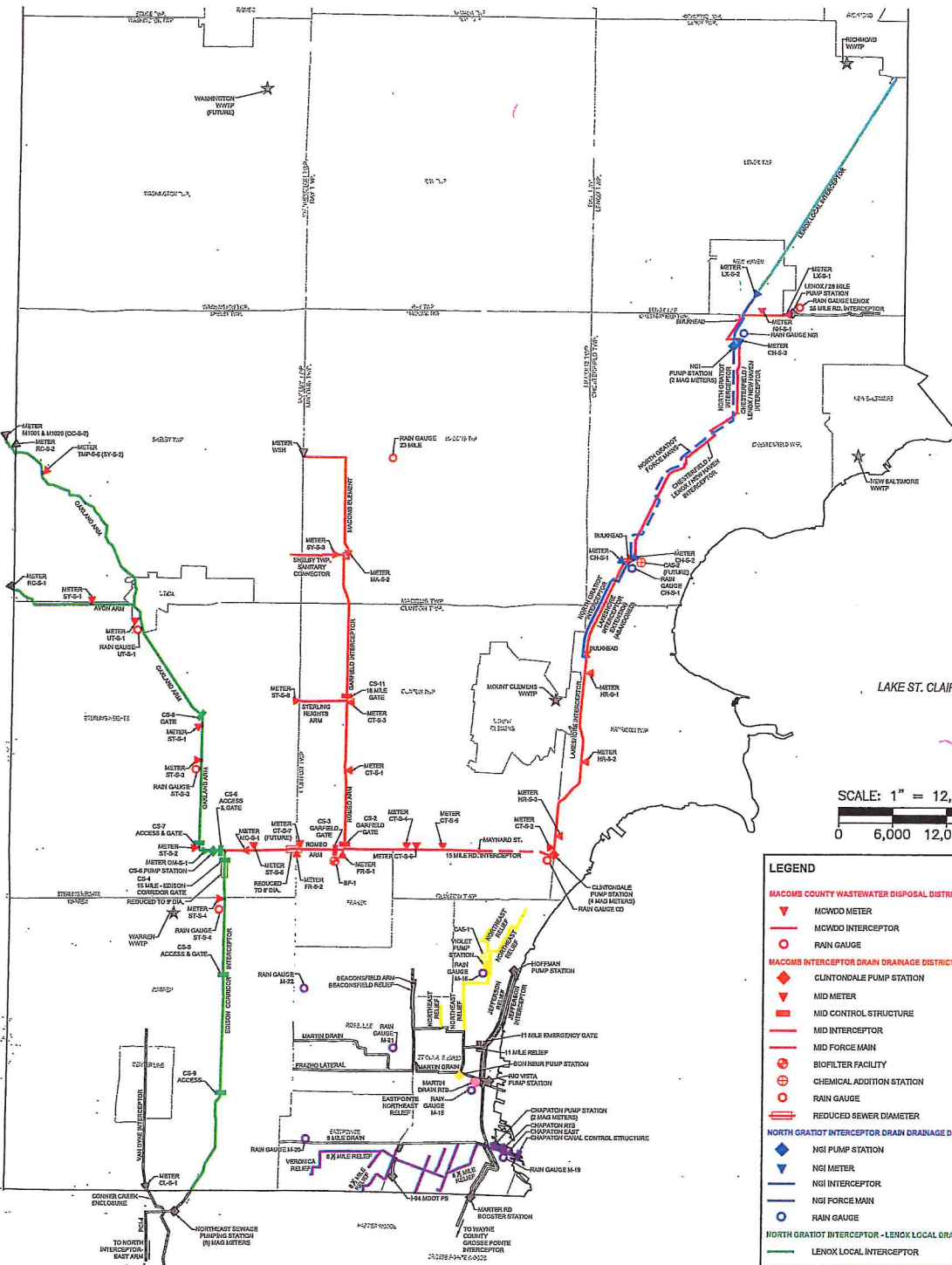


Miller
Santo
Tocco

MARTIN SANITARY DIVERSION DRAIN
INTRA-COUNTY DRAINAGE BOARD
SEPTEMBER 10, 2018
10:00 A.M.
AGENDA

	Page
1. Call of meeting to order and roll call	
2. Approval of Agenda for September 10, 2018	
3. Approval of Minutes for August 13, 2018	3
4. Public participation	
5. Permit and SAW Grant Update – Vince Astorino	
6. 2018-2019 Budget – Brian Baker	5
Motion: To approve the 2018-2019 Budget	
7. Consideration for approval of invoices (see attached)	19
8. Financial Report – Bruce Manning	20
9. Adjourn	

MACOMB COUNTY WASTEWATER SYSTEMS



SCALE: 1" = 12,000'

0 6,000 12,000 24,000



LEGEND

- MACOMB COUNTY WASTEWATER DISPOSAL DISTRICT (MCWDD)**
 - ▼ MCWDD METER
 - MCWDD INTERCEPTOR
 - RAIN GAUGE
- MACOMB INTERCEPTOR DRAIN DRAINAGE DISTRICT (MIDD)**
 - ◆ CLINTONDALE PUMP STATION
 - ▼ MID METER
 - MID CONTROL STRUCTURE
 - MID INTERCEPTOR
 - MID FORCE MAIN
 - ⊕ BIOFILTER FACILITY
 - ⊕ CHEMICAL ADDITION STATION
 - RAIN GAUGE
 - ⊖ REDUCED SEWER DIAMETER
- NORTH GRATIOT INTERCEPTOR DRAIN DRAINAGE DISTRICT (NGIDD)**
 - ◆ NSI PUMP STATION
 - ▼ NSI METER
 - NSI INTERCEPTOR
 - NSI FORCE MAIN
 - RAIN GAUGE
- NORTH GRATIOT INTERCEPTOR - LENOX LOCAL DRAIN DRAINAGE DISTRICT (NGLLD)**
 - LENOX LOCAL INTERCEPTOR
- OAKLAND-MACOMB INTERCEPTOR DRAIN DRAINAGE DISTRICT (OMIDD)**
 - ◆ CS-6 PUMP STATION
 - ▼ OMID METER
 - OMID CONTROL STRUCTURE
 - OMID INTERCEPTOR
 - ⊖ REDUCED SEWER DIAMETER
- 1/2 MILE RELIEF DRAIN DRAINAGE DISTRICT**
 - ◆ CHAPATON WEST PUMP STATION
 - ⊕ CHAPATON RETENTION TREATMENT BASIN
 - ⊖ CHAPATON CANAL CONTROL GATE
 - 1/2 MILE INTERCEPTOR
 - RAIN GAUGE
- SEMICWDS PUMP STATION**
 - ◆ SEMICWDS PUMP STATION
 - ⊕ CHEMICAL ADDITION STATION
 - SEMICWDS INTERCEPTOR
- MARTIN SANITARY DIVERSION DRAINAGE DISTRICT (MSDDD)**
 - ⊕ MARTIN DRAIN RETENTION TREATMENT BASIN
- OTHER SYSTEMS**
 - ◆ PUMP STATION
 - ▼ METER
 - ★ WWTP
 - INTERCEPTOR

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 in the Office of the Macomb County Public Works Commissioner, 21777 Dunham, Clinton Township, Michigan, on August 13, 2018, at 10:06 A.M.

PRESENT: Candice S. Miller, Chair
Bryan Santo, Member
Kathy Tocco, Member

Also Present: James Carabelli, Joseph Romano, Marvin Sauger, Macomb County Board of Commissioners, Brian Baker, Chief Deputy, Vincent Astorino, P.E., Operations and Flow Manager, Jeff Bednar, P.E., Environmental Engineer, Bruce Manning, Financial Manager, Dan Heaton Public Relations Manager, Thomas Stockel, Construction Engineer, Madison Tanghe, Senior Secretary, Macomb County Public Works (MCPW); Jordan Scott, Sterling Heights Dept. of Public Works; Elizabeth Madson, Breck McCorory, Chesterfield Township Library

The meeting was called to order by the Chair, Candice Miller. The agenda was approved as presented.

Minutes of the meeting of July 9, 2018 were presented. A motion was made by Ms. Tocco, supported by Mr. Santo 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.

The Capital Improvement Plan submitted by Anderson, Eckstein & Westrick, Inc. (AEW) is being redone to take into account structural building issues to the 1960's building. AEW is going back and performing a more in depth analysis of the building and its structure which we should receive soon. We are still on time as the final SAW report is due in November.

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

Adopted: YEAS: 3
NAYS: 0

The Chair presented the invoices totaling \$39,248.74 to the board for review and approval.

A motion was made by Mr. Santo, supported by Ms. Tocco 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. Santo, supported by Ms. Tocco.

Adopted: YEAS: 3
NAYS: 0

There being no further business, it was moved by Ms. Tocco, 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 10:14 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 taken by the Intra-County Drainage Board for the Drainage District shown on the attached set of minutes, on August 13, 2018, 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: 8/14/18

Martin Sanitary Diversion Drainage District
Proposed 2018/19 Budget
Effective October 1, 2018
Executive Summary

Attached is the proposed 2018/19 Martin budget for the fiscal year beginning October 1, 2018. The budget is scheduled to be adopted at the September 10, 2018 Martin Drain Board meeting. Both Roseville and St. Clair Shores received a copy of the proposed budget on August 29th.

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 \$44,000 lower than the estimated amounts provided to the two communities in February 2018 and upon which their own budgets were established and subsequently approved.

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 the upcoming needed maintenance and repairs that will be identified with the November 2018 SAW grant completion. The SAW grant will identify the capital improvement needs over the next 20 years. As a result, next year's budget includes setting aside \$150,000 to fund future capital needs. The budget also funds \$200,000 for design costs to upgrade to basin's flushing system, \$15,000 for as-needed Engineering, and higher County internal service costs, including property insurance.

Elimination of funding for one time budgeted costs last year partially offsets these new item costs. One-time costs last year included \$125,000 for an Effluent Sampler, Flow Meter and design costs, and \$20,000 for a Basin Structural Integrity Study. These projects have been completed. The SAW grant match budget can be lowered by \$14,300 as the project is nearing completion, while \$15,050 in savings results from in-house Chapaton staff now performing more routine maintenance, rather than continuing to outsource these services.

**MARTIN SANITARY COMMUNITIES
TOTAL CHARGES
FY 2018 vs FY 2019**

Total Cost Category	2017/2018 Charge	2018/2019 Charge	Difference	% Change
Martin	573,026	699,485	126,459	22.1%
TOTAL	573,026	699,485	126,459	22.1%

Communities	2017/2018 Charge	2018/2019 Charge	Difference	% Change
Roseville (78.09%)	447,476	546,228	98,752	22.1%
St. Clair Shores (21.91%)	125,550	153,257	27,707	22.1%
TOTAL	573,026	699,485	126,459	22.1%

**MARTIN SANITARY COMMUNITIES
2018-2019 CHARGES
EFFECTIVE OCTOBER 1, 2018**

	2019 Total		Roseville	St. Clair Shores	Total
COMMUNITY ASSESSMENTS	Annual	Monthly	78.09%	21.91%	100.00%
MARTIN SANITARY	699,485	58,290	45,519	12,771	58,290
		Annual Total	546,228	153,257	699,485

MARTIN SANITARY
Operations and Maintenance
Budget to Actual

Description	Page #	Actual 2016/2017	Actual 5/31/2018	Projected 9/30/2018	Budget 2017/2018	Budget 2018/2019	Budget Change	% Change
EXPENSE								
Application/Permit Fee	3	3,070	3,021	3,021	3,000	3,000	0	0.0%
Dues, Training, Conf, Subs.	4	0	3,682	4,273	1,250	5,750	4,500	360.0%
Engineering	5	21,844	62,431	107,943	109,000	264,700	155,700	142.8%
New Equipment	6	488	1,074	112,111	125,750	15,250	(110,500)	-87.9%
Operating Supplies	7	29,394	23,155	34,732	43,850	44,550	700	1.6%
Other Professional Svcs	8	0	0	6,518	12,000	20,600	8,600	71.7%
Personnel Services	9	122,575	82,474	123,711	160,326	168,081	7,756	4.8%
Repair & Maintenance	10	13,848	5,214	7,821	75,050	60,810	(14,240)	-19.0%
Scada System	11	0	1,383	2,075	22,800	16,914	(5,886)	-25.8%
Utilities	12	13,234	12,734	19,101	20,000	46,080	26,080	130.4%
³ Capital Reserve						150,000	150,000	100.0%
Total Expenses		204,453	195,168	421,306	573,026	795,735	222,709	38.9%
REVENUE								
Interest Earned				100	0	500	500	100.0%
Contribution from Community		112,834	223,699	572,926	573,026	699,485	126,459	22.1%
¹ Carry Forward					0	95,750 ¹	95,750	100.0%
Total Revenue		112,834	223,699	573,026	573,026	795,735	222,709	38.9%

Reserves: 41,545 193,265² 247,515

NOTES:

¹Carry forward:

Design Basin Equipment Hatch	12,000
Study of Disinfection System	20,000
Sampling Pumps(3)	7,500
Spare Rain Gauge	1,250
Replace Rolling Garage door	5,000
Replace Drain Gate Hydraulic Accumulator	50,000
Total Carryover	95,750 ¹
Unreserved Cash	97,515
	193,265 ²

³We are expecting results of SAW grant in October. It is anticipated that the report will show major work needs to be done on facility. This facility has never had any updates or improvements. Therefore, Capital Reserves are being built up to help with the cost of the improvements.

**FY 2018-2019
MARTIN SANITARY BUDGET DETAIL SHEET
EXPENDITURE REQUEST SHEET**

FUND:	0072	P/Y BUDGET:	\$3,000
ACTIVITY:	Application/Permit Fee	REQUEST:	\$3,000
		INC/(DEC.):	\$0

ACCOUNT EXPLANATION:

DESCRIPTION	18/19	17/18
1) Annual NPDES Permit	3,000	3,000
	3,000	3,000

INCREASE/DECREASE EXPLANATION:

50/50 split with 8.5 Mile

**FY 2018-2019
MARTIN SANITARY BUDGET DETAIL SHEET
EXPENDITURE REQUEST SHEET**

FUND:	0072	P/Y BUDGET:	\$1,250
ACTIVITY:	Dues, Training, & Conf	REQUEST:	\$5,750
		INC/(DEC.):	\$4,500

ACCOUNT EXPLANATION:

DESCRIPTION	18/19	17/18
1) Certification, Licenses, Training	3,000	1,000
2) Dues, Membership & Subscription	250	250
3) NexGen Renewal	2,500	0
	5,750	1,250

INCREASE/DECREASE EXPLANATION:

- 1) Operators state certified for RTBs and the beginning of annual confined space training
- 3) Annual renewal for the asset management software. Cost is split with MIDDD, SEMCWWDS and 8.5 Mile, as well. Annual renewal funding not included in prior year budget
- 1-2) Split with 8.5 Mile and SEMCWWDS

**FY 2018-2019
MARTIN SANITARY BUDGET DETAIL SHEET
EXPENDITURE REQUEST SHEET**

FUND: 0072
ACTIVITY: Engineering

P/Y BUDGET: \$109,000
REQUEST: \$264,700
INC/(DEC.): \$155,700

ACCOUNT EXPLANATION:

DESCRIPTION		18/19	17/18
	1) SAW Match	17,700	32,000
done	2) Design Metering and Sampling System	0	25,000
c/f	3) Design Basin Equipment Hatch	12,000	12,000
done	4) Basement Structural Integrity & Water Study	0	20,000
c/f	5) Study of Disinfection System	20,000	20,000
	6) Design Flushing System Upgrades & First Flush Capture	200,000	0
	7) As Needed Engineering	15,000	0
TOTAL		264,700	109,000

INCREASE/DECREASE EXPLANATION:

1) 10% match for SAW Grant, amount decreasing because project nearing completion

3) Basin equipment hatch project will be approx. 2 million dollars if decision is made to proceed

6) Increase for design of Flushing System upgrades plus first flush capture

7) New item for unexpected engineering that may arise during the year. This will be

bid out to assure we receive the best price. Split with SEMCWWDs and 8.5 Mile

**FY 2018-2019
MARTIN SANITARY BUDGET DETAIL SHEET
EXPENDITURE REQUEST SHEET**

FUND: 0072
ACTIVITY: New Equipment

P/Y BUDGET: \$125,750
REQUEST: \$15,250
INC/(DEC.): (\$110,500)

ACCOUNT EXPLANATION:

DESCRIPTION	18/19	17/18
w/b done 1) Effluent Sampler	0	25,000
w/b done 2) Flow Meter(2)	0	75,000
done 3) Replace Disinfection Mag Meter	0	7,500
c/f 4) Sampling Pumps(3)	7,500	7,500
done 5) Hot Water Heater	0	3,000
c/f 6) Spare Rain Gauge	1,250	1,250
c/f 7) Replace Rolling Garage door	5,000	5,000
8) Misc (Lab Equip, Bldg Instrumentation, etc)	1,500	1,500
TOTAL	15,250	125,750

INCREASE/DECREASE EXPLANATION:

1-2) will be completed in 2017-2018 budget

**FY 2018-2019
MARTIN SANITARY BUDGET DETAIL SHEET
EXPENDITURE REQUEST SHEET**

FUND: 0072
ACTIVITY: Operating Supplies

P/Y BUDGET: \$43,850
REQUEST: \$44,550
INC/(DEC.): \$700

ACCOUNT EXPLANATION:

DESCRIPTION	18/19	17/18
1) Sodium Hypochlorite	30,000	35,000
2) Protective Equipment	1,500	0
3) Clothing for operations staff	400	0
4) Laboratory Supplies required by NPDES permit	7,000	7,000
5) Equipment Rental	500	500
6) Office Supplies	100	250
7) Postage	100	100
8) Fuel	450	0
9) Misc	4,500	1,000
Total	44,550	43,850

INCREASE/DECREASE EXPLANATION:

1,2,3,6) Budget is restated based on current usage

2,3) Split with SEMCWWDS and 8.5 Mile

8) Previously fuel was being charged to the County general fund. It is now being properly allocated to the correct drainage district. Will be split amongst SEMCWWDS & 8.5 Mile

9) Increased cost because of station operators performing more maintenance

**FY 2018-2019
MARTIN SANITARY BUDGET DETAIL SHEET
EXPENDITURE REQUEST SHEET**

FUND:	0072	P/Y BUDGET:	\$12,000
ACTIVITY:	Other Professional Services	REQUEST:	\$20,600
		INC/(DEC.):	\$8,600

ACCOUNT EXPLANATION:

DESCRIPTION	18/19	17/18
1) Contract Laboratory for Permit Overflow	14,000	12,000
2) Property Insurance	6,600	0
	20,600	12,000

INCREASE/DECREASE EXPLANATION:

- 1) Budget is restated based on current usage

- 2) Property insurance is covered under the county policy. The county in the past

- would pay for the insurance but now they invoice the various drainage districts

- for their portion

FY 2018-2019
MARTIN SANITARY BUDGET DETAIL SHEET
EXPENDITURE REQUEST SHEET

FUND: 0072	P/Y BUDGET: \$160,326
ACTIVITY: Personnel	REQUEST: <u>\$168,081</u>
	INC/(DEC.): \$7,756

ACCOUNT EXPLANATION:

DESCRIPTION	18/19	17/18
1) Pump Station Operators	83,223	90,553
2) Pump Station Standby	1,950	2,009
3) Operations Manager	18,180	17,595
4) Asst Operations Manager	13,776	5,611
5) SCADA Manager Support	7,462	1,800
6) SCADA System Specialist (PT)	3,312	0
7) Engineering Support	18,372	10,973
8) Clerical Support	2,360	2,318
9) Overtime	8,250	21,634
10) Accounting	1,320	1,267
11) Administrative	6,876	6,566
12) MIDDD Field Operator Reimbursement	3,000	0
Total	168,081	160,326

INCREASE/DECREASE EXPLANATION:

- 1) Decrease relates to internal service cost now being included in utility section of the budget and having one vacant position.
- 4) In 17/18 this was only for 1/2 year
- 1-4) 15% of Chapaton staff is charged to Martin. Remaining 90% is split between 8.5 Mile Relief District (75%) and SEMCWWDS (10%).
- 6) Newly created position
- 7) Two engineers performing Martin duties. Previously it was only one.
- 5-6) These two positions were previously understated in prior budgets.
- 5-7) These positions will spend 7.5% of their time at Martin, 37.5% at 8.5 Mile Relief, and 5% at SEMCWWDS. The remaining 50% is with MIDDD. Martin will pay MIDDD for their positions
- 9) Decrease is due to internal services cost now being shown separately in the utilities section of budget. Previously part of this costs was included in overtime budget.
- 11) Cross charge for administrative personnel. 1.05% is charged to Martin, the remaining is split between 8.5 Mile, SEMCWWDS, MIDDD, and General.
- 12) Field Operators from the MIDDD will provide training and other assistance to the Martin Drainage District
- 8-10) 15% of Chapaton staff is charged to Martin. Remaining 85% is split between 8.5 Mile Relief District (75%) and SEMCWWDS (10%)

**FY 2018-2019
MARTIN SANITARY BUDGET DETAIL SHEET
EXPENDITURE REQUEST SHEET**

FUND:	0072	P/Y BUDGET:	\$75,050
ACTIVITY:	Repair & Maintenance	REQUEST:	\$60,810
		INC/(DEC.):	(\$14,240)

ACCOUNT EXPLANATION:

	18/19	17/18
DESCRIPTION		
1) Annual Repair and Maintenance	10,000	25,050
2) Lawn Mowing	810	0
c/f 3) Replace drain gate hydraulic accumulator	50,000	50,000
Total	60,810	75,050

INCREASE/DECREASE EXPLANATION:

1) Decreasing because in house staff now performing more maintenance

2) Lawn mowing now contracted by third party

FY 2018-2019
MARTIN SANITARY BUDGET DETAIL SHEET
EXPENDITURE REQUEST SHEET

FUND: 0072
ACTIVITY SCADA

P/Y BUDGET: \$22,800
REQUEST: \$16,914
INC/(DEC.): (\$5,886)

ACCOUNT EXPLANATION:

DESCRIPTION	18/19	17/18
1) Network maintenance contract	0	5,550
2) Wonderware	0	15,000
3) Emergency repair	1,000	2,250
4) Network Maintenance (State required tower inspections etc)	3,403	
5) Future costs of Server Upgrade - Life Cycle per year	5,805	
6) UPS battery replacements	500	
7) Wonderware Software Support Renewals September 2018	1,018	
8) Sonicwall Support Renewals (3 year extension)	474	
9) VMWare Support Renewal (3 year extension)	890	
10) VEEAM Support Renewal (1 year extension)	59	
11) Dell SANs and DR4100 Renewal (2 year extension)	1,973	
12) Dell Servers and Switch Renewal (2 year extension)	1,308	
13) Comcast Business Service for Chapaton	183	
14) Comcast Business Service for Command Center	100	
15) Comcast Business Service for Clintondale	174	
16) Cell modem service (Sprint) 9 units	27	
Total	16,914	22,800

INCREASE/DECREASE EXPLANATION:

4-16) A detailed review of all SCADA costs was completed by the MCPWO engineering department.
 It was determined that all SCADA costs were not itemized in budget. Beginning with the 18/19 budget a more detailed report is now being provided. Costs have been apportioned to the correct facility

2) Detail as follows:

\$3,000 license renewal

\$6,000 maintenance

\$6,000 life cycle

Now included in 4-16

3) More of the repairs will be performed by in house SCADA staff

4,6) In previous budget this was included under items #1 and #2. The total for past budget was Network maintenance contract \$5,550 and \$6,000 from Wonderware

Because of better efficiencies, the overall maintenance budget has decreased

5) In past budget this was included as part of item #2 for \$6,000

7-16) In past budget these items were part of item #2 for \$6,000

**FY 2018-2019
MARTIN SANITARY BUDGET DETAIL SHEET
EXPENDITURE REQUEST SHEET**

FUND: 0072
ACTIVITY: Utilities

P/Y BUDGET: \$20,000
REQUEST: \$46,080
INC/(DEC.): \$26,080

ACCOUNT EXPLANATION:

DESCRIPTION	18/19	17/18
1) Electric Service	15,000	15,000
2) Consumers Energy	3,000	2,000
3) Water	500	1,000
4) Weather Radar	1,500	2,000
5) Telephone(Land & Cell)	750	0
6) Internal Service Cost	25,330	0
Total	46,080	20,000

INCREASE/DECREASE EXPLANATION:

2,3,4) Budget is restated based on current usage

5) Added to budget to reflect Martin's portion

6) In prior years was expensed and budgeted with payroll. This item will now be itemized

separately to better reflect costs. This number represents the costs county Finance
charges for items such as telephones, Treasurer's office, car insurance, IT, and more

Split with 8.5 Mile and SEMCWWDS

MARTIN SANITARY DIVERSION DRAIN - 9/10/18

<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>
Martin Sanitary Diversion Drain	Chapter 20 Roseville - 78.09% St. Clair Shores - 21.91% SAW Grant 1411-01 (Closing date 11/24/18)	Astorino Astorino Astorino Astorino Astorino	Anderson, Eckstein & Westrick, Inc.	\$ 19,620.00	Invoice #0118782 - 8/17/18 Engineering Services - 6/25/18 - 7/22/18	Asset Inventory, Condition Assessment, CIP Personnel Reimbursement Personnel Reimbursement - 6/30/17 - 7/13/18 Basin Segmentation/Disinfection Study	\$ 100,947.52
			DTE Energy	\$ 568.20	Monthly Electric - 7/19/18 - 8/16/18		
			Eight and One-half Mile Relief Drain	\$ 2,228.99	Invoice #050-18 - 7/14/18 - 8/10/18		
			Macomb Interceptor Drain	\$ 2,897.91	Invoice #8055-2018 - 8/10/18		
			Waide Trim	\$ 1,803.75	Invoice #2012405 - 8/28/18 Engineering Services - 7/29/18 - 8/25/18		
			Total				

9425.bd

YTD Trial Balance

Fund: Martin Sanitary Diversion

As of Fiscal Period: Oct 1, 2017-August 31, 2018

	O&M Balance 9/30/2017	O&M	Total 8/31/2018
Cash - Operating	14,184	465,118	479,302
Accounts Receivable			0
Assets			0
Liabilities		85,931	85,931
Revenues		644,116	644,116
Expenditures		264,929	264,929
Equity	14,184		393,371

NOTES

	Grant	Match	Total
SAW 1411-01	292,514	32,502	325,016
YTD	(184,004)	(20,445)	(204,449)
Remaining	108,510	12,057	120,567