! Forty-four team members progressed during this progression cycle.

#### ***Performance***

#### ***Staffing***

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

Number of New Hires	3
Number of Separations	7
Number of Contractors Hired	0
Total Staffing - Regular FTEs (YTD)	1027
Total Number of Contractors (FTEs)	142

#### ***Benefits/Wellness***

##### ***Financial Support Implemented for Team Members due to COVID-19 Legislation***

- Retirement Plans
  - Coronavirus-related Distributions – no longer restricted to age for in-service distributions.
  - Loan Relief (457b only) – increase in loan amount, and ability to take out an additional loan if one already exists.

## **ORGANIZATIONAL DEVELOPMENT** (continued)

- Flexible Spending Accounts
  - Dependent Care FSA election changes allowed.

### ***Final Dependent Audit Summary:***

- 84 dependents found ineligible (7.07%); removed May 15, 2020
- Incomplete - 65 team members representing 124 dependents
- No response - 62 team members representing 146 dependents

<b>Final Dependent Audit Summary</b>		
<b>Status - Employees</b>	<b>Count</b>	<b>Percent</b>
Complete	390	75.44%
Incomplete	65	12.57%
No Response	62	11.99%
Total	517	
<b>Status - Dependents</b>	<b>Count</b>	<b>Percent</b>
Passed	830	69.87%
Ineligible	84	7.07%
Incomplete	124	10.44%
Suspend	4	0.34%
No Response	146	12.29%
Total	1188	

### ***Training***

During the month of **April 2020**, 17 GLWA team members completed 30 courses.

### ***Summary of Online Training Classes***

#### ***360Water, Inc.***

360Water online courses continue to be available to GLWA team members who were approved for access by the LTM. Approved Team members need to go to the 360Water/GLWA website to begin taking courses. The GLWA-360Water, Inc., website is: [www.glwa.360water.com/](http://www.glwa.360water.com/). LTMs interested in adding team members to 360Water, should submit the team members names to Alicia Bembry at [alicia.bembry@glwater.org](mailto:alicia.bembry@glwater.org).

#### ***SafetySkills***

There are currently twenty-six (original upload) classes available on LMS. The Team is in the process of adding an additional fifteen SafetySkills classes.



## **ORGANIZATIONAL DEVELOPMENT** (continued)

### *Bloodborne Pathogens Class*

An online bloodborne pathogens class has been developed and is available to assigned team members.

### *Franklin Covey All Access Pass*

There are approximately 541 FranklinCovey team member spots for their All Access Pass series of leadership and personal development classes. Classes range from fifteen minutes to an hour in length. There are 15 subjects with a number of topics covered under each subject.

### *One Water Institute (OWI) Courses*

The Team is preparing to offer a virtual or online version of the OWI course, Crucial Conversations. The Team is exploring additional online offerings in the health and safety area, including General Health and Safety and Toxic and Hazardous Substances.

## **FINANCIAL SERVICES AREA**

### *April 2020 Audit Committee Recap*

The April GLWA Audit Committee meeting was rescheduled and held on Friday, April 27. The full Audit Committee binder is posted at [www.glwater.org](http://www.glwater.org). The meeting included the following discussion topics.

- ✓ Continuation of discussions regarding expiration of the current Water Residential Assistance Program administrator contract and the key upcoming tasks of program evaluation, redesign and initiation of the request for proposal process necessary to pursue a new contract.
- ✓ An update on Phase 1 of the new Fraud and Ethics hotline implementation and additional services anticipated in Phase 2.
- ✓ Introduction of a new budget amendment policy for review by the Audit Committee with a final draft to be shared upon incorporation of feedback received.
- ✓ A CFO update on the COVID-19 response efforts undertaken by FSA in the areas of FY 2020 and 2021 budget, wholesale cash collections, retail cash collections, the prospective 2020 bond transaction, and a potential procurement cooperative with Member Partners. This update was followed by a detailed report from the GLWA Financial Planning & Analysis Manager regarding the specific budget reductions and expense deferrals for FY 2020.
- ✓ Presentation of the January 2020 Monthly Financial Report Binder (**Executive Summary attached**) and the Quarterly Water Residential Assistance Program Report.
- ✓ An update on the FY 2018 Shared Services True-Up including the status of FY 2019 and FY 2020 reviews.

## **FINANCIAL SERVICES AREA** (continued)

### ***May 2020 Audit Committee Recap***

The May GLWA Audit Committee meeting was held on Friday, May 15. The full Audit Committee binder is posted at [www.glwater.org](http://www.glwater.org). The meeting included the following discussion topics.

- ✓ An overview of the April 2020 Water System refunding and new money transaction.
- ✓ Discussion regarding a proposed budget amendment policy and solicitation of feedback from Audit Committee members.
- ✓ An update on the Municipal Advisor services contract including a plan of continuing with the current advisor through completion of 2020 bond transaction activities and initiating the process to solicit bids for a new contract in the fall.
- ✓ A request to submit for approval the proposed city of Detroit Water and Sewerage Department Water Main Replacement Project Plan for FY 2021 Drinking Water Revolving Fund (DWRP) Project funding at the May 27, 2020 Board meeting.
- ✓ Presentation of the February 2020 Monthly Financial Report Binder (**Executive Summary attached**), the Quarterly Investment Report, and the Quarterly Debt Report.

### ***Electronic Invoicing & Payments for Member Partners***

The Great Lakes Water Authority is updating many business processes to leverage existing technology. One example was moving from delivering invoices via the U.S. Postal Service to utilizing email technology as of March 23, 2020. This helps to accommodate modified work locations for many of our member partner organizations due to the COVID-19 pandemic as well as reduce paper document handling.

In addition, most wholesale Member Partners pay by check and rely on U.S. Mail delivery. GLWA is actively encouraging utilizing some form of electronic payment and currently offers both ACH and wire options. GLWA Treasury is reviewing additional, electronic payment methods that may be available at a future date. In addition, electronic payment is considered a superior method to ensure security of information and resources as compared to paper checks. Member Partners are encouraged to contact GLWA Treasury at [treasury@glwater.org](mailto:treasury@glwater.org) for ACH or wire directions.

### ***Vendor Relationships***

The Accounts Payable team has continued to provide exemplary customer service during the COVID-19 state of emergency. Working from home and utilizing the GLWA VPN network, the team is processing invoices submitted electronically to [accountspayable@glwater.org](mailto:accountspayable@glwater.org) and effectively responding to vendor inquiries by email and phone. The GLWA IT team works closely with the Accounts Payable team to ensure VPN and remote access to GLWA servers is efficient and secure.

With the recent implementation of the GLWA Direct to You! program and our partnership with Comerica Bank, GLWA continues to make timely payments to our vendor community.

## **FINANCIAL SERVICES AREA** (continued)

The Comerica Integrated Payables platform is a web-based application allowing GLWA to make payment from any secure location without interruption or delay. GLWA average days to pay, calculated as the time between invoice date and payment date, is currently at 25 days. This is lower than GLWA historic averages of 29 days for both fiscal year 2019 and 2020. And, it is much lower than the 45 day terms in our vendor agreements.

### ***COVID-19 FEMA Reimbursements***

On March 13, 2020, President Trump declared a national emergency for the Coronavirus (COVID-19) Pandemic response that includes the State of Michigan. This emergency declaration allows the State of Michigan, and other eligible organizations, to submit a Federal Emergency Management Agency (FEMA) Request for Public Assistance (RPA) to the Michigan State Police, Emergency Management and Homeland Security Division. As a public authority, GLWA is eligible to apply and our RPA was submitted in April 2020.

An expense is considered eligible if it pertains to GLWA's implementation of emergency protective measures for COVID-19. Examples include masks, gloves, thermometers, contract for third party health service and deep cleaning of facilities. GLWA was very proactive in tracking COVID-19 expenses as they were incurred from the start of the pandemic. If approved, GLWA will be reimbursed for 75% of those eligible expenses.

### ***Critical PPE***

The Transformation Team, Procurement, and Logistics & Materials teams have been working closely with Safety, Security, and Operations to ensure the supply of Personal Protective Equipment (PPE) and critical supplies. The heightened effort as a result of the COVID-19 pandemic also encompasses scenario planning, expanded vendor engagement, and distribution on a steady cadence. A critical supplies forecast is analyzed and reviewed at least weekly, or as conditions change, to provide a comprehensive list of what GLWA needs to purchase, the volume, and the frequency of ordering.

### ***Water Residential Assistance Program Update***

GLWA staff presented the quarterly Water Residential Assistance Program (WRAP) report at the April 24, 2020 Audit Committee meeting. Highlights of the report included:

- 19,700 households enrolled throughout 77 GLWA Member Partner communities;
- From March 1, 2016 to February 29, 2020, \$21.3 million has been budgeted for WRAP bill assistance and conservation assistance and \$15.1 million has been utilized; and,
- Uncommitted funds from previous fiscal years totaling \$5.8 million have been reallocated to the city of Detroit and city of Flint.

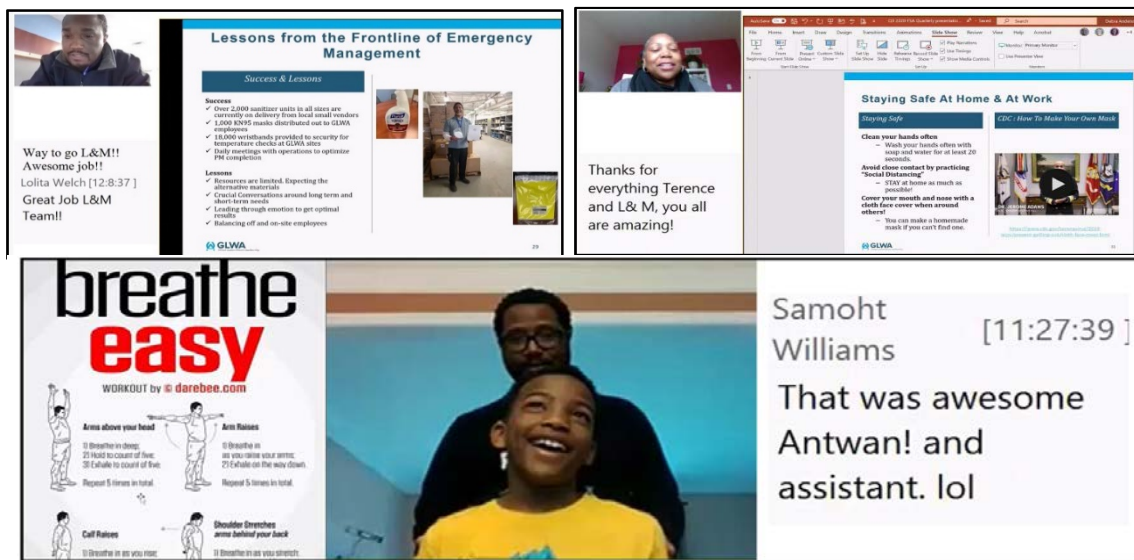
**FINANCIAL SERVICES AREA** (continued)

Additionally, on March 11, 2020 the GLWA Board of Directors approved the following changes to WRAP:

1. Increased the eligibility for residential customers from 150% to 200% or less of federal poverty level;
2. Increased the conservation and plumbing repairs spending per household from \$1,000 to an average of \$1,500; and
3. Eligible residential customers that are renters to take advantage of conservation and plumbing repairs.

***FSA Quarterly Meeting***

The Financial Services Area held their Quarterly meeting via Skype on April 15. A total of 96 team members participated and all found something meaningful. They are a strong team that excels in, believes in, and supports the mission of GLWA through the One Water, One Team philosophy.



***The Procurement Pipeline***

The [May 2020 Procurement Pipeline](#) edition is attached.

General Counsel's May Report is an attachment to the Chief Executive Officer's Report.

Respectfully submitted,

Sue F. McCormick  
Chief Executive Officer

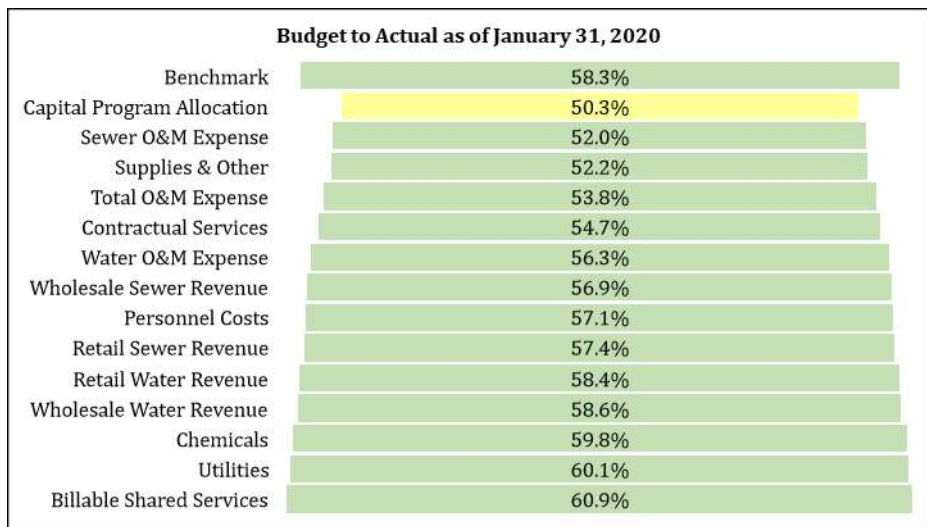
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Attachments (4)

### Revenue and Expense Budget to Actual<sup>1</sup> – Pro-rata Benchmark of 58.3%

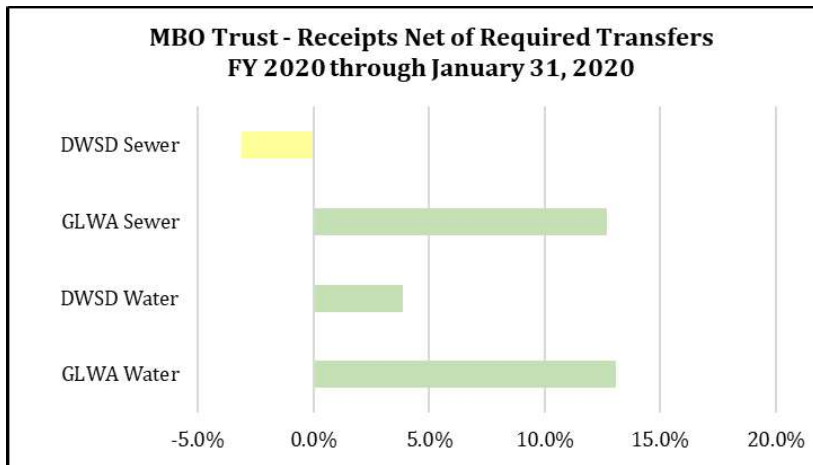
Most revenue and expense reporting categories fall within 7.5% of the pro-rata budget to actual benchmark.

The Capital Program Allocation variation is due to two reasons. Through January 31, 2020, GLWA team member hours posted to projects is 10% less than the



prior year due to increased focus on large maintenance projects versus capital projects. The remaining difference is due to a new element this year which is the AECOM Capital Program Management project. To date, no fees have been incurred that have been identified for capitalization. An additional budget amendment may be necessary to realign this category.

### Master Bond Ordinance (MBO) Trust Net Receipts



Net cash flow (receipts) is positive for GLWA Water and Sewer. This means that all legal commitments of the MBO Trust and the lease payment are fully funded to date – and that positive cash flow is available for additional capital program funding in subsequent year(s). DWSD Water and Sewer also report positive cash flows for

January. DWSD Sewer reported positive net receipts of \$382 thousand for January 2020 decreasing the cumulative FY 2020 DWSD Sewer shortfall to \$5 million. Looking ahead, this shortfall is remedied by the end of February 2020 with cash replenishment transfers to GLWA; the DWSD Operations & Maintenance budgeted transfer request was reduced by \$1 million for March 2020 to hedge any future cashflow timing issues.

Prospective COVID-19 financial impacts are being monitored closely and are addressed in the monthly CFO Report section of the April 24, 2020 Audit Committee binder.

**Questions?** Contact the Office of the Chief Financial Officer at [CFO@glwater.org](mailto:CFO@glwater.org)

<sup>1</sup> All amounts are GLWA entity-wide unless noted as water, sewer, and/or retail.

### Key Financial Metrics

The table below presents a summary of key metrics found in this monthly financial report.

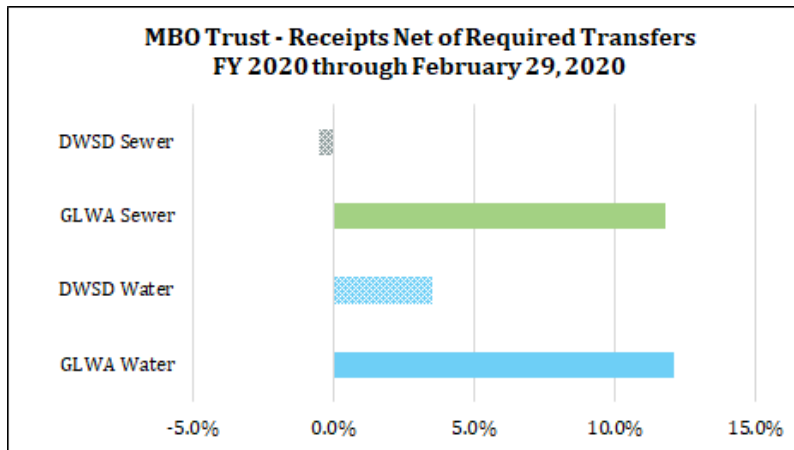
The indicators below focus on a financial risk management lens of preventing a budget shortfall. Green indicates no risk of a budget shortfall; yellow indicates a potential shortfall by year-end; and red indicates a likely budget shortfall by year-end. That being said, each of these variances is monitored by GLWA management and, where appropriate, operating and/or budget priorities are re-evaluated.

As of February 29, 2020				
Metric	FY 2020 Budget	FY 2020 Actual	Variance from Financial Plan	Report Page Reference
Wholesale Water Billed Revenue (\$M)	\$214.0	\$209.5	-2%	40
Wholesale Water Billed Usage (mcf)	9,595,000	9,097,000	-5%	
Wholesale Sewer Billed Revenue (\$M)	\$178.6	\$178.6	0%	42
Wholesale Water Operations & Maintenance (\$M)	\$87.7	\$85.5	-3%	4
Wholesale Sewer Operations & Maintenance (\$M)	\$124.7	\$111.5	-11%	
Investment Income (\$M)	\$11.6	\$13.6	17%	31
Water Prorated Capital Spend w/SRA* (\$M)	\$72.0	\$41.0	-43%	25
Sewer Prorated Capital Spend w/SRA* (\$M)	\$80.0	\$44.0	-45%	

\*SRA refers to the capital spending ratio assumption which allows capital program delivery realities to align with the financial plan.

### Master Bond Ordinance (MBO) Trust Net Receipts

Net cash flow (receipts) is positive for GLWA Water and Sewer. This means that all legal commitments of the MBO Trust



and the lease payment are fully funded to date – and that positive cash flow is available for additional capital program funding in subsequent year(s). DWSD Water and Sewer also report positive cash flows for February. DWSD Sewer reported positive net receipts of \$4.5 million for February 2020 decreasing the

cumulative FY 2020 DWSD Sewer shortfall to \$900 thousand. Looking ahead, this shortfall is remedied by a \$1 million reduction in the March 1 operations and maintenance transfer.

Prospective COVID-19 financial impacts are being monitored closely and are addressed in the monthly CFO Report section of the May 15, 2020 Audit Committee binder.

**Questions?** Contact the Office of the Chief Financial Officer at [CFO@glwater.org](mailto:CFO@glwater.org)

Welcome to the May edition of *The Procurement Pipeline*, a monthly newsletter designed to bring you informative updates on doing business with the Great Lakes Water Authority (GLWA). This edition of *The Pipeline* focuses on how GLWA is continuing to operate despite the impacts of the COVID-19 pandemic. As we look forward to the months ahead, we remain focused on our mission: *To exceed our customers' expectations by utilizing best practices in the treatment and transmission of water and wastewater, while promoting healthy communities and economic growth.*

**Business as a New Normal at GLWA** — Governor Whitmer's [MI Safe Start Plan](#) outlines a phased approach to re-engage the Michigan economy. Like other organizations, GLWA is evaluating how this plan impacts business processes, safety



protocol, and vendor activity. During this period of careful transition, we want to assure our vendor

community that we are committed to sustaining business while also providing for the safety of all our team members, partners, and vendors. For now, the following modifications, previously reported to you, remain in place.

- All emergency COVID-19 measures (including visitors' questionnaires, temperature screenings, and mandatory face-coverings at all GLWA facilities) are in effect
- Critical Infrastructure Vendor letters have been issued to those vendors working on projects that must continue
- Bidders' conferences will continue via Skype invitation
- Accounts Payable will continue to be processed weekly. If you have not already, we encourage you to sign up for GLWA Direct to You! so that you can receive your payments electronically. Contact [accounts.payable@glwater.org](mailto:accounts.payable@glwater.org)
- Many projects at GLWA have continued, some at a slower pace, and a few have been paused. In

each case, the GLWA Project Managers are communicating with vendors regarding the status of contracted projects in process

We encourage our vendors to continue reading *The Pipeline* for further up-to-date information about GLWA's ongoing response to the COVID-19 pandemic, and to send us any questions, comments, or concerns please contact us via [email](#). Thank you for your cooperation as we work to maintain operations while preserving the health and safety of our team.

### **Audit Bonfire Registrations for Accuracy and Current Vendor Contact Information**

— During these critical times, we want to ensure that our vendor representatives are receiving *The Procurement Pipeline* and other important communications on doing business with GLWA. Recently, we discovered that many vendors have created multiple registrations with different company names and/or registrations in the name of former employees. Since Bonfire is our link to the vendor community, it is critical that complete, accurate and consistent information be maintained. We, therefore, strongly encourage all vendors to please review your Bonfire accounts to confirm that:

1. **The correct corporate name is used for your Bonfire registration** - vendors should provide their full and unabbreviated company name; and
2. **The contact information associated with your Bonfire registration is correct** - vendors should update this information regularly to reflect employee turnover.

We appreciate your assistance with maintaining clear and open lines of communication. For any inquiries, please contact us via [email](#).

### **What's Coming Down the Pipe?**

*Current Solicitations:* Be sure to register in [Bonfire](#) to monitor new solicitations and contract awards.

*Upcoming Procurements:* Next Three to Nine Months - See page 2

**Visit GLWA online!** See the Vendors page at [www.glwater.org](http://www.glwater.org) or contact us via email at [procurement@glwater.org](mailto:procurement@glwater.org).

# Upcoming Solicitations May 2020

Category	Description	Budget Estimate
<b>Water System (next three months)</b>		
Design Build	Southwest Water Treatment Plant Chlorine Scrubber and Raw Water Screen Replacement (CIP #113006)	\$6,000,000
Construction	2001456 SPWTP 1958 Settled Water Conduit and Loading Dock Concrete – Springwells Water Treatment Plant (CIP #114016)	\$1,652,000
Maintenance Services	5-Year Sludge Removal and Disposal Services at Northeast, Springwell's & Southwest Water Plants	\$55,000,000
Construction	1904231 – Flocculator Improvements – Northeast Water Treatment Plant (CIP #112006)	\$2,700,000
<b>Wastewater System (next three months)</b>		
Design	Oakwood HVAC Improvements	\$500,000
Construction	Baby Creek Gate Repair	\$155,000
Construction	Baby Creek Chemical Feed Tank Repair	\$250,000
<b>Water System (next four to nine months)</b>		
Design Build	7 Mile/Nevada Water Transmission Main Rehab and Flow Control Station (CIP #122017)	\$5,000,000
Engineering	North Service Center Pumping Station Improvements (CIP #132016)	\$10,000,000
Construction	Springwells Water Treatment Plant Medium Voltage Electrical System Replacement (CIP #114002 Project B)	\$30,000,000
<b>Wastewater System (next four to nine months)</b>		
Progressive Design Build	Baby Creek Outfall Improvements Projects (CIP #277001)	TBD
Design	St. Aubin Chemical Disinfection & Screening Improvements	TBD
Design	Control System Upgrade – St. Aubin, Lieb, and 7 Mile CSO Facilities	TBD
Maintenance	Crane Services	TBD
Services	Actuator Maintenance	TBD
Maintenance	UPS Maintenance and Repair Services (CSO/WRRF)	TBD
<b>Enterprise (next four to nine months)</b>		
IT	Project Management Information System	TBD
Facilities	HVAC Repairs and Maintenance	TBD

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

Acronyms - Facilities	
WRRF	Water Resource Recovery Facility
CSO	Combined Sewer Overflow





## Office of the General Counsel

735 Randolph Street, Suite 1900  
Detroit, Michigan 48226

### Office of the General Counsel – May, 2020

- **COVID-19:** The Office supports GLWA’s response to the COVID-19 pandemic, including participating in GLWA’s COVID-19 Task Force, review of COVID-19 related laws and Executive Orders.
- **NPDES ACO Dismissal:** The Office assisted in preparing documents to have the ACO dismissed.
- **Legislative Updates:** The Office continues to support HB 4806 which contains amendments to the exception to governmental immunity, regarding liability for sewer backup claims. GLWA continues to cooperate with member partners on the Lead and Copper Rules as well and attend webinars on the subject. The Office is also monitoring a bio-solids bill.
- **Gordie Howe International Bridge:** The IWC program vacated 303 Livernois and relocated to WWRF, however, GLWA’s reimbursable relocation costs remain an open item.
- **Trenton Water Main:** The Office is negotiating the transfer of the 24-inch water main to GLWA. GLWA retained a survey company to survey the entire easement area for the transfer documents.
- **Water Contract Negotiations:** GLWA will attempt to secure long term contracts with all communities that are not on the model contract.
- **Grosse Pointe Farms Stand-by Water Supply Service Contract:** The contracts negotiation team is working to secure a long-term, automatically renewing stand-by water supply service contract with the City, which maintains its own water supply system. Periodically, GLWA (and DWSD before) has provided service to the City on a short term, emergency basis without a written agreement. This effort will secure a SOP and charge methodology for the foreseeable future. A draft agreed upon among the negotiation teams is now with the City for approval by its City Council.
- **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:** The Office continued to work with the Industrial Waste Control (“IWC”) Group and external stakeholders on finalizing and implementing an updated IPP and overseeing the current program. The Office is also providing assistance on PFAS and PFOS matters.

- **Lead and Copper:** The Office provided support to GLWA’s Water Supply Advisory Council.
- **Real Estate:** The Office is negotiating easements related to support the 14 Mile Road redundancy project, Baby Creek CSO infrastructure improvement project. The Office is negotiating the acquisition of property to support the NEWTP repurposing. The Office is working with GLWA’s broker to market 235 McKinstry.
- **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. The IWC charges class was recently certified. One federal lawsuit was filed against GLWA. GLWA continues to pursue its action against Highland Park for the collection of unpaid water and sewer invoices. Due to the COVID-19 pandemic, the Courts are closed, however, GLWA continues to pursue opportunities to settle cases. GLWA received one employment-related lawsuit in May.
- **Labor Relations:** The Office continues to provide legal advice to Organizational Development on labor relations and employment matters.
- **Lease Arbitration:** The City and GLWA delayed the arbitration to secure an amicable resolution of open items.
- **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.

- **May Statistics:**

	May
Contacts approved as to form:	43
Contracts drafted or revised:	115
Subpoenas/Information requests received:	4
Subpoenas/Information responded to:	6