

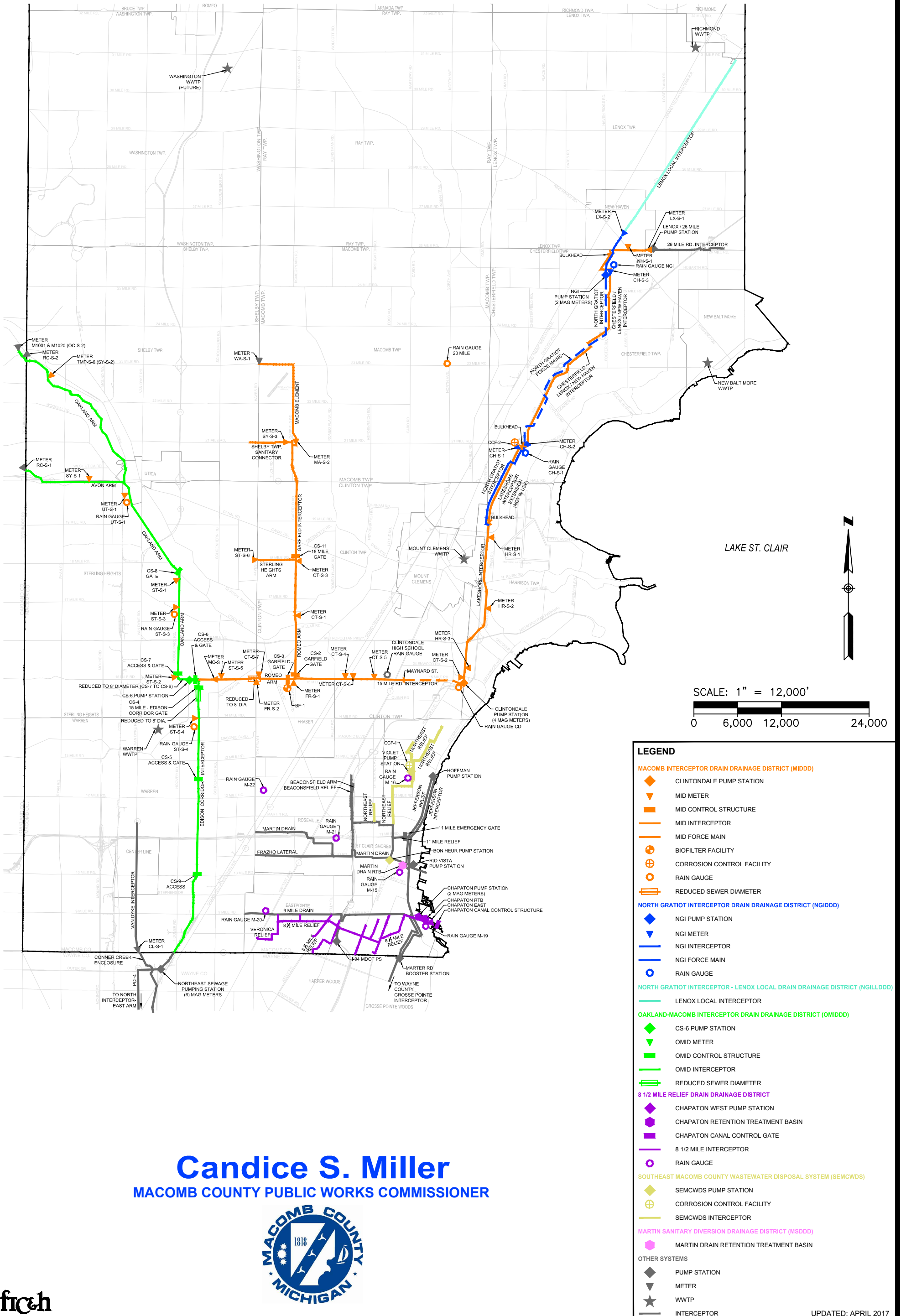
MARTIN SANITARY DIVERSION DRAIN  
INTRA-COUNTY DRAINAGE BOARD  
APRIL 12, 2021  
10:30 A.M.  
AGENDA

**NOTE: THIS MEETING WILL BE HELD BY TELECONFERENCE**

**Call in Number: 1-409-420-6499**  
**Access Code: 208 258 729**

	Page
1. Call of meeting to order and roll call	
2. Approval of Agenda for April 12, 2021	
3. Approval of Minutes for March 8, 2021	3
4. Public Participation	
5. Project Updates – Vince Astorino	6
6. Resolution Regarding Electronic and Telephonic Meeting Procedures – Brian Baker	9
7. Consideration for approval of invoices (see attached)	14
8. Financial Report – Bruce Manning	15
9. Adjourn	

# MACOMB COUNTY WASTEWATER SYSTEMS



**Candice S. Miller**  
 MACOMB COUNTY PUBLIC WORKS COMMISSIONER



An adjourned meeting of the Intra-County Drainage Board for the **MARTIN SANITARY DIVERSION DRAIN** was held via telephone conference per the State Public Act 254 of 2020 due to the COVID-19 pandemic, on March 8, 2021, at 11:09 A.M.

PRESENT: Candice S. Miller, Chair  
Location: Clinton Township, MI

Harold Haugh, Member  
Location: Roseville, MI

Bryan Santo, Member  
Location: Mt. Clemens, MI

ALSO PRESENT: Don VanSyckel, Barbara Zinner, Don Brown, Macomb County Board of Commissioners; Brian Baker, Chief Deputy, Karen Czernel, Deputy, Stephen Downing, Construction & Maintenance Manager, Bruce Manning, Financial Manager, Tom Stockel, Construction Engineer, Vince Astorino, Operations & Flow Manager, Kellie Kource, Drain Account Specialist, Emily Engelmann, Administrative Assistant, Norb Franz, Communications Manager, Macomb County Public Works

The meeting was called to order by the Chair, Candice S. Miller. A motion was made by Mr. Santo, supported by Mr. Haugh to approve the agenda as presented.

Adopted: YEAS: 3  
NAYS: 0

Minutes of the meeting of February 8, 2021 were presented. A motion was made by Mr. Santo, supported by Mr. Haugh to approve the minutes as presented.

Adopted: YEAS: 3  
NAYS: 0

The meeting was opened to public participation, then closed, there being no comments from the public.

Mr. Astorino updated the board that the disinfection system project is underway and moving along well. They have poured the pads for the new pumps and the plan is to wrap up Chapaton and will then complete Martin. The project is on schedule and within budget. The new TRC units are being installed and will be operational soon. Security cameras are also being installed. The flushing system design is still in progress and we should get an update on that soon.

A motion was made by Mr. Haugh, supported by Mr. Santo to receive and file the project update by Mr. Astorino.

Adopted: YEAS: 3  
NAYS: 0

Mr. Astorino updated the board that the main goal of the Wastewater Master Plan is to improve the water quality in Lake St. Clair and maximize the use of the existing infrastructure in the system. A presentation was shown to the board regarding a possible in-system storage project. An analysis on overflow history was done, and Martin does spill more often than Chapaton as it is a smaller facility.

After analysis our team found that within the Martin Drain itself there is an additional 5.2 millions of additional storage available and we also found an area where the Drain transitions from a single pipe to a double box that would accommodate In-System Storage Devices. With the double box, we can isolate it out and build what is needed in each box to avoid bypass pumping. With this setup, we estimate we can reduce annual overflows by about 20%. SEMSD will help fund with around \$1 million, leaving around \$4 million for us to secure additional funding. The next step is to start the design, with potential construction starting in late 2022.

A motion was made by Mr. Haugh, supported by Mr. Santo to receive and file the Martin In-System Storage project presentation by Mr. Astorino.

Adopted: YEAS: 3  
NAYS: 0

The Chair presented the invoices totaling \$29,469.15 to the board for review and approval.

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

Adopted: YEAS: 3  
NAYS: 0

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

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 11:37 a.m.



Candice S. Miller, 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 March 8, 2021 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.



Candice S. Miller, Chair  
Macomb County Public Works Commissioner

DATED: 3/8/21



**Candice S. Miller**

Public Works Commissioner  
Macomb County

To: Martin Sanitary Diversion Drainage District Board Members

CC: File

From: Vincent Astorino, Operations & Flow Manager

Date: April 12, 2021

Subject: Construction Projects Status Updates for April 2021 Board Meeting

The following provides a status update for construction work completed within the Martin Sanitary Diversion Drain District (MSDDD) for the previous month.

### Chapaton & Martin Disinfection Replacement Project

**Contractor:** Weiss Construction

**Engineering Consultant:** Wade Trim

#### **Project Description:**

This project consists of the complete replacement of the disinfection systems at Chapaton and Martin. Macomb County Public Works Office (MCPWO) staff identified that a critical capital improvement need for the Chapaton and Martin RTB's was the replacement of the disinfection systems. These are systems that were installed in approximately 1978 and have exceeded the end of their useful life. MCPWO staff has worked diligently to keep the existing disinfection pumps in service as they are prone to failure and require expensive, difficult to obtain parts. The project involves all disinfection chemical feed pumps, new electrical controls and VFDs, and new disinfection and sample piping within the Chapaton RTB.

#### **Significant project tasks that have occurred over the past month:**

1. No new work at the Martin facility in the past month.

**Construction Costs:**

	Date (if applicable)	Amount
Original Contract Amount		\$995,925.00
Change Order #1	12/16/20	(\$16,337.83)
Revised Contract Amount		\$979,587.17
Total Spent to Date	Pay Apps #1-4	\$450,617.58
Remaining Budget		\$528,969.59



*Figure 1 – Five new VFD cabinets to power Hose Pumps*

*Figure 2 – New 9-Mile Box Chlorine Diffuser – North box, just east of Tide Gates*



*Figure 3 – New 2” sample piping through floor into Blower Room*

## Martin Total Residual Chlorine Project

Contractor: MCPWO

Engineering Consultant: None

### Project Description:

This project consists of installing three SWAN total residual chlorine units that will allow operators to see chlorine levels within the SCADA system. This system will better optimize our chlorine dosing and ultimately help achieve our permitted water quality numbers.

### Significant project tasks that have occurred over the past month:

1. All three of the new units have been installed and were put into operation during the last rain event on 3/26/21.



*Figure 5 – SWAN units that sample within the RTB*



*Figure 4 – Overflow SWAN unit*



## MARTIN SANITARY DIVERSION DRAIN BOARD

### ELECTRONIC AND TELEPHONIC MEETING PROCEDURES

Rules and procedures adopted by the Martin Sanitary Diversion Drain Board (“Drainage Board”) to protect health, safety, and welfare by establishing meeting procedures for the Drainage Board in compliance with the Michigan Open Meetings Act, Act 267 of 1976, *et seq* (“OMA”).

#### **THE DRAINAGE BOARD DECLARES AS FOLLOWS:**

**Section I. Title.** These rules and procedures may be cited as the Martin Sanitary Diversion Drain Board Electronic and Telephonic Open Meetings Act Procedures (“Procedures”).

**Section II. Purpose.** It is the policy of the Drainage Board to establish these Procedures in compliance with Sections 3 and 3a of the OMA, for fully-electronic or telephonic meetings of the Drainage Board or in which there exists the absence of a member or members of the Drainage Board, and which may minimize the possibility of disruptions during such electronic or telephonic meetings.

#### **Section III. Electronic and Telephonic Meetings Authorization**

A. Authorization to hold remote electronic and telephonic meetings. Sections 3 and 3a of the OMA provide that a physical place is not required for meetings held, in whole or in part, electronically by telephonic or video conferencing, in the following circumstances:

- A. Before March 31, 2021, under any circumstance;
- B. On or after March 31, 2021 through December 31, 2021, only in circumstances in which there is an absence of a member(s) of the public body due to:
  - a. Military duty;
  - b. A medical condition; or
  - c. A statewide or local state of emergency or state of disaster declared pursuant to law or charter by the Governor or a local official or local governing body that would risk the personal health or safety of members of the public or the public body if the meeting was held in person.
    - i. For the purpose of permitting an electronic meeting due to a local state of emergency or state of disaster, only to permit the electronic attendance of a member of the public body who resides in the affected area or to permit the electronic meeting of a public body that usually holds its meetings in the affected area.
- C. After December 31, 2021, only in circumstances requiring accommodation of members absent due to military duty.

B. Physical Presence. At a meeting that accommodates members absent due to military duty or a medical condition, only those members absent due to military duty or a medical condition may participate electronically. Any other member must be physically present at the meeting.

C. Notice of Needed Accommodation. Members of the Drainage Board that must meet electronically, on account of the member's military duty or medical condition, shall file a Notice of Needed Accommodation with the Macomb County Public Works ("MCPW") Commissioner or commissioner-designated deputy that serves as chairperson of the Drainage Board ("Commissioner"). Copies of the Notice of Needed Accommodation will be available through the Commissioner's office and shall be submitted seventy-two (72) hours in advance of the first meeting the member will participate in electronically on account of their medical condition or military duty. Once filed, the Notice of Needed Accommodation will remain in effect until it is withdrawn by the member or until the Drainage Board can no longer accommodate the member's electronic participation under the OMA. It is a member's sole responsibility to withdraw a Notice of Needed Accommodation if they cease to have a medical condition or no longer have military duty obligations that enable their electronic participation. A Notice of Needed Accommodation filed with the Commissioner only applies to this Drainage Board. A separate Notice of Needed Accommodation must be filed for any other public body overseen by the Commissioner for which electronic attendance is sought.

D. Attendance at Meetings Held Electronically In-Part. Members of the Drainage Board or members of the public participating electronically in a meeting held pursuant to these Procedures that occurs in a physical space in-part are to be considered present and in attendance at the meeting for all purposes.

E. Meetings Held Fully Electronically. When a statewide or local state of emergency has been declared within the jurisdiction of the Drainage Board, meetings of the Drainage Board shall, except as otherwise provided in this section, be held fully electronically for both the members of the Drainage Board and the public. When a meeting of the Drainage Board is scheduled pursuant to the Drain Code, the Commissioner shall ensure that the meeting is conducted as an electronic meeting when a statewide or local emergency is in place. In the event that a fully electronic meeting is scheduled due to a statewide or local state of emergency and the state of emergency is rescinded prior to the date of the meeting, the Commissioner shall take such action as necessary to reschedule the meeting in compliance with the OMA.

Notwithstanding the provisions of this section, the Drainage Board may decide, if legally permissible and agreed to by the Commissioner, to conduct in-person meetings during a statewide or local state of emergency when deemed appropriate by the Drainage Board.

F. Participation Requirement. A meeting of the Drainage Board held electronically must be conducted in a manner that permits two-way communication so that members of the Drainage Board can hear and be heard by other members of the Drainage Board, and so that public participants can hear members of the Drainage Board and can be heard by members of the Drainage Board and other participants during a public comment period. The Drainage Board may use technology to facilitate typed public comments that may be read to or shared with members of the Drainage Board and other participants.

#### **Section IV. Notice Requirements**

A. Notice Requirements. Notices of any electronic meeting shall be posted on a portion of MCPW's website fully accessible to the public at least 18 hours before the meeting. The public notice on the website must be included on either the homepage or on a separate webpage dedicated to public notices for non-regularly scheduled or electronic meetings that is accessible through a prominent and conspicuous link on the website's homepage that clearly describes its purpose for public notification of non-regularly scheduled or electronic public meetings. The public notice shall contain the following information:

1. Why the Drainage Board is meeting electronically;
2. Which member(s) of the Drainage Board will be participating in the meeting electronically;
3. How members of the public may participate in the meeting electronically, including a telephone number, internet address, or both;
4. How members of the public may contact members of the Drainage Board to provide input or ask questions on any business that will come before the Drainage Board at the meeting; and
5. How persons with disabilities may participate in the meeting.

B. Agendas. If an agenda exists for a meeting held pursuant to these Procedures, the Commissioner shall make the agenda available to the general public through MCPW's website at least two (2) hours before the meeting begins.

**Section V. Electronic and Telephonic Meeting Procedures.** Consistent with the authority to establish reasonable rules under the OMA and the obligation of public bodies to establish procedures for electronic meetings authorized by the OMA, such meetings shall be conducted in accordance with the following:

A. Use of Electronic Service. Drainage Board members and the public may participate in electronic meetings through software or interface using electronic conferencing and telephone as facilitated by the Drainage Board.

B. Muting. During the meeting, each participant shall be permitted to mute or unmute themselves to the extent it does not create any distractions or disruptions of the meeting. To the extent necessary, a meeting host may mute or unmute participants to facilitate effective two-way communication.

C. Public Comment. Members of the public shall speak only when called upon. The Drainage Board will then designate an opportunity for each member of the public to be heard. Members of the public not speaking should remain muted unless and until called upon to provide

comment or shall not otherwise cause disruptions. The Drainage Board shall make reasonable rules at a meeting to facilitate public comment in an orderly manner.

D. Public Announcement. For any member of the Drainage Board attending electronically, the member must make a public announcement at the outset of the meeting, to be included in the meeting minutes, that the member is in fact attending the meeting electronically. If the member is attending electronically for any other purpose other than for military duty, they shall identify their location by stating the city/township/village, county, and state from which they are attending.

E. Contacting Absent Members. Members of the public shall be noticed of the absence of a member of a Drainage Board through the notice required in Section IV of these Procedures. The public may contact those absent members prior to the meeting to provide input on any business that will come before the Drainage Board by emailing or calling the Drainage Board with information provided in the notice. The Commissioner shall compile the input and transmit it to the absent member in advance of the meeting. "Absent member" is defined as any member authorized to participate in a meeting electronically.

F. Roll Call. During the electronic and telephonic meeting, members of the Drainage Board will vote by roll call to avoid any questions about how each member of the Drainage Board votes. Each member of the Drainage Board must be asked how they vote, and their name and vote must be recorded in the meeting minutes.

G. Right to Record. The right of a person to participate in an electronic meeting includes the right to tape-record, to videotape, to broadcast live on radio, and to telecast live on television the proceedings of the meeting. The exercise of this right does not depend on the prior approval of the Drainage Board. However, individuals shall at a minimum provide written or oral notice to the Drainage Board prior to the start of an electronic meeting of their intent to tape-record, videotape, broadcast, or telecast the meeting.

H. Registration. The Drainage Board may not require a person participating in an electronic meeting to register or otherwise provide his or her name or other information or otherwise to fulfill a condition precedent to attendance, other than mechanisms necessary to permit the person to participate in the public comment period of the meeting.

I. Breach of Peace. A person must be permitted to address the Drainage Board during an electronic meeting under these Procedures, provided that no specific rules by order of the Drainage Board are needed to address specific circumstances or technical issues that arise during the meeting. A person must not be excluded from an electronic meeting otherwise open to the public except for a breach of the peace committed during the meeting.

J. Closed Session. Members of the general public participating in an electronic meeting may be excluded from participation in an electronic closed session of the Drainage Board if the closed session is convened and held in compliance with the requirements of the OMA.

K. Discussion, Deliberation, and Voting. The Drainage Board's electronic meeting will effectuate as fully as possible, the purposes of the OMA, which include promoting government accountability and fostering openness in government to enhance responsible decision-making. Except as it relates to closed sessions, the full discussions and deliberations of the Drainage Board, not just the voting, must still be done with public access.

L. Additional Rules. The chair or host of an electronic meeting has the authority to ensure that the meeting is conducted in an orderly manner. This includes the ability to institute additional rules and procedures reasonably necessary to further the requirements of the OMA.

**Section VI. Review of Procedures.** The Commissioner shall review these Procedures if any substantive changes are made to the current provisions of the Michigan Open Meetings Act, Act 267 of 1976, *et seq*, and present any proposed revisions to the Drainage Board for re-approval as necessary.

**Section VII. Validity and Severability.** If any part of these Procedures are declared by any court of competent jurisdiction to be invalid, that declaration does not affect the validity of the remainder of the Procedures.

**Section VIII. Repealer.** While in effect, these Procedures supersede all policies (or parts of policies) of the Drainage Board that conflict with these Procedures.

**Section IX. Effective Date.** These Procedures are effective immediately.

Adopted by the Martin Sanitary Diversion Drain Board on 4-12-2021.

MARTIN SANITARY DIVERSION - 3/16/21 - 4/6/21

<u>Funding Source</u>	<u>Apportionment</u>	<u>Manager</u>	<u>Vendor</u>	<u>Amount</u>	<u>Invoice Detail</u>	<u>Project Summary</u>	<u>Project Balance</u>
<b>Martin Sanitary Diversion Drain</b>	Chapter 20 Roseville - 78.09% St. Clair Shores - 21.91%						
		Astorino	Abel Electronics	\$ 12,154.91	Invoice #031233 - 3.15.21	Security Cameras	
		Astorino	De-Cal, Inc.	\$ 556.80	Invoice #WO90020161 - 2.19.21	Heating System Preventative Maintenance	
		Astorino	DTE Energy	\$ 1,343.52	Invoice #RCVLL-KG22X - 3.19.21	Monthly Electric - 2.17.21 - 3.18.21	
		Astorino	Fishbeck	\$ 5,296.50	Invoice #398947 - 2.24.21	SRF Project Plan/Flushing System	\$ 26,990.33
		Astorino	Wade Trim	\$ 2,642.50	Invoice #2020553 - 3.25.21	Martin RTB Disinfection Improvements - CCA	\$ 22,301.17
		Astorino	Weiss Construction	\$ 51,116.40	Invoice #PAY EST #4 - 3.23.21	Martin RTB Disinfection Improvements	\$ 478,900.97
<b>Total</b>			\$ 73,110.63				

YTD Budget

Fund: Martin Sanitary Diversion

As of Fiscal Period: Oct 1, 2020-Mar 31, 2021(50%)

DESCRIPTION	2021 FINAL BUDGET	ENCUMBERED	ACTUAL	REMAINING BUDGET	PCT UTILIZED
<b>REVENUE ACCOUNTS</b>					
Investment Inc-Interest	4,500		530	3,970	11.8%
Reimb-Local Communities	920,550		920,550	-	100.0%
PY Revenue-Fund Balance	611,175			611,175	0.0%
<b>Total Revenue Accounts</b>	<b>1,536,225</b>	<b>-</b>	<b>921,080</b>	<b>615,145</b>	<b>60.0%</b>
<b>EXPENSE ACCOUNTS</b>					
Application/Permit Fee	6,000			6,000	0.0%
Dues, Training, Conf, Subs.	2,560			2,560	0.0%
<b>Engineering</b>					
-As Needed Engineering	18,725		5,257	13,468	28.1%
-Misc Sewer Repairs	20,000				
- Disinfection System Replacement	175,000		48,439	126,561	27.7%
-CCTV of Dewatering Line and Influent and Effluent Boxes	25,000		17,288	7,712	69.2%
-Design Flushing System Upgrades & First Flush Capture	865,000			865,000	0.0%
-Replace Drain Gate Hydraulic Accumulator <sup>(1)</sup>	-		11,036	(11,036)	100.0%
-Design Basin Equipment Hatch	9,950			9,950	0.0%
New Equipment	34,000		19,620	14,380	57.7%
Operating Supplies	48,640		5,318	43,322	10.9%
Other Professional Svcs	11,000		2,389	8,611	21.7%
Personnel Services	205,200			205,200	0.0%
Repair & Maintenance	28,740		16,858	11,882	58.7%
Scada System	46,260		19,997	26,263	43.2%
Utilities	40,150		1,586	38,564	4.0%
<b>Total Expense Accounts</b>	<b>1,536,225</b>	<b>-</b>	<b>147,788</b>	<b>1,368,437</b>	<b>9.6%</b>

	O&M Balance 9/30/2020	O&M	Total 3/31/2021
Cash - Operating	1,123,849	773,292	1,897,141
Accounts Receivable			0
Assets			0
Liabilities			0
Revenues		921,080	921,080
Expenditures		147,788	147,788
Equity	1,123,849		1,897,141

**Detail of 2020 Equity**

Design Basin Equipment Hatch	9,950
Replace Drain Gate Hydraulic Accumulator <sup>(1)</sup>	33,844
As Needed Engineering	18,725
Design Flushing System Upgrades & First Flush Capture	375,000
CCTV of Dewatering Line & Influent and Effluent Boxes	25,000
Disinfection System Replacement	129,501
TRC Equipment	7,500
Pickup Truck	3,900
SCADA Reserves	16,913
Capital Reserves	503,516