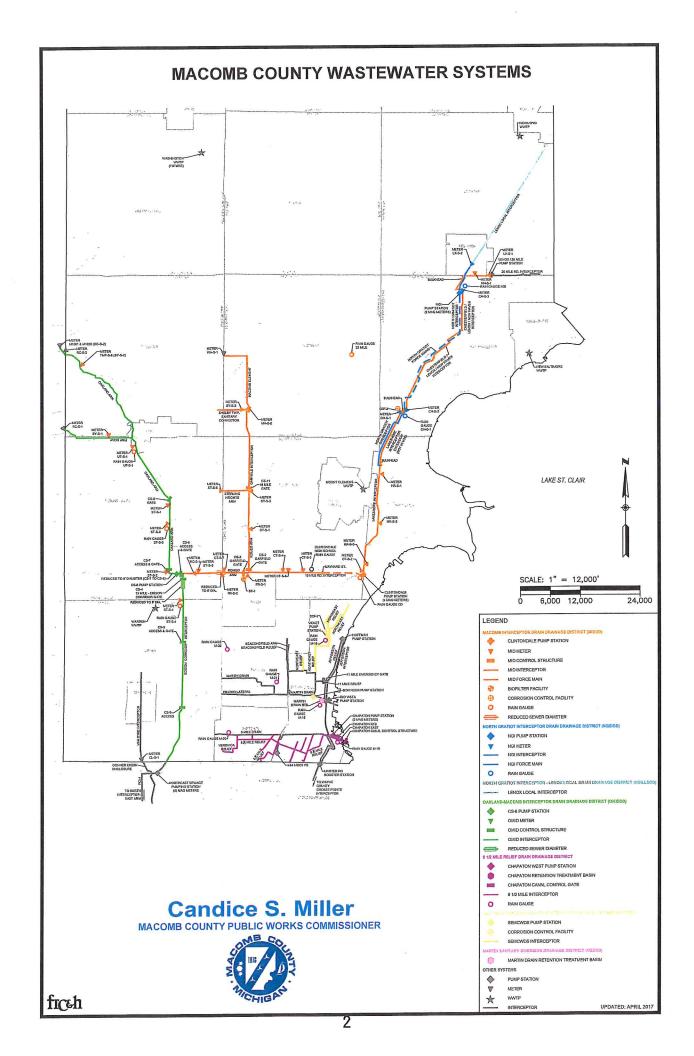
Miller Santo Haugh

#### MARTIN SANITARY DIVERSION DRAIN INTRA-COUNTY DRAINAGE BOARD AUGUST 12, 2019 10:15 A.M. AGENDA

		Page
1.	Call of meeting to order and roll call	
2.	Approval of Agenda for August 12, 2019	
3.	Approval of Minutes for July 8, 2019	3
4.	Public Participation	
5.	Martin Sanitary Diversion Drain Proposed 2019/20 Budget – Brian Baker	5
	Motion: To approve the 2019/20 Martin Sanitary Diversion Drain budget and revenue requirement for the fiscal year beginning October 1, 2019	
6.	Consideration for approval of invoice (see attached)	19
7.	Financial Report – Bruce Manning	20
8.	Adiourn	



An adjourned meeting of the Intra-County Drainage Board for the **MARTIN SANITARY DIVERSION DRAIN** was held in the Office of the Macomb County Public Works Commissioner, 21777 Dunham, Clinton Township, Michigan, on July 8, 2019, at 10:10 A.M.

PRESENT:

Brian Baker, Acting Chair

Bryan Santo, Member

Harold Haugh, Member

ALSO PRESENT: Joseph Romano, Andrey Duzyj, Macomb County Board of Commissioners; Vince Astorino, Operations & Flow Manager, Dan Heaton, Communications Manager, Kellie Kource, Drain Account Specialist, Bruce Manning, Financial Manager, Jeff Bednar, P.E., Environmental Resources Manager, Stephen Downing, Construction & Maintenance Manager, Macomb County Public Works; Brett McDonald, SEMSD

The meeting was called to order by Acting Chair, Brian Baker. A motion was made by Mr. Haugh, supported by Mr. Santo to approve the agenda as presented.

Adopted:

YEAS: 3

NAYS: 0

Minutes of the meeting of June 10, 2019 were presented. A motion was made by Mr. Haugh, supported by Mr. Santo to approve the minutes as presented.

Adopted:

YEAS: 3

NAYS: 0

The meeting was opened to public participation, Brett McDonald introduced himself as a new SEMSD employee and thanked our staff for help with the Kirby Pump over the weekend.

The Chair presented the invoice totaling \$1,297.00 to the board for review and approval.

A motion was made by Mr. Santo, supported by Mr. Haugh to approve the invoice as presented.

Adopted:

YEAS: 3

NAYS: 0

A motion to receive and file the financial report given by Mr. Manning was made by Mr. Santo and supported by Mr. Haugh.

Adopted:

YEAS: 3

NAYS: 0

There being no further business, it was moved by Mr. Haugh, supported by Mr. Santo, that the meeting of the Martin Sanitary Diversion Drain Board be adjourned.

Adopted:

YEAS: 3

NAYS: 0

The meeting was adjourned at 10:15 a.m.

Brian Baker, Acting Chair Macomb County Public Works Commissioner

### STATE OF MICHIGAN COUNTY OF MACOMB

I certify that the foregoing is a true and correct copy of proceedings taking by the Intra-County Drainage Board for the Drainage District shown on the attached set of minutes, on July 8, 2019 the original of which is on file in the Public Works Commissioner's Office. Public notice of the meeting was given pursuant to Act No. 267, Public Acts of Michigan, 1975, including, in the case of a special or rescheduled meeting or a meeting secured for more than 36 hours, notice by posting at least 18 hours prior to the time set for the meeting.

Brian Baker, Acting Chair

Macomb County Public Works Commissioner

DATED: 7/8/19

# Martin Sanitary Diversion Drainage District Proposed 2019/20 Budget Effective October 1, 2019 Executive Summary

Attached is the proposed 2019/20 Martin budget for the fiscal year beginning October 1, 2019. The budget is scheduled to be adopted at the August 12, 2019 Martin Drain Board meeting. The cities of Roseville and St. Clair Shores have received a copy of the proposed budget.

In summary, the proposed Martin budget funds improved operations and maintenance of our aging assets and projects that will further improve water quality. While the budget is increasing as expected, the budget is slightly <u>lower</u> than the estimated amounts provided to the two communities in February 2019 and upon which their own budgets were established.

MCPWO has made further improvements to the budget by reformatting the document to match the MIDD budget format, as well as providing a history of actual expenditures and a detailed explanation of each budget change.

As discussed last year, assessments are increasing due to new NPDES permit requirements and needed maintenance and repairs identified with the completion of the 2018 SAW grant. The SAW grant identified capital improvement needs over the next 20 years. As a result, \$200,000 is budgeted next year for the design and replacement of the basin's outdated disinfection system, \$175,000 toward an Army Corp. grant match for a new basin flushing and first flush capture system, \$75,000 for various building repairs, and \$25,000 for inspection of the dewatering line and influent/effluent boxes. The elimination of funding for one time budgeted costs last year partially offsets these new item costs. We have also established limited reserves in case we do not receive the Army Corp. grant for the flushing system and toward future improvements including the replacement of the drain vault.

#### MARTIN SANITARY COMMUNITIES TOTAL CHARGES FY 2019 vs FY 2020

Total Cost Category	2018/2019 Charge	2019/2020 Charge	Difference	% Change
Martin	699,485	838,682	139,197	19.9%
TOTAL	699,485	838,682	139,197	19.9%
	2018/2019	2019/2020		
Communities	Charge	Charge	Difference	% Change
Roseville (78.09%)	546,228	654,927	108,699	19.9%
St. Clair Shores (21.91%)	153,257	183,755	30,498	19.9%
TOTAL	699,485	838,682	139,197	19.9%

#### MARTIN SANITARY 2019-2020 CHARGES EFFECTIVE OCTOBER 1, 2019

			Roseville	St. Clair Shores	Total
COMMUNITY ASSESSMENTS	Total Annual	Monthly	78.09%	21.91%	100.00%
MARTIN SANITARY	838,682	69,890	54,577	15,313	69,890
		Annual Total	654,927	183,755	838,682

## MARTIN SANITARY Operations and Maintenance Budget to Actual

	Page#	Actual 2017/2018	Actual 5/31/2019	Projected 9/30/2019	Budget 2018/2019	Budget 2019/2020	Budget Change	% Change
Description	r age #	2011/2010	0/0/1/2010	0,00,2010				
EXPENSE			0.000	2 000	3,000	3,000	0	0.0%
Application/Permit Fee	4	0	3,000 135	3,000		3,000	(2,600)	-45.2%
Dues, Training, Conf, Subs.	5	3,620		3,150		627,000	362,300	136.9%
Engineering	6	45,744	32,607	50,700		12,900	(2,350)	-15.4%
New Equipment	7	3,808	362	107,450		55,900	11,350	25.5%
Operating Supplies	8	40,030	33,904	51,539			(2,600)	-12.6%
Other Professional Srvcs	9	1,664	12,135	17,500	15	18,000		12.2%
Personnel Services	10	89,381	60,703	160,640		188,558	20,477	128.2%
Repair & Maintenance	11	9,612	8,380	13,019	100 10 00000	138,740	77,930	0.0%
Contribution to SCADA Reserve	12	5,805	5,805	5,805		5,805	0	
Scada System	12	16,763	2,478	10,898		24,894	13,785	124.1%
Utilities	13	24,207	30,746	41,019		43,150	(2,930)	-6.4%
Contribution to Capital Reserve		0	150,000	150,000	150,000	9,500	(140,500)	-93.7%
		212.222	0.40.055	044 704	795,735	1,130,597	334,862	42.1%
	Total Expenses	240,633	340,255	614,721	795,735	1,130,397	334,002	72.170
<u>REVENUE</u>		455	2.020	4,545	500	5,000	4,500	900.0%
Interest Earned		455	3,030	50	5000000	838,682	139,197	19.9%
Contribution from Community		572,925	699,485			17,415	17,415	100.0%
Use of SCADA Reserves		0	0		200 000 00000000	269,500	173,750	
Carry Forward		0	700 510			1,130,597	334,862	42.1%
	Total Revenue	573,380	702,516	730,280	795,735	1,130,391	334,002	72.170
_		332,747		573,616		302,006		
Reserves:		332,141		070,010		,		
NOTES:								
Design Basin Equipment Hatch		12,000		12,000		0		
Study of Disinfection System		20,000		0		0		
Sampling Pumps(3)		7,500		7,500		0		
Spare Rain Gauge		1,250		0		0		
Replace Rolling Garage door		5,000		0		0		
Replace Drain Gate Hydraulic Accumulat	tor	50,000		50,000		0		
Design Flushing System Upgrades & First	st Flush Capture	0		200,000		0		
SCADA Reserves		5,805		11,610		0		
Capital Reserves <sup>1</sup>		231,192		292,506		302,006		
					_	2 2 W WWW ***		
	Total Reserves	332,747	:	573,616	=	302,006		
Non Committed Reserve		231,192		292,506		302,006		
(Excludes life cycle and carryover)								

<sup>&</sup>lt;sup>1</sup>Building up reserves for the Martin Retention Basin, Structural Rehab Flushing System if no grant is received, drain vault

FUND:

0072

P/Y BUDGET: \$

3,000

ACTIVITY: Application/Permit Fee

REQUEST: \$ INC/(DEC.):

3,000

ACCOUNT EXPLANATION:

ACCOUNT			
	DESCRIPTION	19/20	18/19
	1) Annual NPDES Permit	3,000	3,000
	Total	3,000	3,000

#### INCREASE/DECREASE EXPLANATION:

1) 50/50 split with 8.5 Mile.

FUND:

ACTIVITY:

0072

Dues, Training, & Conf

P/Y BUDGET: \$

5,750

REQUEST: \$

3,150

INC/(DEC.): \$ (2,600)

#### ACCOUNT EXPLANATION:

710000111 12/11	1		
	DESCRIPTION	19/20	18/19
	1) Certification, Licenses, Training	600	3,000
	2) Dues, Membership & Subscription	50	250
	3) NexGen Renewal	2,500	2,500
	Total	3,150	5,750

#### INCREASE/DECREASE EXPLANATION:

- 1,2) Split now with SEMCWWDS and 8.5 Mile, total is adjusted for the split.
- 1) Operators state certified for RTBs and annual confined space training.
- 3) Annual renewal for the asset management software. Cost is split evenly

with MIDDD, 8.5 Mile and SEMCWWDS.

FUND: ACTIVITY: 0072

Engineering

P/Y **\$ 264,700** 

REQUEST: \$ 627,000

INC/(DEC.): \$ 362,300

#### ACCOUNT EXPLANATION:

ACCOUNT			
PROJECT#	DESCRIPTION	19/20	18/19
11100000111	1) SAW Match (1411-01)	0	17,700
	2) As Needed Engineering	15,000	15,000
	3) Disinfection System Replacement	200,000	0
	4) CCTV of Dewatering Line and Influent and Effluent Boxes	25,000	0
	5) Design Flushing System Upgrades & First Flush Capture(new money)	C-00-00-04-00-0	0
	Total New Projects	415,000	32,700
	6) Design Flushing System Upgrades & First Flush Capture(old money)	200,000	200,000
	7) Design Basin Equipment Hatch	12,000	12,000
	8) Study of Disinfection System	0	20,000
	,		
	Total Carryover Projects	212,000	232,000
	Total All Projects	627,000	264,700

#### **INCREASE/DECREASE EXPLANATION:**

- 1) SAW Grant completed.
- 2) Item for unexpected engineering projects that may arise during the year. This will be bid out to assure we receive the best price.
- 3) The current system has reached the end of its useful life. This is for the design and construction of the complete replacement of this system.
- 4) PACP inspection of the 48" dewatering line and the influent and effluent boxes.
- 5,6) Have requested \$1.5 million from Army Corps for funding of the design and installation of the new

flushing system using Section 219 funding. If approved we will have a 25% match or \$375,000.

- 7) Design of Basin equipment hatch project.
- 8) Completed in 18/19 budget.

FUND: ACTIVITY: 0072

New Equipment

P/Y BUDGET: \$

15,250

REQUEST: \$ INC/(DEC.): \$

12,900 (2,350)

ACCOUNT EXPLANATION:

7,0000111 12711			
PROJECT#	DESCRIPTION	19/20	18/19
	1) Misc (Lab Equip, Bldg Instrumentation, etc)	1,500	1,500
	2) New Pickup Truck to replace 2009 GMC Sierra	3,900	0
	L) How Floridge Hask to Espland 2000 Since Since		ē
	Total New Projects	5,400	1,500
	3) Sampling Pumps(3)	7,500	7,500
	4) Spare Rain Gauge	0	1,250
	5) Replace Rolling Garage Door	0	5,000
	Neplace Rolling Garage Book		-,
	Total Carryover Projects	7,500	13,750
			15,250
	Total All Projects	12,900	15,250

#### INCREASE/DECREASE EXPLANATION:

1) As needed equipment that may arise.

2) End of useful life and in need of replacement. This vehicle is high on miles (120,000) and

starting to need significant repairs. This will be split with 8.5 Mile and SEMCWWDS.

4 & 5) Will be completed in 18-19 budget.

FUND:

ACTIVITY:

0072

Operating Supplies

P/Y BUDGET: \$

44,550

REQUEST: \$

55,900

INC/(DEC.): \$

11,350

#### ACCOUNT EXPLANATION:

DESCRIPTION	19/20	18/19
1) Sodium Hypochlorite	40,000	30,000
2) Protective Equipment	400	1,500
3) Clothing for operations staff	200	400
4) Laboratory Supplies required by NPDES permit	13,000	7,000
5) Equipment Rental	500	500
6) Office Supplies	100	100
7) Postage	100	100
8) Fuel	600	450
9) Misc	1,000	4,500
Total	55,900	44,550

#### INCREASE/DECREASE EXPLANATION:

1,4,8,9) Budget is restated based on current usage.

2,3) Split now with SEMCWWDS and 8.5 Mile, total is adjusted for the split.

FUND:

0072

P/Y BUDGET: \$

ACTIVITY: Other Professional Services

REQUEST: \$ 18,000 INC/(DEC.): \$ (2,600)

20,600

ACCOUNT EXPLANATION:

	DESCRIPTION	19/20	18/19
į.	Contract Laboratory for Permit Overflow     Property Insurance	12,000 6,000	14,000 6,600
	Total	18,000	20,600

#### INCREASE/DECREASE EXPLANATION:

- 1) Split 50/50 with 8.5 Mile. Budget restated based on current usage.
- 2) Property insurance is covered under the county policy. The county invoices the

various drainage districts for their portion.

FUND:

0072

P/Y BUDGET: \$

168,081

ACTIVITY: Personnel

REQUEST: \$ INC/(DEC.): \$

188,558 20,477

#### ACCOUNT EXPLANATION:

DESCRIPTION	19/20	18/19
1) Pump Station Operators	85,349	83,223
2) Operations Manager	18,540	18,180
3) Asst Operations Manager	14,673	13,776
4) Pump Station Standby	1,800	1,950
5) Overtime	10,400	8,250
6) SCADA Manager Support	8,348	7,462
7) SCADA System Specialist (PT)	3,345	3,312
8) Engineering Support	27,171	18,372
9) GIS Asset Manager	5,124	0
10) Clerical Support	2,400	2,360
11) Accounting	1,400	· 1,320
12) Administrative	6,979	6,876
13) MIDDD Field Operator Reimbursement	3,030	3,000
X		
Total	188,558	168,081

#### INCREASE/DECREASE EXPLANATION:

1-5) 75% of Chapaton staff is charged to 8.5 Mile Relief District. Remaining 25%

is split between SEMCWWDS (10%) and Martin (15%).

6-9) These positions will spend 37.5% of their time on 8.5 Mile Relief, 5% at SEMCWWDS,

and 7.5% at Martin. The remaining 50% is with MIDDD.

- 8) Three engineers performing Martin duties. Previously it was only two.
- 9) New position to support Nexgen tasks for Wastewater. Cost spilt with MIDDD,

SEMCWWDS and 8.5 Mile.

10,11) 75% of support staff is charged to 8.5 Mile Relief District. Remaining 25%

is split between SEMCWWDS (10%) and Martin (15%).

12) Cross charge for administrative personnel. 5.25% is charged to 8.5 Mile, the remaining

is split between SEMCWWDS, Martin, MIDDD, and General.

13) Field Operators from the MIDDD provide training and other assistance

to the Martin Drainage District.

FUND:

ACTIVITY:

0072

Repair & Maintenance

P/Y BUDGET: \$

60,810

REQUEST:

138,740

INC/(DEC.):

77,930

#### ACCOUNT EXPLANATION:

PROJECT#	DESCRIPTION	19/20	18/19
	1) Annual Repair and Maintenance	13,000	10,000
	2) Lawn Mowing	740	810
	Total Annual Items	13,740	10,810
	3) Service Building Repairs	50,000	0
	4) Chlorine Storage Building Repairs	25,000	0
	Total New Items	75,000	0
	5) Replace Drain Gate Hydraulic Accumulator	50,000	50,000
	Total Carryover Items	50,000	50,000
	Total All Projects	138,740	60,810

#### INCREASE/DECREASE EXPLANATION:

- 1) Budget is restated based on current usage.
- 2) Lawn mowing contracted by third party.
- 3) Service building repairs as found from the SAW grant.
- 4) Chlorine storage building repairs as found from the SAW grant.

FUND: ACTIVITY: 0072 SCADA P/Y BUDGET: \$

16,914

REQUEST: \$ INC/(DEC.): \$

30,699 13,785

#### ACCOUNT EXPLANATION:

DDO IFOT #	DESCRIPTION	19/20	18/19
PROJECT #		4,838	1,000
	1) Motor City-SCADA as needed	4,000	3,403
	2) Network Maintenance (State required tower inspections etc)	500	500
	3) UPS Battery Replacements		
	4) Wonderware Software Support Renewals	1,100	1,018
	5) Sonicwall Support Renewals	0	474
	6) VMWare Support Renewal	0	890
	7) VEEAM Support Renewal	59	59
	8) Dell SANs and DR4100 Renewal	0	1,973
	9) Dell Servers and Switch Renewal	0	1,308
	10) Comcast Business Service	471	457
	11) Cell Modem Service (Sprint) 9 units	27	27
	12) Redundant UPS for headend Network Server Racks	484	0
	13) SCADA Servers Upgrade (Reserves)	17,415	0
	Total Annual Projects	24,894	11,109
*			
	Total Carryover Projects	0	0
	Grand Total SCADA	24,894	11,109
Reserve	Future costs of Server Upgrade - Life Cycle per year	5,805	5,805

#### INCREASE/DECREASE EXPLANATION:

1) A server maintenance task was built into MIDDD which is reflected out to all districts.

5,6,8,9) No renewals are needed this upcoming year.

12) Redundant UPS system for main SCADA servers. Costs split to all districts.

13) Starting to upgrade our physical servers as the life cycle of the existing is only 3-5 years.

We will be using the reserves that we have been collecting for this.

FUND: ACTIVITY: Utilities

0072

P/Y BUDGET: \$

46,080

REQUEST: \$ INC/(DEC.): \$

43,150 (2,930)

#### ACCOUNT EXPLANATION:

DESCRIPTION	19/20	18/19
1) Electric Service	15,000	15,000
2) Consumers Energy	3,000	3,000
3) Water	500	500
4) Weather Radar	400	1,500
5) Telephone(Land & Cell)	750	750
6) Internal Service Cost	23,500	25,330
Total	43,150	46,080

#### INCREASE/DECREASE EXPLANATION:

- 4) Weather Radar now split with MIDDD, 8.5 Mile and SEMCWWDS, total adjusted for the split.
- 6) Represents costs the county Finance charges for items such as telephones,

Treasurer's office, car insurance, IT, and more. Split with SEMCWWDS and 8.5 Mile.

Funding Source	Apportionment	Manager	Vendor	Amount	Invoice Detail	Project Summary	Project Balance
Martin Sanitary	Chapter 20						
Diversion Drain	Roseville - 78.09%						
	St. Clair Shores - 21.91%						
		Astorino	DTE Energy	\$ 503.17	503.17 Invoice #19-339 - 07.18.19	Montly Electric - 06.18.19 - 07.17.19	
		Astorino	TestAmerica	\$ 570.00	570.00 Invoice #1900002848 - 07.16.19	Rain Event Testing	
	10		Total	\$ 1,073.17			

YTD Budget Fund: Martin Sanitary Diversion As of Fiscal Period: Oct 1, 2018-July 31, 2019

	2019			REMAINING	
DESCRIPTION	FINAL BUDGET	ENCUMBERED	ACTUAL	BUDGET	PCT UTILIZED
REVENUE ACCOUNTS					
State-Grants			المتعادة والمساوة من الوالسوال	in the state of the same of	*** *** *** *** ** ****
Investment Inc-Interest	500		3,485	(2,985)	54.8%
Reimb-Local Communities	699,485		699,485	-	100.0%
PY Revenue-Fund Balance	95,750			95,750	0.0%
Total Revenue Accounts	795,735	-	702,970	92,765	88.3%
EXPENSE ACCOUNTS					
Application/Permit Fee	3,000	cat many an armed at except profess	3,000		100.0%
Dues, Training, Conf, Subs.	5,750	and a section of their era per wife. Fr	135	5,615	2.3%
Engineering					
-As Needed Engineering	15,000		6,553	8,447	43.7%
-Design Basin Equipment Hatch	12,000	man agent to the agreement with the contract of	a in the contract of the contract production strate is	12,000	0.0%
-Design Flushing System Upgrades & First Flush Capture	200,000		and the second s	200,000	0.0%
-SAW Match	17,700	and the second section of the second sections	12,415	5,285	70.1%
-Study of Disinfection System	20,000		5,932	14,068	29.7%
New Equipment	15,250		7,312	7,938	47.9%
Operating Supplies	44,550	and a second security of other second second second	24,201	20,349	54.3%
Other Professional Srvcs	20,600	Transport to the second	17,635	2,965	85.6%
Personnel Services	168,081	Table 1 In print 1 Inter- new 2 Table 2014 (1997)	79,457	88,624	47.3%
Repair & Maintenance	60,810		7,875	52,935	12.9%
Scada System	16,914	Productive on the transmission from the order	4,116	12,798	24.3%
Utilities	46,080	The first of the second persons person	33,652	12,428	73.0%
Capital Reserve	150,000	an amount on the first to		150,000	0.0%
Total Expense Accounts	795,735	-	202,283	593,452	25.4%

	O&M Balance 9/30/2018	O&M	Total 7/31/2019
Cash - Operating	338,645	513,102	851,747
Accounts Receivab	le		0
Assets			0
Liabilities			0
Revenues		702,970	702,970
Expenditures		189,868	189,868
Equity	338,645		851,747