

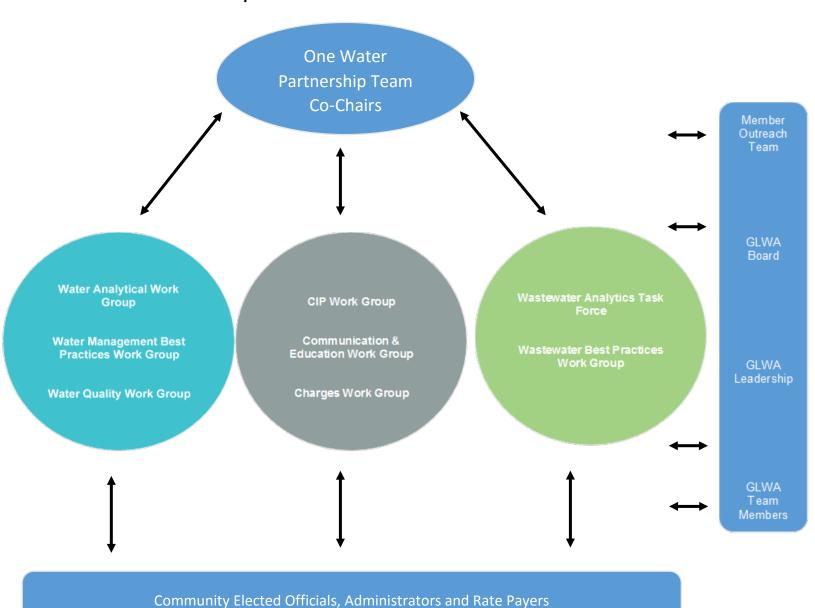
# Member Outreach Program Manual

Updated 10/14/2019

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## Partnership Structure



### Role Description

#### Member

A participant in the Member Outreach Program. This term describes customers, consultants, GLWA Board Members, GLWA team members, associated stakeholders or regulatory agencies such as MDEQ, MDOT, and SEMCOG. When the need to be specific to wholesale customers, the term "Member Partners" is used.

### Member Sponsor

Participates in the planning and setting of the agenda. Provides member perspective on work group activities.

### **GLWA Sponsor**

Provides overall direction for the work group. Responsible for determining or approving agenda topics and assigning action items.

### One Water Co-Chair

Acts as an extension of the facilitators by proactively raising current topics, issues and concerns of members to Member Outreach and GLWA Leadership. Encourages involvement across the membership and to transmit information and inform the counties they are representing. Assists in the planning of the quarterly One Water Partnership Meetings.

#### **Outreach Coordinator**

Provides general work group oversight and support to GLWA Sponsor, Facilitator, and Members. Coordinates pre-planning meetings and assists with agenda development. Follows up with GLWA Sponsor on action items. Approves meeting summary.

#### Facilitator

A neutral third-party that is responsible for ensuring and sustaining the rules of collaboration and furthering the transparent exchange of financial, programmatic, and technical information between GLWA and its members.

## Member Outreach Program Overview

| Meeting                                 | Name                 | Role                 | Email                           | Phone        |
|---|----------------------|----------------------|---------------------------------|--------------|
| One Water<br>Partnership                | One Water Co-chairs  | Member Sponsors      | See Page 7                      | See Page 7   |
|   | GLWA Executives      | GLWA Sponsors        |                                 |              |
|   | Kerry Sheldon        | Facilitator          | Kerry@bridgeportllc.com         | 734-260-1926 |
|   | Madison Merzlyakov   | Outreach Coordinator | Madison.Merzlyakov@glwater.org  | 313-580-3358 |
|   | Sam Smalley          | Member Sponsor       | smalleys@detroit.mi.gov         | 313-410-1099 |
| CIP Work Group                          | Ian Thompson         | GLWA Co-Sponsor      | lan.Thompson@glwater.org        | 313-999-3852 |
|   | Ali Khraizat         | GLWA Co-Sponsor      | Ali.Khraizat@glwater.org        | 313-418-9532 |
|   | Lori Byron           | Facilitator          | Lori@bridgeportllc.com          | 734-678-7831 |
|   | Madison Merzlyakov   | Outreach Coordinator | Madison.Merzlyakov@glwater.org  | 313-580-3358 |
|   | Jeff McKeen          | Member Sponsor       | imckeen@socwa.org               | 248-229-9596 |
| Charges Work<br>Group                   | Nickie Bateson       | GLWA Sponsor         | Nicolette.Bateson@glwater.org   | 313-964-9225 |
|   | Kerry Sheldon        | Facilitator          | Kerry@bridgeportllc.com         | 734-260-1926 |
|   | Madison Merzlyakov   | Outreach Coordinator | Madison.Merzlyakov@glwater.org  | 313-580-3358 |
|   | Mark Kibby           | Member Sponsor       | mkibby@cityofallenpark.org      | 313-928-1883 |
| Communication                           | Cheryl Porter        | GLWA Co-Sponsor      | Cheryl.Porter@glwater.org       | 313-964-9390 |
| & Education<br>Work Group               | Michelle Zdrodowski  | GLWA Co-Sponsor      | Michelle.Zdrodowski@glwater.org | 313-224-4739 |
|   | Lori Byron           | Facilitator          | Lori@bridgeportllc.com          | 734-678-7831 |
|   | Madison Merzlyakov   | Outreach Coordinator | Madison.Merzlyakov@glwater.org  | 313-580-3358 |
| Water Analytical<br>Work Group<br>(AWG) | Jacob Rushlow        | Member Sponsor       | jrushlow@ci.livonia.mi.us       | 734-466-2606 |
|   | Chandan Sood         | GLWA Sponsor         | Chandan.Sood@glwater.org        | 313-267-9007 |
|   | Brittany Galisdorfer | Facilitator          | Brittany@bridgeportllc.com      | 734-657-7371 |
|   | Madison Merzlyakov   | Outreach Coordinator | Madison.Merzlyakov@glwater.org  | 313-580-3358 |

| Meeting                                      | Name                 | Role                 | Email                          | Phone         |
|--|----------------------|----------------------|--------------------------------|---------------|
| Water<br>Management<br>Best Practices        | Bob Jackovich        | Member Sponsor       | bobj@socwa.org                 | 248-229-9815  |
|  | Terry Daniel         | GLWA Sponsor         | Terry.Daniel@glwater.org       | 313-926-81-31 |
|  | Brittany Galisdorfer | Facilitator          | Brittany@bridgeportllc.com     | 734-657-7371  |
|  | Madison Merzlyakov   | Outreach Coordinator | Madison.Merzlyakov@glwater.org | 313-580-3358  |
| Water Quality                                | Cheryl Porter        | GLWA Sponsor         | Cheryl.Porter@glwater.org      | 313-964-9390  |
|  | Lori Byron           | Facilitator          | Lori@bridgeportllc.com         | 734-678-7831  |
|  | Madison Merzlyakov   | Outreach Coordinator | Madison.Merzlyakov@glwater.org | 313-580-3358  |
| Wastewater<br>Analytics Task<br>Force (WATF) | Brian Coburn         | Member Sponsor       | coburnbr@oakgov.com            | 248-452-1022  |
|  | Chandan Sood         | GLWA Sponsor         | Chandan.Sood@glwater.org       | 313-267-9007  |
|  | Brittany Galisdorfer | Facilitator          | Brittany@bridgeportllc.com     | 734-657-7371  |
|  | Madison Merzlyakov   | Outreach Coordinator | Madison.Merzlyakov@glwater.org | 313-580-3358  |
| Wastewater<br>Best Practices                 | Chris Nastally       | GLWA Sponsor         | Chris.Nastally@glwater.org     | 313-319-3934  |
|  | Lori Byron           | Facilitator          | Brittany@bridgeportllc.com     | 734-657-7371  |
|  | Madison Merzlyakov   | Outreach Coordinator | Madison.Merzlyakov@glwater.org | 313-580-3358  |

## One Water Co-Chair Contact List

| Name            | Representing                         | Phone        | Email                         |
|-----------------|--------------------------------------|--------------|-------------------------------|
| Rob Bincsik     | Genesee County<br>(Flint)            | 810-577-8267 | rbincsik@cityofflint.com      |
| Carrie Cox      | Oakland County<br>(OCWRC             | 248-470-1314 | coxc@oakgov.com               |
| Jeff McKeen     | Oakland County<br>(SOCWA)            | 248-229-9596 | jmckeen@socwa.org             |
| Kevin Johnson   | Macomb County<br>(Chesterfield Twp.) | 586-980-2293 | kjohnson@chesterfieldtwp.org  |
| Russ Miller     | Macomb County<br>(St. Clair Shores)  | 586-298-7849 | millerr@scsmi.net             |
| Don Rohraff     | Wayne County<br>(Livonia)            | 734-673-8069 | drohraff@ci.livonia.mi.us     |
| Bill Turner     | Wayne County<br>(Brownstown Twp.)    | 734-767-6050 | wturner@brownstown-mi.org     |
| Palencia Mobley | Detroit<br>(DWSD)                    | 313-212-7987 | Palencia.Mobley@detroitmi.gov |
| Laurie Koester  | GLWA                                 | 248-561-3941 | Laurie.koester@glwater.org    |

## Third-Party Facilitators

### Purpose

To ensure and sustain the rules of collaboration and further the transparent exchange of financial, programmatic, and technical information between GLWA and its members.

#### **Bridgeport Consulting**



Kerry Sheldon, Lead Facilitator <u>kerry@bridgeportllc.com</u> 734-260-1926



Brittany Galisdorfer, Project Manager <u>brittany@bridgeportllc.com</u> 734-657-7371



Anica Madeo, Special Projects Support anica@bridgeportllc.com 734-730-4047



Lori Byron, Communications/Education <u>lori@bridgeportllc.com</u> 734-678-7831

## MEMBER OUTREACH MEETING NORMS

#### Meeting Norms for Members

#### Before the Meeting:

- Look for the agenda that is published prior to the meeting.
- Review and provide comment on any materials provided prior to the meeting.
- Acknowledge your own personal bias to encourage and maintain a collaborative working environment.

#### During the Meeting

- Make sure to sign in and update your contact information on the sign-in sheet.
- Introduce yourself to other members, making sure to mention who you are representing during the meeting.
- Show mutual respect for each members' point of view.
- Be proactive and take initiative in raising issues and provide recommendations during the meeting.
- Work with other members toward consensus on each issue.

#### After the Meeting:

- Review the meeting summary that is sent out following each meeting.
- If you have any follow up questions, please contact the outreach coordinator or meeting facilitator.

#### Meeting Norms for GLWA Team Members

By attending a Member Outreach meeting, you are representing GLWA. Everything you say and do is a reflection of the Authority.

#### Before the Meeting:

- Presentations received by the Outreach are assumed to have been approved by the GLWA Area that created the presentation.
- Bring business cards, if applicable.
- Wear your GLWA nametag, if applicable.

#### During the Meeting

- Try to sit with non-GLWA team members.
- Introduce yourself to members at the meeting. Make sure to include your GLWA Area and your role.
- Actively engage in conversation with members at your table, including during breakout sessions.
- Refrain from doing other work during the meeting.
- If a member asks a question that you don't know the answer to, please refer them to the designated outreach coordinator.
- Unless your question is for clarification purposes, please save your questions to ask the presenter in after the meeting.

#### After the Meeting:

- Look for the meeting summary that is sent out following each meeting.
- If you were assigned any action items from the meeting, please follow up with the designated outreach coordinator.

## WORK GROUP GUIDE

## One Water Partnership

#### Purpose:

To exceed the expectations of the Membership by utilizing best practices in the treatment and transmission of water and wastewater while promoting healthy communities and economic growth. To collaboratively ensure a One Water system approach to our regional water and wastewater system that will be economically, socially and environmentally responsible and sustainable.

#### **Example Topics:**

Updates on GLWA initiatives, regional concerns, and industry best practices.

#### Member Representatives:

Elected officials, Managers, Finance, Administrators and other interested parties

#### Member Sponsor:

One Water Co-Chairs

#### **GLWA** Representatives:

Planning Services, Wastewater Operations, Water Operations, Field Services, Financial Services, Organizational Development, Information Technology, General Counsel, Public Affairs

#### **GLWA Sponsor:**

**GLWA Executive Leadership Team** 

#### Meeting Frequency:

Quarterly

#### Meeting Location:

Rotates throughout the service region

#### Meeting Duration:

4 hours

#### Facilitator:

Kerry Sheldon (Lead) and Brittany Galisdorfer

#### **Outreach Coordinator:**

Madison Merzlyakov

#### Agenda Topic Coordination:

Facilitator, Member Sponsor, GLWA Sponsor, Outreach Coordinator

#### Related Work Group

All work groups stem from the One Water Partnership

## CIP Work Group

#### Purpose:

To engage work group members in the development and execution of the Capital Improvement Program and Capital Improvement Plan (CIP). The work group provides feedback and best practices regarding improvements to, and execution of the associated business processes and activities.

#### Example Topics:

CIP Development, Capital Project Delivery, Finance/Procurement

#### Member Representatives:

Managers, Engineers and other interested parties

#### Member Sponsor:

Sam Smalley, DWSD

#### **GLWA** Representatives:

Financial Services, Water Engineering, Wastewater Engineering, Systems Planning, Field Services

#### **GLWA Sponsor:**

Ali Khraizat & Ian Thompson

#### Meeting Frequency:

Quarterly

#### Meeting Location:

Rotates throughout the service region

#### Meeting Duration:

2.5 hours

#### Facilitator:

Lori Byron

#### Outreach Coordinator:

Madison Merzlyakov

#### Agenda Topic Coordination:

Facilitator, Member Sponsor, GLWA Sponsor, Outreach Coordinator, Topic Expert

#### Related Work Group

One Water Partnership, Water Analytical Work Group, Wastewater Analytics Task Force

## **Charges Work Group**

#### Purpose:

To discuss and provide input and recommendations to the charge methodology, provide education on the methodology, financial statements, other metrics. To review SHARE allocations and other issues related to member partner charges.

#### Example Topics:

Charge methodology, upcoming budgets,

#### Member Representatives:

Managers, Finance, Administrators and other interested parties

#### Member Sponsor:

Jeff McKeen - Southeastern Oakland County Water Authority

#### **GLWA** Representatives:

Financial Services, General Counsel, Systems Planning

#### **GLWA Sponsor:**

Nickie Bateson - Chief Financial Officer

#### Meeting Frequency:

Up to 7 times per year

#### Meeting Location:

Rotates throughout the service region

#### Meeting Duration:

2-4 hours

#### Facilitator:

Kerry Sheldon (Lead) & Brittany Galisdorfer

#### **Outreach Coordinator:**

Sherri Gee

#### Agenda Topic Coordination:

Facilitator, Member Sponsor, GLWA Sponsor, Outreach Coordinator, Bart Foster

#### Related Work Group

One Water Partnership, Water Analytical Work Group, CIP Work Group, Wastewater Analytics Task Force

## Communication & Education Work Group

#### Purpose:

To raise awareness of, counsel and develop educational materials on topics related to drinking water and wastewater, including publication of Operation Clean Water articles. The work group generates feedback from members regarding improvements to communications with member partners and other stakeholders, within the service region.

#### Example Topics:

Communication processes, debriefing of recent events, how communication was handled.

#### Member Representatives:

Communication Directors, Managers, Operators and other interested parties

#### Member Sponsor:

Mark Kibby, Allen Park

#### **GLWA** Representatives:

Various teams may be called upon as-needed

#### **GLWA Sponsor:**

Michelle Zdrodowski, Chief Public Affairs Officer & Cheryl Porter, Chief Operating Officer

#### Meeting Frequency:

Quarterly or as-needed

#### Meeting Location:

Rotates throughout the service region

#### Meeting Duration:

2 hours

#### Facilitator:

Lori Byron

#### Outreach Coordinator:

Madison Merzlyakov

#### Agenda Topic Coordination:

Facilitator, Member Sponsor, GLWA Sponsor, Outreach Coordinator

#### Related Work Group

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## Water Analytical Work Group (AWG)

#### Purpose:

To address issues relating to water service contracts, level of service, capital project updates, system planning and the Wholesale Automated Meter Reading (WAMR) program. The Water Analytical Work Group also reviews contract exceedances at the November and December meetings.

#### **Example Topics:**

Engineering, operational and planning issues. Goals have included addressing reliability and redundancy concerns, planning of large construction projects, providing input to the Master Plan Update, reviewing water main break issues, and developing a process to review GLWA non-revenue water data.

#### Member Representatives:

Managers, Engineers, Operators and other interested parties

#### Member Sponsor:

Jacob Rushlow - City of Livonia

#### **GLWA** Representatives:

System Analytics & Meter Operations, Water Operations, System Control Center, Water Engineering, Systems Planning, Financial Services and General Counsel

#### **GLWA Sponsor:**

Chandan Sood – System Analytics & Meter Operations Manager

#### Meeting Frequency:

Up to 10 times per year

#### Meeting Location:

Rotates throughout the service region

#### Meeting Duration:

2.5 hours

#### Facilitator:

**Brittany Galisdorfer** 

#### Outreach Coordinator:

Madison Merzlyakov

#### Agenda Topic Coordination:

Facilitator, Member Sponsor, GLWA Sponsor, Outreach Coordinator, Water Engineering

#### Related Work Group

One Water Partnering Session, Communication & Education Work Group, Water Charges Work Group, Water Management Best Practices, CIP Work Group

## Water Management Best Practices

#### Purpose:

To promote regional water management best practices, approaches, applications and benchmarks, and to provide information and recommendations to the One Water Partnership.

#### Example Topics:

Training opportunities, finding ways to connect to elected officials, and hosting workshops to address regional issues.

### Member Representatives:

Managers and other interested parties

#### Member Sponsor:

Bob Jackovich - Southeastern Oakland County Water Authority (SOCWA)

#### GLWA Representatives:

Water Operations, Field Services, Training, Systems Planning

#### **GLWA Sponsor:**

Terry Daniel - Water Operations Director

#### Meeting Frequency:

Up to 6 times per year

#### Meeting Location:

SOCWA Offices – 3910 W. Webster Rd., Royal Oak, MI 48073

#### Meeting Duration:

2 and 1/4 hours

#### Facilitator:

Lori Byron

#### **Outreach Coordinator:**

Madison Merzlyakov

#### Agenda Topic Coordination:

Facilitator, Member Sponsor, Outreach Coordinator

#### Related Work Group

Water Analytical Work Group, Communication & Education Work Group

## Water Quality Work Group

#### Purpose:

To raise awareness of and counsel/support on issues and topics relating to drinking water quality within the service region to member partners.

#### Example Topics:

Lead and Copper Rule, Water Quality Sampling and Monitoring

#### Member Representatives:

Public Works and other interested parties

#### Member Sponsor:

None

#### **GLWA** Representatives:

Water Quality, Water Operations, Systems Planning

#### **GLWA Sponsor:**

Cheryl Porter - Chief Operations Officer

#### Meeting Frequency:

Ad hoc in response to regulatory changes, drinking water quality issues of public concern and operational needs

#### Meeting Location:

Webinar or rotates throughout the service region

#### Meeting Duration:

2 hours

#### Facilitator:

Lori Byron

#### **Outreach Coordinator:**

Madison Merzlyakov

#### Agenda Topic Coordination:

Facilitator, GLWA Sponsor, Outreach Coordinator

#### Related Work Group

One Water Partnership, Water Analytical Work Group, Water Management Best Practices, Communication & Education Work Group

## Wastewater Analytics Task Force

#### Purpose:

To address issues relating to the regional wastewater system, including metering, level of service, asset management, and system operations and planning.

#### Member Representatives:

Managers, Engineers, Operators and other interested parties

#### Member Sponsor:

Brian Coburn – Oakland County Water Resources Commission

#### GLWA Representatives:

System Analytics & Meter Operations, Systems Control, Systems Planning, Wastewater Operations, Field Services, CSO Operations

#### **GLWA Sponsor:**

Chandan Sood – System Analytics & Meter Operations Manager

#### Meeting Frequency:

Up to 10 times per year

#### Meeting Location:

Typically meets at SEMCOG – 1001 Woodward Ave., Detroit, MI Suite 1400

#### Meeting Duration:

2-4 hours

#### Facilitator:

**Brittany Galisdorfer** 

#### Technical Support (Contractor):

- Maintain the overall program schedule, including monitoring of task progress.
- Provide monthly scheduling reports to the program manager, including identification of late tasks, identification of tasks in trouble, and an overall forecast for each project.
- Provide technical support as requested by the project managers. Technical support requests
  will be generated in monthly meetings with the project manager. Contractor will estimate time
  and resources for each request. Requests will be reviewed and approved by the program
  manager prior to work start.
- Interface with the GLWA Member Outreach facilitator in design of meeting agendas, preparation of presentations, and collecting feedback from the members.
- Create new project initiatives to further the success of GLWA and/or its individual members.

#### Outreach Coordinator:

Madison Merzlyakov

### Agenda Topic Coordination:

Facilitator, Member Sponsor, GLWA Sponsor, Outreach Coordinator, Technical Support

### Related Work Group:

One Water Partnership Session, CIP Work Group, Charges Work Group

### Wastewater Best Practices

#### Purpose:

To exchange information and share experiences relating to the operation and maintenance of CSO RTB facilities. The region's NPDES permits require each municipality that operates a CSO RTB facility to have a representative attend the work group meetings on a quarterly basis. The NPDES permit also requires the work group to prepare an Annual Report to MDEQ summarizing the work group's efforts. The work group regularly partners with the Public Education Work Group to publish RTB Performance Reports.

#### Example Topics:

Recent storm events and facility performance are discussed at meetings, as well as technical topics such as plume studies, sampling and testing procedures, and operator training

#### Member Representatives:

Public Works and other interested parties

#### Member Sponsor:

None

#### **GLWA** Representatives:

Wastewater Operations, Systems Planning

#### GLWA Sponsor:

Chris Nastally - CSO Control Program Manager

#### Meeting Frequency:

Up to 5 times per year

#### Meeting Location:

Rotates amongst the CSO facilities throughout the region

#### Meeting Duration:

3 hours

#### Facilitator:

**Brittany Galisdorfer** 

#### Outreach Coordinator:

Madison Merzlyakov

#### Agenda Topic Coordination:

Facilitator, Outreach Coordinator

#### Related Work Group

Communication & Education Work Group

## MEMBER OUTREACH PORTAL

### Member Outreach Portal

#### What is the Member Outreach Portal?

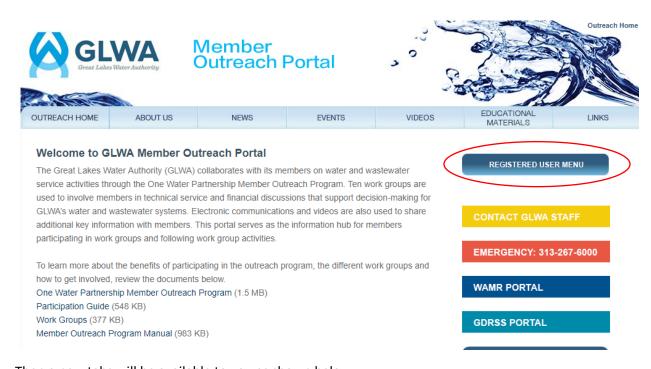
A portal that serves as the information hub for members participating in work groups and following work group activities. The portal holds work group documents such as agendas, handouts and meeting summaries, as well as contact information for members and communities. The portal also has a calendar of events so that you can see any upcoming work group meetings.

### How do I get on the portal?

Navigate to <a href="www.outreach.glwater.org">www.outreach.glwater.org</a> or by clicking the link on <a href="www.glwater.org">www.glwater.org</a>. Most of the documents on the portal are password protected. Click on "Request a member login" or email <a href="https://outreach@glwater.org">outreach@glwater.org</a> to request access to the portal.

### How do I access password protected information?

Once logged in, click the "Registered User Menu" button shown below.

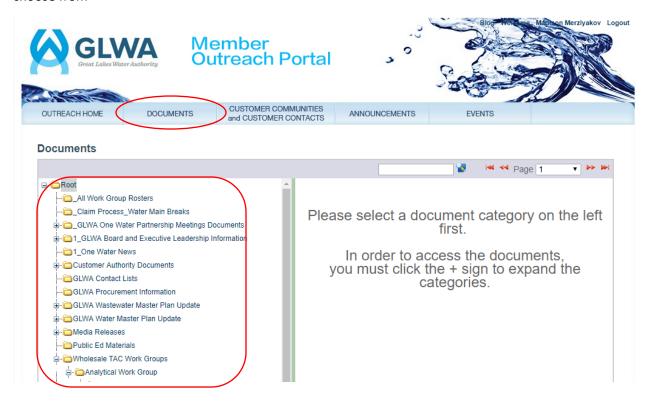


Then a new tabs will be available to you as shown below



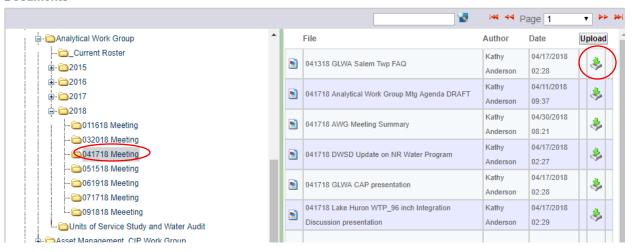
### Where can I find the work group documents?

Click on the "Document" Tab noted below and in the side bar you will see a list of meetings and files to choose from



Once you have located the work group you are looking for, you must select the year and then meeting date to find the associated documents with that work group. Click on the green arrow next to the document to download.

#### **Documents**



### How do I see upcoming events?

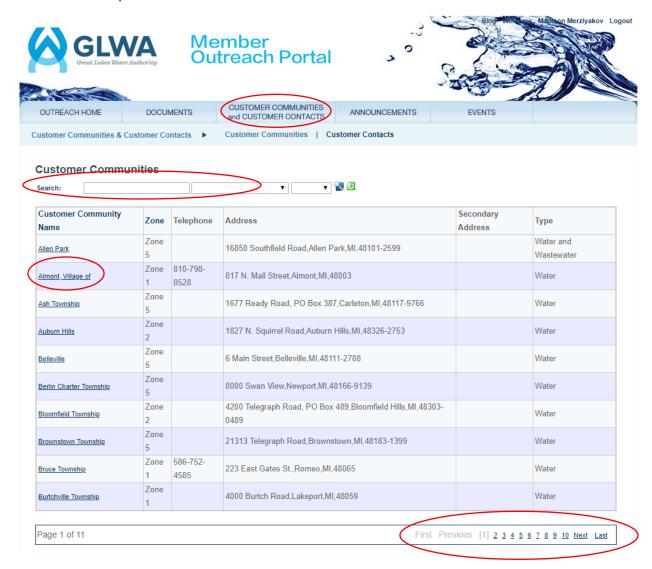
Simply click on the "Events" tab and you will be taken to the calendar. Click on the meeting event for more details. To look at past or future months, click the drop down menu with what month and year you wish to view.



See a work group you'd like to get involved with? Simply attend and sign in or email <a href="mailto:outreach@glwater.org">outreach@glwater.org</a> to be put on the roster for that work group to get meeting notices and announcements related specifically to that work group.

### How do I find contact info for another member?

Click on the "Customer Communities and Customer Contacts" tab. From here you can search based on community name. Click the community name to see a list of individuals associated with that community and their contact information. Members not representing a community can be found in "Other". Use the navigation at the bottom on the screen to move back and forth between pages. Or use the search function at the top.



#### Who can I contact if I need assistance?

Please email <a href="mailto:outreach@glwater.org">outreach@glwater.org</a> or call (313) 964-9301 for assistance.