



**Office of the Chief Executive**

735 Randolph Street, Suite 1900  
Detroit, Michigan 48226

January 24, 2024

The Honorable  
Board of Directors  
Great Lakes Water Authority

**RE: CEO Report – January 24, 2024**

Chairperson Baker and Directors,

Happy New Year!

It is my pleasure to announce to you that David W. Jones has joined GLWA as our new General Counsel. David, whose first day was January 8, 2024, brings more than 25 years of extensive legal expertise to GLWA. Prior to joining the Authority, he served as a partner at Schenk & Bruetsch, where he specialized in complex litigation, government affairs and municipal and administrative law. David was also one of the founding partners of Allen Brothers law firm and served as an assistant prosecutor for Wayne County.

He is a member of the State Bar of Michigan, the American Bar Association, the National Bar Association and the Wolverine Bar Association. In 2019, Mayor Michael Duggan appointed him to the Detroit Board of Ethics, an independent Charter-created entity that investigates and resolves violations of the city's Ethics Ordinance, and just recently he was appointed by the Michigan Supreme Court to its Commission on Diversity, Equity and Inclusion in the Michigan Judiciary. Please join me in welcoming David to the GLWA family!

Continuing with more good news, I am incredibly proud of the fact that, once again, we have received what is known as a "clean audit" opinion from Baker Tilly, the independent auditors, for the financial audit of GLWA's Annual Comprehensive Financial Report (ACFR), as well as the audit of our federal awards program. We have a strong commitment to quality in our financial reporting on a monthly basis, which means timely, relevant and reliable information is available for decision makers and anyone who is interested.

A huge thank you goes out to Chief Financial Officer and Treasurer Nicolette Bateson and the entire Financial Services Area (FSA) team who spent countless hours working with our auditors to ensure they have everything that they need, all while doing their day jobs.

I also need to acknowledge the fact that this outcome would not be possible if all GLWA team members were not committed to following the comprehensive financial controls that FSA has put into place. This is truly a job well done by all of our team members.

Another acknowledgement of hard work that I would like to make is related to the successful implementation and launch of the first phase of Workday, our new Enterprise Resource Planning software system. I want to express my sincere gratitude to the team members from Information Technology, Organizational Development, and Financial Services whose tireless work is the reason this launch was so well executed.

I also want to highlight the efforts of our team members who work in the laboratory at our Northeast Water Treatment Plant. Thanks to their diligent efforts and the superior quality of our Chemists' work, the lab at Northeast has been recognized as a Laboratory of Excellence by ERA.

Finally, I'll end by highlighting the incredible generosity of our GLWA family. Because of their overwhelming support, our annual giving back holiday program was a major success raising \$10,702 in under one month for programs for homeless veterans at Piquette Square in Detroit.

## **PLANNING SERVICES**

### ***Asset Management Group (AMG)***

The Enterprise Asset Management Group (EAMG) has been working on the continual refinement of assets within NEXGEN, GLWA's replacement of the Oracle Work and Asset Management system. EAMG team members have completed preliminary audits of 25 percent of the legacy assets mapped over from WAM while working on other NEXGEN-related action items to support implementation, such as:

- Supporting user acceptance testing
- Developing and publishing asset data and work management data standards
- Developing and publishing asset location & class hierarchies
- Reviewing and updating asset specification data

These efforts require substantial time, resources, and commitment from the group but are critical to the successful implementation of NEXGEN, and to making informed asset management decisions moving forward. EAMG also welcomes a new team member, Sarah Watkins in its group to support and continue these efforts.

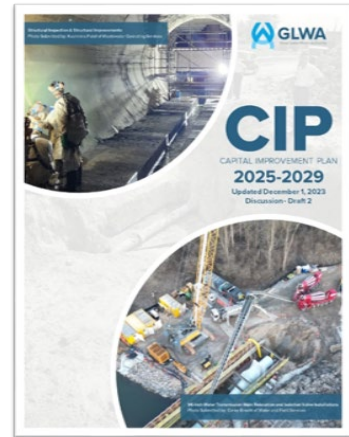
The Linear System Integrity Program (LSIP) has been focusing on updating the transmission system risk model to allow for prioritization and risk-based management of GLWA's water transmission system. GLWA teams, along with our consultant HDR, have been performing a consequence of failure analysis using the hydraulic model. The likelihood of failure is based on a statistical analysis of break rates considering different factors such as material, diameter, history of pipe breaks, and method of manufacture. These analyses will provide guidance to determine pipeline prioritization, condition assessment data requirements and type to utilize the results of the condition assessment to develop renewal programs.

**PLANNING SERVICES** (continued)

In other LSIP efforts, GLWA team members have identified a condition assessment timeline of fall 2024 for the inline inspection of the 120-inch pipeline. Other efforts include planning for the condition assessment of the 36-inch pipeline on 24 Mile Road, and planning and scheduling of the 96-inch and the 72-inch/84-inch pipelines.

***Capital Improvement Planning Group (CIP)***

Following a meticulous update of FY 2025-2029, CIP Discussion Draft 1, incorporating October actuals, project cost and schedule adjustments, and internal feedback, the CIP Delivery Team successfully released FY 2025-2029 CIP Discussion Draft 2 in December. This iteration garnered good feedback from the Capital Planning Committee during their meeting on December 12, 2023.



The CIP Delivery Team extends sincere appreciation for the positive engagement and support received from members of the Capital Planning Committee, Directors Gary Brown, Mark Miller, and John Zech. Recognition is also extended for the collaborative efforts of various contributors, including Chiefs, Directors, Project Managers, the IT GIS team, the Financial Group, and AECOM, whose invaluable contributions played a pivotal role in the timely release of FY 2025-2029 CIP Draft 2. As we reflect on this accomplishment, the CIP team remains committed to continuous improvement within the CIP process.



We are thrilled to announce the successful completion of the CIP Program Management Plan (PMP) rollout, excluding Chapter 15 (CIP Planning). We also released video training materials covering PMP Chapters 10 (Procurement) and Chapter 12 (Health & Safety).

**PLANNING SERVICES** (continued)

Also in December, the CIP team hosted the final Change Leaders Session, emphasizing the PMP implementation plan moving forward. This session provided a platform for open dialogue, ensuring everyone is well-informed and engaged in GLWA’s collective journey of project management improvement.

***Systems Planning Group***

Over 100 Members gathered in-person and online on December 6 to close out the year with GLWA at **One Water Partnership meeting** which was live-streamed by Public Affairs. CEO Sue Coffey began by reflecting on 2023 highlights including resolution of the Highland Park dispute and achieving AA ratings from bond agencies.



Next, GLWA Chief Administrative and Compliance Officer, Bill Wolfson, provided updates on Highland Park and Polyfluoroalkyl substances (PFAS) class action settlement cases.

This was followed by a roll call vote from member partners regarding the proposed simplified water charges methodology. The afternoon agenda included the election of 2024 co-chairs, and remarks on regional infrastructure and water affordability legislation by Michigan State Senators, Rosemary Bayer and Stephanie Chang. The meeting ended with closing remarks from Tom Murray, member of the GLWA Co-Chairs.



**The next One Water Partnership meeting is scheduled for  
Thursday, March 14**

Contact [outreach@glwater.org](mailto:outreach@glwater.org) if you have not received an invitation and would like to attend.

The **Wastewater Analytics Task Force** (WATF) meeting held on December 15 began with an update from GLWA Chief Administrative and Compliance Officer, Bill Wolfson on the PFAS class action settlement case. Next, Chris Nastally, GLWA’s Director of Wastewater Engineering, gave a broad overview of several ongoing capital improvement projects.



## **PLANNING SERVICES** (continued)

The meeting closed with a planning session, looking forward to 2024, where members were given several prompts to surface themes and topics for discussion at upcoming WATF meetings. The next convening of the WATF is scheduled as a virtual meeting for Friday, February 9.

### ***System Analytics & Meter Operations (SAMO)***

The System Analytics & Meter Operations (SAMO) Group continues to progress on the Wholesale Water Meter Pit Rehabilitation and Meter Replacement project. The second project of this program was awarded in October 2023. SAMO has identified 58 wholesale metering facilities planned for meter and instrumentation upgrades along with meter pit rehabilitation. Currently, the project team is reviewing the submittals. The vendor has placed an order for material and equipment. The coordination meetings with Member Partners are being planned.

SAMO continues its support, providing technical analysis and data to the Charges team for the FY25 charges rollout.

## **WASTEWATER OPERATING SERVICES**

### ***Wastewater Operations***

The Water Resource Recovery Facility (WRRF) operations complied with the Water Quality Standards for the month of January.

On December 29, 2023, a wet weather day (flows exceeding 930 MGD at the WRRF), the 10-day solids processing capacity was 833 dry tons per day (DTPD), this is below the permit requirement of 850 DTPD.

The cause for limited capacity was from Continuous Emissions Monitoring Systems (CEMS) on (3 of 8) incinerators 9, 12, and 14, while (2 of 8) incinerators 8 and 10 are out of service for ongoing maintenance inspections. However, the Operations team worked diligently to keep the solids inventory in control, and there was no reportable recycling of solids.

### ***Maintenance***

The Primary team has been working on improving the equipment in Sludge Pumping Station 3. Sludge Pumping Station 3 serves to remove the sludge from Primary Clarifiers 17 and 18 utilizing two pairs of redundant pumps during normal operation. The project to replace the obsolete Krohne flowmeters with new, upgraded ABB flowmeters is in progress. These flowmeters will provide operations with more data pertaining to how much sludge is being pumped to Complex A from each tank, which allows the team to make more informed decisions.



*New ABB flowmeter installed and 8" plug valve installed for Sludge Pump 22*

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

Additionally, the replacement of a leaking 8” plug valve is in progress. Replacement of this plug valve allows the team to receive better isolation while working on the equipment without requiring the draining of Primary Clarifiers 17 and 18.



*The 5<sup>th</sup> floor local oil storage area and the critical spare parts storage room*



The Dewatering team completed a 5S project on the 5<sup>th</sup> floor of Dewatering in Complex 2. This project included a complete cleanup of the area, laying new epoxy on the floor, and painting designated storage areas for oil and critical spares. This team’s driven effort is helping to set the standard. The team is working towards plant-wide for 5S, and highlights the dedication of the team to working in a cleaner and safer environment.

### ***Process Automation & Control System (PACS) Team Rehabilitation of Ferric Feed System at Pump Station #1 Factory Acceptance Test***

New control consoles were installed at Hubbell-Southfield, Baby Creek and Connor Creek sites. Along with the new consoles, new Cat6 cables were also installed to the computers and accessories including KVMs (a keyboard extender) that reworked the electrical at each console and installed new ones.



*Old Existing Console*



*New Console*

The existing consoles were originally installed to support (cathode-ray tube) CRT monitors. The new consoles support flat screens and are more ergonomic.

### ***Wastewater Capital Improvement Projects in Construction:***

#### ***CIP 211002, Contract PC 795 – Pumping Improvements at Pump station 2***

The newly redesigned pump 14 by Flowserve was installed, tested, and the Contractor submitted the test data. GLWA and Arcadis reviewed the test data and rejected the submittal. A meeting was held on December 12, 2023, between GLWA, Toolles, Flowserve and Arcadis.

It was decided at the request of Flowserve to get the existing siphon valves tested. Toolles is collecting all the information to get the siphon valves tested.

**WASTEWATER OPERATING SERVICES** (continued)

*CIP 211005.3, Contract No. 2104082 – Pump Station 2 Mag Meter Replacement*

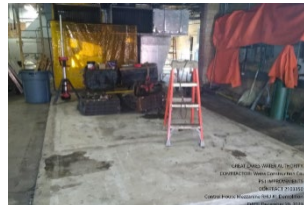
This construction project replaces the six remaining 54-inch end-of-life flow meters for the main lift pumps. Magnetic flow meters have an expected shipping date of late March 2024 with delivery on site scheduled for June 2024. The delivery date is flexible and will firm up closer to the actual ship date.

*CIP 211006, Contract 2103350 – PS No.1 Improvements (WRRF)*

Weiss continues demolition of equipment on the mezzanine floor. Based on the conduit routing meeting held on December 15, 2023, WT will prepare a change proposal request for Weiss for change to utilize existing electrical conduits in the tunnel. However, there is a wait for Weiss to provide a temporary power plan to utilize these conduits for GLWA and WT’s review. Weiss will also submit the process piping layout in the tunnel soon.



*Existing Conduit Investigation*



*HVAC Demolition at Mezzanine Floor*

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

The Contractor has completed the mechanical cleaning and Closed Circuit TV (CCTV) of the Thickened Waste Activated Sludge (TWAS) line. The TWAS line is back in service and the Contractor is in the process of removing the temporary bypass line. The Contractor has installed access manholes at locations 1, 2, and 4 to assist with future access to TWAS cleanouts. The Contractor is also working on other deficiency list items, removing the tank foundations and the associated chemical sump.



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

The CON-197 conveyor supplier has delivered the additional parts needed to correct sludge conveyor deficiencies and the Contractor started the necessary modifications. The Contractor is currently working on the P and H plows and will complete the screw conveyor liner retainer bracket for the screw hopper work in parallel.

Screw Hopper access hatches are being delivered in February 2024 and will be installed once received. The Contractor is also procuring the needed valves and other items for the backwash water piping modification change.

**WASTEWATER OPERATING SERVICES** (continued)

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

The Contractor completed all contract work, final waivers and paperwork have been received. Final payment has been signed and completed. The final close-out document is being completed.

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

Demo and abatement began in the tunnels under the administration building. That work is scheduled to conclude around early March 2024. Eight of the 18 improvements have received bids. The rest of the improvements have submitted 100 percent plans for GLWA to review with bids being received in mid-January 2024. A large diameter valve assessment program for the Screened Final Effluent (SFE) loop has been negotiated and agreed upon for inclusion in the yard piping project. A full accounting with actual bid prices and recommendation for approval is expected by the end of January 2024 for presentation at the March Board meeting.

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

A potential change order will be processed finalizing the project amount in 6-9 months due to the priority repair cost being higher than the current contract repair amount. GLWA met with the Contractor to discuss the repair plan on December 12, 2023. The Contractor will begin tank repairs in March 2024 and perform indoor construction repairs. A construction change directive will be issued to process additional design cost for additional facilities added to the scope. New Administration Building (NAB) exterior caulking replacement work has been completed.



*Caulking replacement at NAB.*

*CIP 222002, Contract DB-226 – Rehabilitation of the Detroit River Interceptor (DRI) from Alter Rd. to WRRF*

The DRI is divided into Reaches 1, 1A, 2, 2A, 3A, 3B, and 3C under this contract, and each Reach is to be rehabilitated. Additional aspects of this project include the Grand Connection Tunnel between the DRI and the NIEA, Flow Control Structures in Reach 3, and the Fox Creek Regulator Reconstruction and Flushing Structure. To date, the Grand Connection is complete, the Reach 3 Flow Control Structures are complete, Reach 1 is substantially complete, Reach 1A is nearing substantial completion (within the next 2 to 3 months), Reach 2A is nearing substantial completion (within the next 2 to 3 months), and Reach 2 is approximately 50 percent complete. Additionally, the Fox Creek Regulator Reconstruction and Flushing Structure will begin construction in early January 2024.

*CIP260204, Contract No. 2103688 – Rehabilitation of Connors Creek Sewer Systems (RWCS)*

Grouting and spot repairs are ongoing at the airport. Rebar coating has been paused for the winter temperatures to allow for it to continue. The debris removal is complete. 47,000 tons were forecasted for the project and 6,800 have been removed from the project.



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

GLWA and the Contractor have settled the claim for this item and a Construction Design Change (CCD) will be forthcoming. Slip lining between Six and Seven Mile begins in January 2024. Design for improvements at the Conner CSO forebay are in process as the need was identified during the heavy cleaning of the CSO.

*CIP 260205, Contract 2102824 – Rehabilitation of the NWI from 8 Mile to Tireman*  
The majority of the rehabilitation work is complete, though cleaning and the construction of a new manhole are ongoing. The project expects to reach substantial completion in March with the completion of the new access structure and base scope activities. Administrative and punch list items are being identified and completed such that final acceptance can follow shortly after substantial completion.

*CIP260206 - 2202757 – Joy, Brush/Bates Rehabilitation (RWCS)*  
Progress continues on the Joy sewer West of M-10 with roughly three quarters complete. The Brush/Bates sewer segments start after Joy is completed in spring 2024.

*CIP 260207, Contract No. 2004082 – Rehabilitation of the Woodward Sewer (RWCS)*  
The project expects to reach substantial completion in early January when the pits are backfilled, and the miscellaneous project work is complete. There are major administrative and punch list items that remain and will need to be completed prior to closeout. It is anticipated this project will be final and accepted by the end of April 2024.

*CIP 260508, Contract 2100891 – Rehabilitation of Outfall B-39*  
The bulk of the rehabilitation work is complete. The project expects to reach substantial completion in February with the completion of permanent shaft construction and site restoration. Administrative and punch list items are being identified and completed such that final acceptance can follow shortly after substantial completion.

*CIP 260510, Contract No. 2204611 - CSO Outfalls Rehab Phase V*  
The Contractor continued with grouting and spot repairs in Outfalls B-26, B-33, B-34, & B-35. The Contractor also prepared to install flowable fill in Outfall B-25, spray line the chambers of Outfalls B-30, B-35, & B-38, and to remove the epoxy liner in Outfall B-4.

*CIP 260614, Contract No. 1902224 – CSO Facilities Structural Improvements (CSO)*  
All base contract construction work has been completed, and the Contractor is in the process of submitting close-out documents. As-builts are under review and change Order #2 is executed. The Contractor is currently working at Hubbell Southfield Facility (HS) for added work. The design submittal for added work is under review. Proposed construction cost from the Contractor for added work at HS is soon anticipated.

*CIP 260618, Contract 2003330 – Oakwood HVAC Improvements*  
The contractor installed new vibration sensors on exhaust fans 20 – 25. During the testing, the fans were tripping.

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

The contractor scheduled to complete fan balancing and vibration analysis on all six fans before retesting. The contract duration has been extended to March 31, 2023, which is included in Change Order 2.

### *CIP 260623, Contract No. 2102618 - Baby Creek CSO Facility Screen Rehabilitation*

Rehabilitation of Screen Nos. 2, 3, 4, 5, 6, 15, and 16 have been completed. The rehabilitation of Screen Nos. 7 and 14 began. There are a total of 15 screens that are required to be removed, rehabilitated, and reset into operation.



*Screen # 15 is being rehabilitated*

### *CIP 260701, Contract 21022859 – Conveyance System Infrastructure Improvements*

This project is to improve the overall performance and reliability of CSO outfalls, and it involves 59 different locations throughout the GLWA conveyance system. The improvements also include new backwater gates, additional and existing backwater gates replacement to reduce the volume of river inflow into GLWA's interceptors, regulator openings enlargement to allow for increased hydraulic capacities of the connections to the Detroit River Interceptor, regulator gates replacement, access structure upgrades for safer access, instrumentation upgrades etc. are the typical scope of work. The project is on schedule and on budget. Currently, seven of the 21 major cast-in-place concrete backwater gate structures are nearly complete. Simultaneously, the Contractor has been steadily installing new backwater, slide gates, and flap gates, with over half of them already delivered. Additionally, the Contractor has kicked off the replacement of instrumentation control panels and plans to begin installing new instrumentation early in 2024.

### *CIP 260701, Contract 2201142 – Conveyance System Infrastructure Improvements: Sewer In-System Storage Devices (ISD) and Valve Remotes Improvements*

Manhole modifications, and level sensor explosion proof conduits installation at most of the ISD locations and hatch replacements at VR locations are complete. Currently, structural HVAC and mechanical installations at ISD control vaults are ongoing and anticipated to be completed in the next 8-10 weeks. ISD repairs and new level sensor installation are anticipated to begin after that.

### *CIP 260901, Contract No. 2101878 – WRRF Hazmat Building Rehabilitation*

The shop drawing submittals and request for information (RFI) review is ongoing along with weekly and monthly progress meetings. The rough electrical and plumbing work is nearing completion and insulation installation began. The footings and steel structure for the building extension are complete. Tiling in toilets and lockers is ongoing. The exterior stairs work began, and the concrete ramp was poured for the project.

### *CIP 260905, Contract No. 2203675 – WRRF Plumbing Shop Improvements*

The submittal and request for information (RFI) review are ongoing, and progress meetings are being held monthly. Engineering is reviewing requested electrical loads to support both the power supply to the plumbing shop and the increased load to the construction trailers.

**WASTEWATER OPERATING SERVICES** (continued)

*CIP 277001, Contract 1902908 – Baby Creek Outfall Improvements Project*

The Contractor continued cleaning and debris removal from the center barrel. The Contractor completed excavation and concrete work for the influent channel access hatches. The design team has issued the 90 percent submittal for the outfall structural repairs.



*Cleaned West Barrel*

*New GLWA Manhole*

***Combined Sewer Overflow (CSO) Control Program***

***CSO Operations***

The CSO facilities were active, along with the sewage pump stations over the holiday breaks. There were captures only at Conner Creek, Oakwood, Baby Creek, and Hubbell-Southfield. Although there were no discharges, the critical equipment was able to be utilized and performed as expected.

**WATER OPERATIONS**

***Lake Huron Water Treatment Plant***

***Lake Huron Plant Staff Excellence Report***

Donald Kraft has been on the Lake Huron Team for more than a year and has obtained his F4 Certification. Donald consistently and substantially demonstrates the ability and willingness to work positively, respectfully, and effectively with others. One example of his dedication was when the Northeast Plant needed help, Donald was willing to drive to Detroit to help Northeast’s lab team. Recently, one of Lake Huron’s chlorine analyzers was not reading and was showing a pump error. Donald investigated the issue and resolved it. Kudos to Donald for his dedication and hard work! The Lake Huron Plant is glad Donald is on their team and wish him continued success.



## **WATER OPERATIONS** (continued)

### ***Northeast Water Treatment Plant***

#### ***Employee Kudos***

Kudos goes to Govind Patel, Plant Engineer who is the leading force to all major GLWA projects at Northeast Plant. His countless years of experience in the field of engineering has allowed him to excel in the organization. He is no stranger to deadlines and makes it his top priority to make sure they are all met without extensions. More importantly, he is more than willing to share any knowledge he has accumulated and will answer any question needed about the infrastructure here at the Northeast Water Treatment facility. His contributions to Northeast are invaluable, his role in GLWA is prominent, but most of all his character is venerated. Thank you, Govind!

#### ***Northeast Plant Laboratory Receives Certificate of Excellence***

The Northeast (NE) Lab participated in the performance evaluation study, WS-328 conducted by ERA which ended on December 15, 2023. The study samples were for Heterotrophic Plate Count, Inorganics - Fluoride, MicrobE (Coliforms), Residual Chlorine and Turbidity. For the seventeenth time in a row, the NE Laboratory received a Certificate of Excellence. This shows the superior quality of the lab chemists at NE and the analysis performed by them, especially Rajan Mathew and Nellie Sahakian.



The NE Laboratory has been recognized as a Laboratory of Excellence for achieving 100 percent acceptable data in the study WS – 328 which included 178 participating laboratories by ERA.

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

#### ***Southwest Chemist Christia Wheeler achieved Master of Science in Education***

Christia Wheeler received her Master of Science in Education with a major in Curriculum & Instruction with a concentration in Integrated STEM from Purdue University on December 18, 2023. Christia joined the GLWA team as a Chemist at Southwest Water Treatment Plant in May of 2023. Having completed her degree, she is looking forward to becoming more proficient and skilled in water treatment and operations here at GLWA.

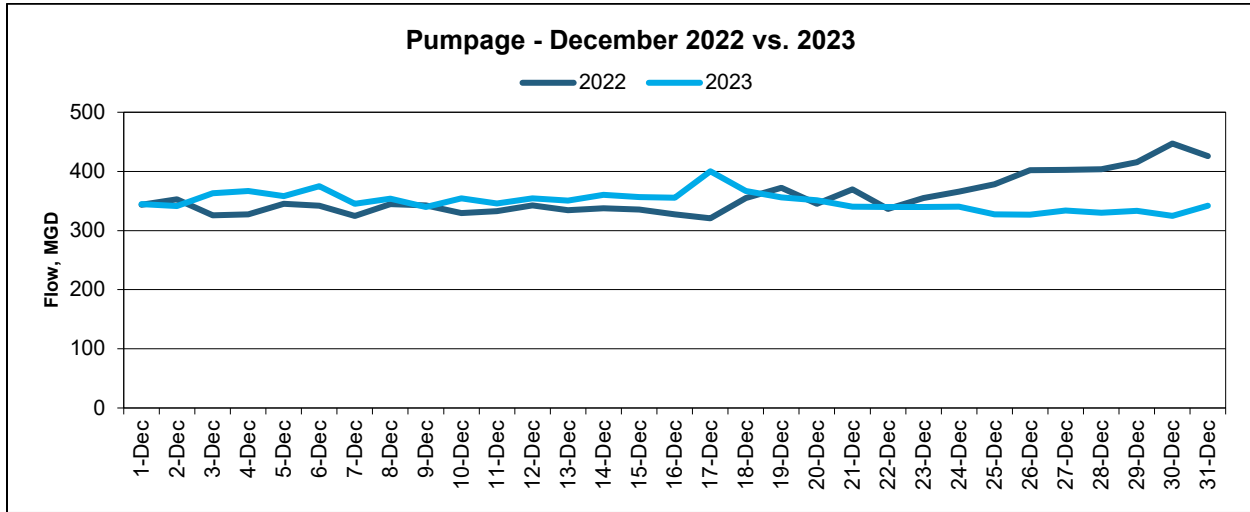




## WATER OPERATIONS (continued)

### *Systems Control Center (SCC)*

The 2023 December pumpage was 2.4 percent lower than 2022



### *Water Engineering*

*Contract No. – 2004456 14 Mile Road Transmission Loop - Phase II*

Contractor: Ric-Man/Clark Joint Venture

Project Manager: Pete Fromm

The GLWA 14-Mile Rd Transmission Loop Phase II project is currently in the construction phase under Contract No. 2004456. The project is working in multiple areas at this time.

- There is a crew installing the 54-inch steel pipe on piles along Meadowbrook Road between 12 Mile and 13 Mile.
- There is a crew installing the pipe at 8 Mile which will allow the project team to make the connection into the existing main in January 2024. Over the last month, there has been two major ramp closures at I-275 and 8 Mile to install the pipe. The project team has been coordinating with the Michigan Department of Transportation (MDOT) with the ramp closures.
- There is a crew installing pipe and valves at our new valve vault located at our Haggerty Booster Station. This will allow the project team to make the connection into the station in January 2024.

During the fall, the project team finished the paving on 11 Mile Road, a section of Meadowbrook at 11 Mile to I-96, and a section of Meadowbrook at 12 Mile (only base and level). In addition, the crew paved a section of the MDOT bike path along I-275 from 11 Mile to 9 Mile.

## WATER OPERATIONS (continued)

Over the next few months, there will be a large push to finish the pipe installation, make the connections, and prepare to place the new transmission main in service. The remaining road restoration is scheduled to finish in the spring/early summer of 2024. The project team continues to meet with the City of Novi and other stake holders along the project. Change Order No. 2 for Contract No. 2004456 (Construction) and Amendment No. 4 for Contract No. 1802448 was approved at the Operations and Resources Committee Meeting and Board Workshop Meeting held on December 13, 2023.



### *Contract No. 1900741 – 96” Transmission Main Relocation and Isolation Valve Installations (CIP #122004)*

Contractor: Jacobs Construction Inc.

Project Manager: Corey Brecht

This project involves a partial relocation of the 96-inch water transmission main (WTM) that connects the North Service Center and Rochester Pump Stations. The 96-Inch Water Transmission Main project is being completed to relocate GLWA facilities outside the influence of the decommissioned G&H Industrial Landfill site, a listed U.S. Environmental Protection Agency Superfund site.

The overall project involves installation of approximately 2.5 miles of new 96-inch WTM along Dequindre Road, Avon Road, and the Macomb Orchard Trail constructed in three phases.

**WATER OPERATIONS** (continued)

Phase 1 of the project was recently completed and involved 2,200 LF of pipe installation along Avon Road within Rochester Hills. Phase 1 was uniquely challenging due to the constraints experienced with crossing the Clinton River and working within 100 ft. of a 160-year-old historic mill.

Phase 2 began in November of 2023 and involves an additional 8,000 LF of pipe from the Macomb Orchard Trail to Hamlin Road within Rochester Hills and Shelby Township.

Phase 3 will be the final phase involving two new isolation valves, 2,900 LF of pipe, Temporary Booster Station, and other facilities to facilitate connections to the existing 96-inch WTM while maintaining service to all of the member partners fed from this section of the GLWA system.

*Photos from the Completion of Phase 1*



*Installation of WTM within Stage 1 of the cofferdam system*



*WTM installation entering Avon Rd near the Avon/Dequindre roundabout*



*Phase 1 typical installation method using H-Piles and plates*



*Stage 1 of cofferdam installation within the Clinton River*



## WATER OPERATIONS (continued)



*WTM installation near the  
Yates Cider Mill*



*Aerial photo of completed  
roadway improvements*

### ***Research, Innovation & Transformation***

#### ***Research***

The Research & Innovation team (directed by Dr. John Norton) invited 14 students from Crescent Academy High School in Southfield, MI. (Photo shown right). This is part of an effort to create an extracurricular course for high school students (9th to 12th grade) aimed at creating the future workforce of the city of Detroit for new waste to energy technologies.



On December 7, Dr. Andrew Marcus (GLWA Management Professional – Wastewater Research Engineer) gave a presentation on wastewater and resource recovery at Water Resource Recovery Facility (WRRF) titled: “Waste is a resource that is misplaced.” The presentation had three parts. The first part covered how bad things happen when wastes are misplaced. Globally, approximately 80 percent of wastewater is discharged into the environment with treatment, leading to public health crisis and environmental issues. The second part covered how WRRF collects wastewater in the Greater Detroit area through the sewer system and treats it at a centralized location. The third part covered technologies for resource recovery, including anaerobic digestion and hydrothermal liquefaction (HTL). The students were highly insightful and engaged throughout the presentation and asked many questions: “Does burning the fuels produced from organic wastes contribute to greenhouse gas emission?” “How did Dr. Marcus become interested in researching resource recovery?” “What led to Flint’s water crisis?”.



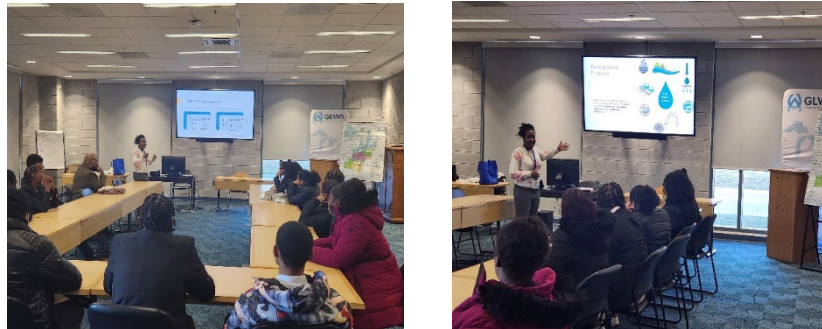
## WATER OPERATIONS (continued)

After the presentation, Dr. Marcus gave a tour of WRRF, including the pumping station, screening, primary clarifier, incinerator, and pilot lab.



*Dr. Andrew Marcus teaching on the first day of the workshop on wastewater resource recovery*

On December 8, Dr. Dienne Tolofari (GLWA Research Manager), gave a presentation on drinking water treatment processes at the Water Works Park (WWP) Treatment Facility entitled “Producing Safe Drinking Water (River to Tap)”. During the presentation, the students learned about the different water sources for a water treatment plant, the processes involved in the treatment of safe drinking water, the importance of effective treatment process and how it relates to public health, threats to drinking water supply, and the specific treatment process employed at the Water Works Park facility. The presentation was interactive and allowed the students and their principal to ask questions pertaining to the treatment process. At the end of the presentation, Dr. Tolofari engaged the students in a Kahoot game where they formed groups of three or four and worked together to answer questions based on drinking water supply and treatment. Afterwards, the students were taken on a tour of the facility led by Michael Dunne to the control room, the chemist laboratory, the pilot plant, and the different treatment processes. The students asked questions such as “Why the choice of ozone as a disinfectant?”, “How is the waste from the drinking water treatment processed?” and “Are there collaborations with other drinking water utilities?”



*Dr. Dienne Tolofari teaching on the second day of the workshop on drinking water treatment process*

## WATER OPERATIONS (continued)



*Students of Crescent Academy High School with the school's Principal, Bryan Halliwell, Michael Dunne (GLWA WWP Plant Engineer), Sharonda Thomson (GLWA Professional Admin Analyst – Research and Innovation), and Dr. Dienne Tolofari (GLWA Research Manager).*

Drs. Norton and Tolofari are heavily involved in the recent US EPA-funded projects on “Research on Disinfectants, Disinfection By-products, and Opportunistic Pathogens in Drinking Water Distribution Systems”. This research effort, a US EPA “National Priorities” research thrust, and a total of \$8,492,000 was awarded to four institutions for research to improve understanding of opportunistic pathogens (OPs) and disinfection by-products (DBPs) in drinking water distribution systems.

Norton and Tolofari are heavily involved with two of the winning projects (Professor Pinto at Georgia Tech and Professor Mitchel at Michigan State). We are also part of the third project, at University of Texas (Austin), with Mary Jo Kirisits, but are not as heavily involved.

### PINTO PROJECT (Georgia Tech)

- “Integrated Water Microbiome and Disinfection Byproducts Monitoring and Management to Advance Drinking Water Quality”

### MITCHELL PROJECT (Michigan State)

- “Winning the Race Against Competing Risks: Optimizing Drinking Water Disinfection to Minimize Opportunistic Pathogen & DBP Risks”

### KIRISITS PROJECT (University of Texas)

- “Consortium on Disinfection By-products and Opportunistic Pathogens in Water Networks (CO-DOWN)”

The project information can be located here: <https://www.epa.gov/research-grants/national-priorities-research-disinfectants-disinfection-products-and-opportunistic>

## **INFORMATION TECHNOLOGY**

The Information Technology Group in collaboration with Payroll and Organizational Development, has launched the Workday organizational development module! Workday successfully launched on December 25, 2023, including hourly team member use of new timeclocks. No significant issues were encountered, and the project team is proactively engaged with team members to handle questions or hurdles using the Workday system. The first payroll out of Workday was successfully completed for January 12, 2024. Work continues to be made on the Workday financial module implementation with ongoing end-to-end and integration testing in preparation of a July 1, 2024 go-live. This second Workday launch will include a financial analysis tool that the Financial Service Area (FSA) will use for monthly and budget reporting.

In the past month, the IT Security team has proactively blocked or thwarted 70,953 spam messages, 23,541 spoofed messages and five viruses. Additionally, 14,017 phishing attempts have been caught and 7,667 malware attempts have been blocked.

The IT Customer Service Delivery Team along with the IT Security, IT Infrastructure, and IT Project Management Office Teams completed phase I of the Mobile Device Management (MDM) Microsoft Intune implementation for the NEXGEN tablets. Intune enhances GLWA's security posture by allowing IT to security wipe lost or stolen devices to protect our data. Intune also increases the Service Desk's ability to remotely push applications to the tablet and keep the device's applications and operating systems up to date, removing the need to physically touch each tablet thereby reducing the amount of time to troubleshoot issues.

The IT Enterprise Asset Management Systems Team along with our consultant partner, NEXGEN, and GLWA's Enterprise Asset Management Group are working together on the **System Testing** phase of the NEXGEN Enterprise Asset Management (EAM) implementation. The second stage of testing, *User Acceptance Testing*, began with 19 teams across GLWA represented.

This process will allow real work management scenarios to be tested by GLWA end users and any configuration or business process modifications to be made prior to training and go-live. IT Customer Delivery Team assisted with mobile device deployment for User Acceptance Testing.

Currently, the IT Project Management Office is managing 19 active projects and is processing five project requests.

## **PUBLIC AFFAIRS**

### ***GLWA Surpasses Community Giving Goal, Raising \$10,702 for Formerly Homeless Veterans at Piquette Square!***

GLWA's Annual Community Giving program, coordinated by Public Affairs, was an overwhelming success! As a team, we raised a total of \$10,702 for MiSide's Piquette Square program which provides social services, career development, and housing assistance to local veterans. In addition to this incredibly generous donation, GLWA team members volunteered to serve a holiday dinner for nearly 150 veterans at Piquette Square on Thursday, December 14, 2023.

## **PUBLIC AFFAIRS** (continued)

A total of 24 GLWA team members participated in the event by decorating Piquette’s recreation room with holiday décor, serving dinner and handing out gift baskets.



### ***Water and Wastewater Professionals Workforce Week***

Public Affairs coordinated a campaign to celebrate Michigan Water and Wastewater Professionals Workforce Week. Along with celebrating the amazing work our team members do on social media, Public Affairs also produced two videos. The first was a “Thank You” video featuring a variety of team members from different teams across the Authority. The second was a One Water News Drop where we heard from team members on what it meant to them to be recognized for their work.

You can watch the “Thank You” video by clicking [HERE](#).  
Watch the One Water News Drop by clicking [HERE](#).

### ***CEO Holiday Messages***

Public Affairs and CEO Sue Coffey collaborated to produce two special holiday message videos. One focused on GLWA team members and the other on our member partners. In the message to team members, Sue talks about how, as a team, we’ve made GLWA a solid, effective organization. In the member partner video, Sue thanked everyone for their partnership and their willingness to work together and share knowledge to navigate through tough circumstances.



Watch the team member video by clicking [HERE](#).  
Watch the member partner video by clicking [HERE](#).



## **PUBLIC AFFAIRS** (continued)

### ***TAP IN Campaign Update***

GLWA’s TAP IN recruitment campaign remains in full swing. The 30 second television and radio spots are running in targeted areas of southeast Michigan and will continue through February. Large campaign posters are on display at convenience stores throughout Detroit and several surrounding communities within our service area.

- 121,137 video views to date (not including Comcast spots);
- 743,529 trackable impressions to date (not including all Comcast and Convenience Store posters);
- 6,889 total clicks to GLWA website from TAP IN content;
- 2,002 spots delivered on average on Comcast per month; and
- 91% of all TV ads viewed in full (85% is the industry average)

You can watch the full video by clicking [HERE](#).

### ***Digital Communications Improvements***

Public Affairs and IT partnered to install 40 new NanoPC devices to support our in-facility digital communications efforts with our REACH monitors. The installation began in December and will wrap up in February. This collaboration led to significant cost savings for GLWA and will improve technical support for our end-users.

### ***Workday Communications***

Public Affairs and IT have worked together to execute a communications plan surrounding the launch of Workday, GLWA’s new enterprise resource planning (ERP) system. The messaging focuses on what users need to know about the system and how to navigate it.

## **SECURITY AND INTEGRITY**

The Hazmat Unit coordinated and completed a total of 181 hours of training during the month.

The group responded to and assisted Facilities Supervisor, Paula Anderson regarding “squatters” trespassing in properties owned by GLWA for the purposes of future construction projects.

Security and Integrity conducted the annual “Michigan Commission on Law Enforcement Standards (MCOLES) firearms qualification course for all security team members.

Lastly, the group attended a meeting with Department of Human Services and Michigan State Police partners to discuss the Belle Isle Intake assessment and site visits in 2024.

## **ORGANIZATIONAL DEVELOPMENT**

### ***Performance Team: 2024 Summer Internship Program***

The Organizational Development Group announced GLWA's third summer internship program. The program provides on-the-job learning and real-world experience to successfully prepare students for careers in the water sector while equipping them with essential skills to achieve lifelong success. The summer internship program is scheduled to launch on Monday, May 13, 2024.

### ***2023 Performance Team Statistics***

*Apprenticeships:* At the close of 2023, GLWA had 42 apprentices in the following programs:

- EICT-E (electricians)
- EICT-I (instrumentation technicians)
- Maintenance Technicians
- Water Technicians

*Apprenticeship Grants:* During 2023, GLWA received the following grant awards to offset the cost of apprenticeship training:

- Focus: HOPE through the State of Michigan's MICA 3.0 grant: \$11,000
- Detroit Employment Solutions Corporation grant: \$65,000
- Macomb Community College (MCC) tuition credit: \$2,225 credit per new apprentice attending MCC

*Apprentice Award:* Race to Talent with Registered Apprenticeship Champion Award by the State of Michigan and U.S. Department of Labor (September 2023)

*Certification Professional Development Certification Program Stipends Awarded: 154*

*Performance Final Reviews Processed: 870*

*Progression: 25 Team Members*

*Summer Internship Program Participants: 15*

## **ORGANIZATIONAL DEVELOPMENT** (continued)

### ***Benefits and Wellness***

#### *Team Member Engagement - Benefits and Wellness*

##### *Mental Well-being:*

#### ***Wellness Wednesday Meditations***

Held Wednesdays at noon, GLWA team members participated in December meditations led by the Blue Cross Blue Shield of Michigan (BCBSM) well-being team. Each session focused on helping team members to embrace change for new beginnings, new adventures, and new perspectives, and focus on deep breaths to bring a sense of peace and tranquility into their day. December topics included:

- Embracing Change at Point Pelee National Park, Canada
- Relaxing Breathwork
- Winter Solstice



#### ***Drop 5 Virtual Weight-Loss Community***

Held Thursdays at noon, the December Drop 5 Community facilitated by the BCBSM well-being team promoted connection and belonging to help team members improve well-being. November focus points were:

- Dr. Ferguson's Advice for Seniors to Plan for a Physically and Mentally Healthy Winter
- Heart-Shaped Origami Gratitude Note Workshop

#### ***Transformation Thursdays – Live More, Stress Less***

On December 7, 2023, GLWA hosted the Transformation Thursdays virtual webinar *Live More, Stress Less*. Ulliance Life Advisor EAP provided 10 GLWA team members with an overview of how stress destroys life at the molecular level and how to manage stress using tried and true advice from the experts.



## **ORGANIZATIONAL DEVELOPMENT** (continued)

### ***Grief Counselling Sessions***



It is with great sadness that we report the loss of two team members, Eric Miller and Michael Baber.

Eric Miller, Wastewater Engineering Inspector, passed away on Monday, December 11, 2023. Eric had been with GLWA for less than a year, however prior to this, he had worked with the City of Detroit for many years. Michael Baber, Wastewater Maintenance

Technician (WRRF) passed away Saturday, December 23, 2023. He had over 37 years of service to both GLWA and the City of Detroit.

The Ulliance EAP team facilitated two grief sessions for each operational team. We continue to support the teams as they move through the grieving process.

### ***Financial Well-being:***



#### ***Retirement Planning Lunch & Learn***

The Water Board Building hosted the MissionSquare Retirement Education on-site lunch and learn seminar on December 14, 2023. GLWA team members had the opportunity to meet with MissionSquare retirement plan specialists virtually December 12, 2023. Team members were able to review their retirement goals and portfolio performance during one-on-one consultations for both dates.

### ***Training***

During the month of December, **405** GLWA team members completed **11** safety courses and **41** non-safety courses, for a total of **270.5** instructor-led training hours.

### ***Talent Management***

#### ***Staffing***

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

Number of New Hires Due to Workday Go Live	1
Number of Separations	9
<b>Total Staffing - Regular FTEs (YTD)</b>	
	1029



## **FINANCIAL SERVICES AREA**

### ***December 2023 Audit Committee Recap***

The most recent regular monthly Audit Committee meeting was held on Friday, December 15, 2023. The GLWA Audit Committee binders are publicly available at [www.glwater.org/financials/](http://www.glwater.org/financials/).

- ✓ An initial discussion regarding the proposed FY 2025 charges and FY 2025 & FY 2026 biennial budget and five-year plan.
- ✓ Presentation of the September 2023 Monthly Financial Report (Executive Summary attached).
- ✓ A Year in Review report highlighting FY 2023 Business Inclusion and Diversity Program activity and historic accomplishments since inception in February 2021.
- ✓ Monthly updates on the Charges Outreach and Modeling team efforts, Gifts, Grants & Other Resources activities, and Affordability & Assistance team initiatives.
- ✓ Reviews of the Quarterly Construction Work in Progress (CWIP) report and Quarterly Investment report through September 30, 2023.
- ✓ Circulation of the latest Procurement Pipeline.

The GLWA Audit Committee held a special meeting on December 8, 2023 to review the Annual Comprehensive Financial Report (ACFR) with the GLWA external audit firm and FSA staff. The auditors communicated that the GLWA FY 2023 ACFR once again includes an unqualified or “clean” audit opinion with no adjustments required to the values provided by GLWA FSA staff. Also presented at the special meeting were proposed first quarter 2024 budget amendments and a request to schedule public hearings for the proposed FY 2025 & FY 2026 biennial budget and FY 2025 charges.

### ***Vendor Outreach Update***



On December 7, 2023, members of the GLWA Procurement Team attended the Detroit Water and Sewerage Department (DWSD) Contractor Workshop at the Focus: HOPE conference center in Detroit, Michigan. The event was attended by 200 vendors and contractors and provided information about how to do business with DWSD as well as

highlighting upcoming opportunities. GLWA team members attended the workshop’s general sessions which featured presentations from DWSD leadership and also staffed a resource table where they were able to connect one-on-one with attending vendors and share details about navigating GLWA’s procurement process, Bonfire Procurement Portal, and upcoming solicitations. GLWA thanks DWSD for the opportunity to attend the workshop and is proud to support our partnership in serving the region.

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

### ***Charges Outreach & Modeling Update***

The Charges Outreach & Modeling team focus this month was preparing for Charges Roll Out #3, Proposed FY25 Revenue Requirements and Charges which occurred January 11, 2024. In addition, the team worked towards preparations for Charges Roll Out #4 on January 18, 2024 which opens the forum to our member partners to provide feedback on FY 2025 Charges and Proposed Revenue Requirements.

### ***Affordability & Assistance Update***

On Thursday, December 14, Affordability & Assistance Management Professional Haran Stanley participated in the Water Resource Coalition's (WRC) Quarterly meeting. Haran shared with the coalition an overview of the Water Residential Assistance Program (WRAP), detailed some of the upcoming program improvements, and discussed the program's impact on Oakland County. Also presenting in the meeting were Water Resource Commissioner Jim Nash, WRC Chief Legal Officer Kelsey Cooke, WRC Affordability Coordinator Demar Byas, and United Way of Southeastern Michigan Director of Utility Services Sean Scane. United Way of Southeastern Michigan (UWSEM) is the WRAP service delivery partner for Oakland County. Sean Scane was able to share in more detail the work that UWSEM is doing to connect with other residents in need across Oakland County.



### ***Procurement Pipeline***

The December Procurement Pipeline is attached. This month's edition includes guidelines for submitting a complete invoice as a key to faster payment, registering for the "GLWA Direct to You" and/or "Direct to You" payment options, virtual vendor introduction meetings, a list of upcoming solicitations, and a reminder that the monthly CEO Report is an important source of GLWA news.

The Office of the General Counsel's January Report is an attachment to the Chief Executive Officer's Report

Respectfully submitted,

A handwritten signature in blue ink that reads "Suzanne R. Coffey".

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

SRC/dlr

Attachments: September 2023 Executive Summary, December 2023 Procurement Pipeline, Office of General Counsel Report



**Key Financial Metrics**

The table below provides key report highlights and flags the financial risk of a budget shortfall by year-end as follows: No Risk (green) - Potential (yellow) - Likely (red)

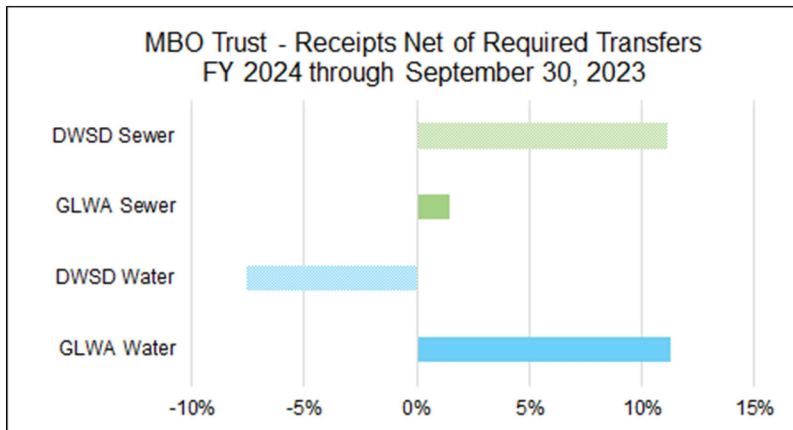
Each variance is monitored by the Great Lakes Water Authority (GLWA) management and, where appropriate, operating and/or budget priorities are re-evaluated. Staff reviews the need for budget amendments quarterly and requests necessary amendments when required based on the most current information available.

For the current year, water billed revenue and usage and both water and sewer capital spend reflect variances to budget outside the normal range. Water revenue and usage variances are due to increased rain activity during the summer months. Water operations and maintenance expense has been impacted by an increase in electric utility charges that exceeded budgeted assumptions. Capital spend variances reflect evolving changes in timing that the Capital Improvement Planning group is presently evaluating. These variances are under consideration for first quarter budget amendments.

As of September 30, 2023					
Metric	FY 2024 Budget	FY 2024 Amended Budget	FY 2024 Actual	Variance from Financial Plan	Report Page Reference
Wholesale Water Billed Revenue (\$M)	\$97.6	\$97.6	\$92.8	-5%	48
Wholesale Water Billed Usage (mcf)	4,361,000	4,361,000	3,904,000	-10%	
Wholesale Sewer Billed Revenue (\$M)	\$70.5	\$70.5	\$70.5	0%	50
Wholesale Water Operations & Maintenance (\$M)	\$38.2	\$38.2	\$40.2	5%	5
Wholesale Sewer Operations & Maintenance (\$M)	\$51.4	\$51.4	\$51.3	0%	
Investment Income (\$M)	\$3.8	\$3.8	\$12.1	215%	37
Water Prorated Capital Spend w/SRA* (\$M)	\$59.8	\$59.8	\$36.1	-40%	28
Sewer Prorated Capital Spend w/SRA* (\$M)	\$49.8	\$49.8	\$25.0	-50%	29

\*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 (page 54)**



Net cash flow receipts remain positive for GLWA Water and Sewer. This means that all legal commitments of the MBO Trust and the lease payment are fully funded – and that positive cash flow is available for additional capital program funding in subsequent year(s). DWSD Water reports a shortfall of \$2.0 million and

DWSD Sewer reports a surplus of \$9.0 million of net receipts over disbursements through September 2023. The Water shortfall relates to the routine monthly transfer of credit balances to the Sewer account which was impacted by a recent change in the customer deposit policy. Preliminary review of October and November activity reflect continued improvement.

### **Budget to Actual Analysis (page 3)**

- The FY 2024 information does not include proposed first quarter FY 2024 budget amendments.
- The total Revenue Requirements are on target through September 2023.
- The total overall Operations & Maintenance expenses are at 25.5% of budget through September 2023. This negative variance equates to a dollar amount of \$1.9 million.

### **Basic Financial Statements (page 9)**

- The Basic Financial Statements are prepared on a full accrual basis and reflect preliminary, unaudited results.
- Operating income for September 2023 is \$25.2 million for the Water fund (25.5% of total revenues) and \$31.1 million for the Sewer fund (25.4 % of total revenues).
- Water Net Position increased by \$ 10.3 million, and Sewage Disposal Net Position increased by \$ 11.3 million for the year to date through September 2023.

### **Capital Improvement Plan Financial Summary (page 27)**

- Water system costs incurred to date are below the 100% Capital Spend Ratio assumption.
- Sewer system costs incurred to date are below the 100% Capital Spend Ratio assumption.

### **Master Bond Ordinance Transfers (page 30)**

- For September, transfers of \$13.5 million and \$18.1 million were completed for the GLWA Water and Sewer funds, respectively.
- Also for September, transfers of \$5.6 million and \$6.9 million were completed for the DWSD Water and Sewer funds, respectively.

### **Cash Balances & Investment Income (page 37)**

- Total cash & investments are \$481 million for Water and \$609 million in the Sewer fund.
- Total, combined, cumulative, FY 2024 investment income through September is \$12.1 million.

### **DWSD Retail Revenues, Receivables & Collections (page 41)**

- Water revenue through September 30, 2023 is 100.97% and usage is 99.47% of budget.
- Sewer revenue through September 30, 2023 is 98.05% and usage is 99.28% of budget.
- Combined accounts receivable balances for the water and sewer funds report a decrease of \$15.3 million over the prior year.
- Past dues over 180 days make up of 66.3% the total accounts receivable balance. The current bad debt allowance covers over 92.1% of past dues over 60 days.

### **GLWA Wholesale Billing, Receivables & Collections (page 47)**

- GLWA accounts receivable past due balance net of Highland Park is 9.20% of the total accounts receivable balance, with the majority of that balance related to one water account dispute currently under discussion.
- The Highland Park past due balance is \$54.8 million. It includes \$40.5 million for wastewater treatment services, \$1.9 million for industrial waste control services, and \$12.4 million for water supply services. Highland Park made a catch-up payment of \$1.7 million on June 3, 2022 and has continued to make additional, monthly payments since that time totaling \$7.0 million as of September 30, 2023.
- On October 25, 2023, the GLWA Board of Directors approved a term sheet that represents the initial step in implementing a proposed agreement between GLWA, the city of Highland Park, and the state of Michigan. This monthly financial report will reflect the impacts of that term sheet and agreement moving forward as implementation steps occur.

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



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

### **Procurement Tip of the Month: Submitting a Complete Invoice – the Key to Faster Payment**

Timely and efficient payment of invoices is a top priority for GLWA. Submitting a complete and accurate invoice is the best way to ensure that your business receives its payments as promptly as possible. A complete invoice should conform to the following guidelines listed below:

1. Name the Great Lakes Water Authority (GLWA) in the “Bill To” area of the invoice and is addressed to GLWA.
2. Include a GLWA purchase order (PO) number.
3. Include your company’s invoice number and invoice date.
4. Include remittance information for payment by paper check.
5. Include [accountspayable@glwater.org](mailto:accountspayable@glwater.org) for invoice submission.
6. Comply with all the required purchase order/contract terms.
7. Provide a description of the services performed and/or the goods shipped.
8. Supply the date for the services performed and/or goods shipped.
9. Ensure invoice items and unit prices match purchase order items and unit prices.
10. Exclude a charge for sales tax. (The Exemption form is located [here](#). Please note that there are exceptions to GLWA tax-exempt status for construction contracts).
11. Add freight costs, if applicable.

Please note that every purchase order issued by the GLWA Procurement Team is assigned a unique seven-digit PO number. In order to pay an invoice, the invoice must match the PO in our system. Invoices without a PO number require research and

resubmittal – and delay the payment process. GLWA payment terms apply only to complete and properly submitted invoices. If asked to provide goods or services without a purchase order, please contact [procurement@glwater.org](mailto:procurement@glwater.org).

GLWA also encourages vendors to register for **GLWA Direct to You** to receive payment via ACH-Direct Deposit. In addition to improved cashflow, **Direct to You** offers a secure online vendor portal, identifies all invoices paid, and eliminates delays associated with lost or stolen checks.

For more information on submitting an invoice for payment, or any inquiries related obtaining the payment status of an invoice or registering for GLWA Direct to You, please contact [accountspayable@glwater.org](mailto:accountspayable@glwater.org).

### **Virtual Vendor Introduction Meetings**

If you are interested in learning more about doing business with GLWA, contact us at [GLWAVendorOutreach@glwater.org](mailto:GLWAVendorOutreach@glwater.org) to schedule a virtual vendor introduction meeting. Topics include information on submitting a competitive bid or proposal to any GLWA solicitation.

### **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 November 2023 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](http://www.glwater.org) or contact us via email at [procurement@glwater.org](mailto:procurement@glwater.org).

## Upcoming Solicitations December 2023

Category	CIP #	Description/Project Title	Budget Estimate
<b>Water System (next four to nine months)</b>			
Construction	122004	96-Inch Water Transmission Main Relocation - Phase III	\$90,000,000
Construction- Pre-Purchase	122004	96-Inch Water Transmission Main Relocation - Phase III - Pre-Purchase Pipe	\$2,300,000
Construction	122016	Downriver Transmission Main Loop – Phase 1 – Inkster Rd	\$21,000,000
<b>Wastewater Systems (next four to nine months)</b>			
Construction	260510	CSO Outfall Rehabilitation Phase VI	\$15,000,000
Construction	211005.2	WRRF Pump Station 2 VFD Replacements	\$12,000,000
Construction	222001	NWI(Northwest Interceptor) to Oakwood CSO Sewer (NOCOS)	\$75,000,000
Design	270001	Pilot Netting and Disinfection Facilities at B03, B04, and B05	\$8,000,000
Design	270007	CSO Facility Disinfection Improvements	\$3,900,000
<b>Water System (next three months)</b>			
N/A			
<b>Wastewater (next three months)</b>			
N/A			
<b>Projects moved to Procurement Team (Preparing for solicitation on Bonfire)</b>			
Professional Services	O&M	Water and Wastewater Services Charges Consultant	\$300,000
Professional Services	O&M	Internal Auditor	\$650,000
Professional Services	O&M	Good Sewer Metering Practice Analysis & Support Services	\$2,710,000
Professional Services	O&M	Environmental Health and Safety Assistance	\$2,000,000
Professional Services	O&M	Refuse and Recycling Waste Pickup and Disposal Services	\$655,000
Professional Services	170506 & O&M	Water Transmission Main, Valves and Other Urgent Repairs	\$21,500,000
Construction	211007	Pump Station - 2 Bar Rack Replacement and Grit Collection System Improvements	\$110,000,000
Professional Services	213009	Biosolids Study	\$2,500,000

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

<b>Acronyms</b>		
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 – January 24, 2024

- **Legislative Updates:** The Office is monitoring infrastructure spending bills at the federal and state level, supporting the activities regarding proposed water affordability legislation, and working with others to develop state storm water utility legislation.
- **Gordie Howe International Bridge:** GLWA filed a notice of claim with the Court of Claims related to its relocation claim.
- **June and July 2021 Rain Events:** The Office is providing legal support in response to the significant rain events in June and July 2021. Recently, the trial court dismissed most of the lawsuits against GLWA based on governmental immunity. The Plaintiffs are appealing the decision. The Court recently dismissed an additional lawsuit related to the July 2021 storm event. The Plaintiffs are also appealing the decision.
- **Mays, et al v GLWA:** The Court recently entered an order partially granting GLWA's Motion for Summary Disposition and partially dismissing Plaintiffs' claims.
- **Highland Park Settlement Agreement:** The Office continues to support implementation of the Settlement Term Sheet.
- **Trenton Water Main:** The Office is negotiating the transfer of the 24-inch water main to GLWA.
- **Contract Negotiations:** 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 submitted GLWA's record retention policy to the State. The Office is working on a record storage and disposal policy to work hand in hand with the record retention policy.
- **Industrial Pretreatment Program ("IPP"):** The Office also continues to provide assistance on PFAS and PFOS matters, including comments on the new drinking water regulations and negotiating an administrative consent order with an industrial user.
- **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. In October, 2023, the Board authorized settlements of key litigation including a class action lawsuit regarding IWC charges and the collection actions against Highland Park. The Office is working on implementing those resolutions.
- **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. The Office continues to provide advice on federal grant compliance.

**Statistics:**

Contracts approved as to form:	33
Contracts drafted or revised:	79
Subpoenas/Information requests received:	6
Subpoenas/Information responded to:	7