



# ELMWSA

Annual Highlights Report

September 18, 2025

# Performance Objective

Mentor employees to define and promote the development skills critical to the operation of ELMWSA.

All employees have been actively participating in classes this year. Every employee took at least one class or attended a seminar. One employee recently qualified for the F1 exam.

Multiple employees are studying and getting ready to take exams in the upcoming year. One employee passed the F3 exam last year and has applied to write their F2 exam in the fall. The manager will be helping all employees take tests by providing practice quizzes and exam prep materials.

Delegating project management work to maintenance employees to get them more involved in the process of how a project is run from start to finish. It has increased interest in the projects and has helped to turn out positive outcomes that the staff have taken ownership in.

Encouraging employees to be more active in statewide waterworks educational opportunities: The Lab Supervisor and Manager continue to teach exam prep classes for MI-AWWA.

Staff meetings have created a space for open discussion and education.

# Performance Objective

## Develop and facilitate the relationship with the ELMWSA Board of Trustees.

- Manager's Reports are presented to the board on a monthly basis. These reports include all of the relevant information in regards to projects and maintenance occurring at the water plant.
- A number of annual reports are presented to board members throughout the year. These reports give the board an opportunity to monitor application of the ELMWSA mission statement.
- Strive to work with board members in an open dialogue relationship. Board members have been informed of construction progress on a regular basis during all of the DWRF projects, and were updated on the process of the lime calciner feasibility study.
- Regularly work with the Chair and Vice-Chair. Our relationships have become very beneficial to ELMWSA and the Manager strives to be a resource to the DPW's of both communities.
- Work with the Board of Trustees to promote the workforce of ELMWSA.

# Performance Objective

## Maintain and Expand Personal Knowledge Base - Manager

EGLE F1 and S1 certificates are up to date and CEC's are good through 2028.

Attended the 2024 MI-AWWA Annual Conference. Reappointed as ETC council chair over 9 committees at this conference for a third year. At the 2025 conference, was honored to accept the role of vice-chair when extended term as chair ended.

Attended the 2025 AWWA ACE in Colorado, where the Manager was able to attend committee meetings, finalize, and cosign the latest standard on drinking water wells used all over the United States.

Joined the MI-AWWA Strategic Planning Committee. This is a leadership committee focused on mapping the future of the organization.

Participate in 11 national, state, and local committees and councils.

Wrote 3 articles for the MI-AWWA Water Works News Magazine in the last year.

Regional contact for the MI-WARN group.



MICHIGAN DEPARTMENT OF  
ENVIRONMENT, GREAT LAKES, AND ENERGY



# Performance Objective

**In conjunction with plant staff and the ELMWSA Board, develop short-term and long-term goals and measurements for the plant.**

Work closely with the Board Treasurer on the budget process. This involves developing and maintaining an Asset Management Plan. The Asset Management plan contains a Six-year and Twenty-year capital forecast.

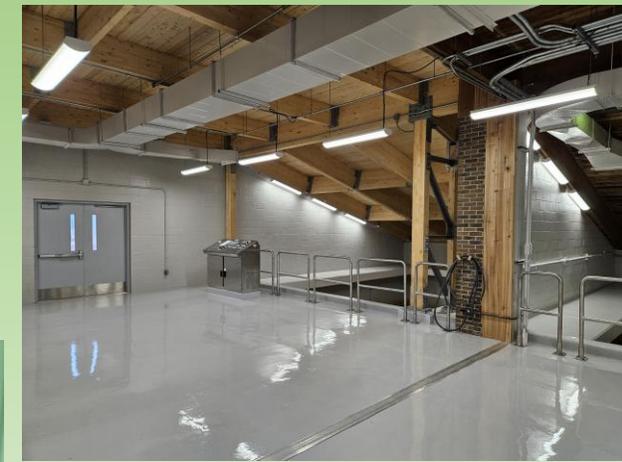
These capital forecast plans determine the funding level required for the Capital Reserve Account. We are also completing the largest capital improvements upgrade in the history of the plant. The last three years of these projects have been the highest budget years in the history of the plant, and we have been able to complete some of these projects at up to \$1,000,000 under budget.

Completed the five-year update to the Wellhead Protection Plan and obtained grant money to complete an update to a wellhead viewer that benefits every municipality in the tri-county area.

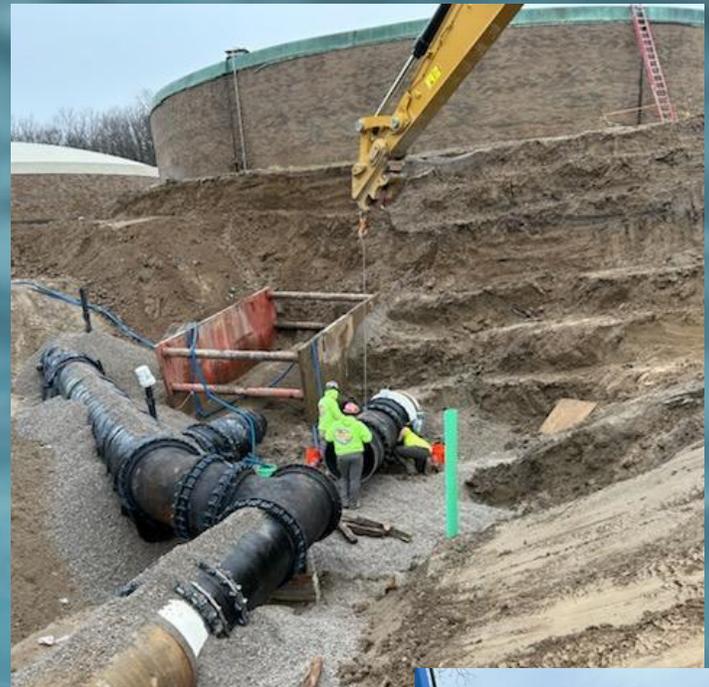
Installation of wellfield power generation ensures system reliability for the citizens of both communities.

Served as the chair of the Mid Michigan Regional Lime Calciner Committee that received a \$750,000 grant to assess the feasibility of a spent lime re-calciner. This project is on hold, but the information gained from the study will be essential if a calciner were ever to be built in Michigan.

Getting ready to kick off the combined system reliability study. This study will determine what the future needs that the water system will require.









# Performance Objective

Develop relationships with Lansing Board of Water and Light to assist in administering current agreement.

Serve on BWL's Wellhead and Source Water Protection Committee.



BWL has a representative that serves on the ELMWSA Wellhead Protection team.

ELMWSA, BWL, City of East Lansing, and Meridian Township staff conduct quarterly touchpoint meetings. These meetings have proven to be very useful for staff of both organizations.

Organize peer led tours at each others facilities for operators and maintenance staff. Continue to plan more tours with other water plants, but also with our own wastewater facility.

Continuing to work on a mutual-aid agreement between our two systems. This will ensure that we mutually agree to help each other with water flow, parts and maintenance, and staff help if the need ever arises.

# Performance Objective



Develop and Foster Relationships with the City of East Lansing for financial, human resources, or technical assistance. Build relationships with East Lansing and Meridian Township public service staff.

Work with DPW crews from both communities to provide technical assistance, take and plant bacteriological samples, and provide system pressure knowledge. ELMWSA also helps its partner communities by completing lead and copper, disinfection by-product, and water quality parameter sampling. Help with customer issues in both communities by providing technical support and common water issue expertise. All customer issues are not considered complete until the customer is satisfied.

ELMWSA members of financial and administrative staff at the Annual Business Meeting in July. Provided plant tours to these staff members to help give them a better understanding of our role in the two communities.

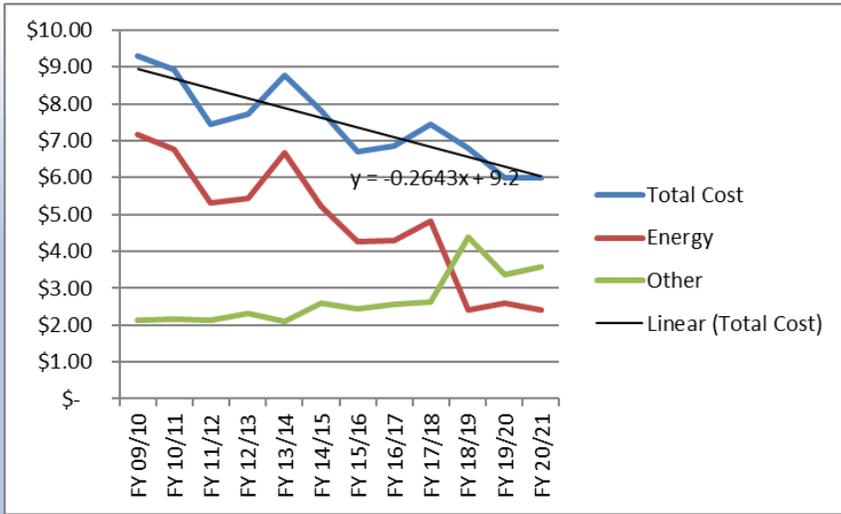
East Lansing and Meridian Township DPW crews both helped ELMWSA with repairs to mains and valves this year.

ELMWSA staff assisted East Lansing with sampling  
And regulation assistance during a localized boil water  
Advisory.



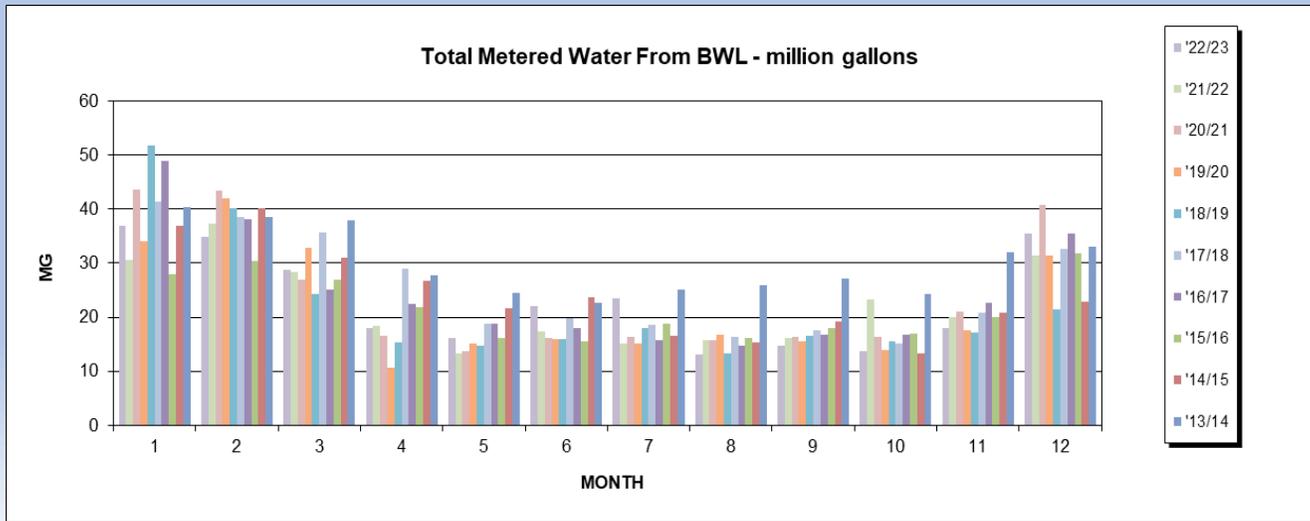
# Performance Objective

Provide written monthly updates on mentoring activities and Short and Long term goals.



A Manager's Report, which includes all important activities of note during a month is sent to each of the trustees, and then discussed with the trustees at the monthly board meeting.

The Manager presents an Annual Operations Report, Water Usage Report, Annual Pumpage Report, and Annual Highlights to the ELMWSA Board of Trustees.



Large decisions that affect the long term outlook of the Water Authority are discussed with the board during monthly meetings to gain member input.

# Performance Objective

In conjunction with plant staff, review and analyze the current operation of the treatment plant and well system and recommend ways to increase operation and maintenance efficiencies.



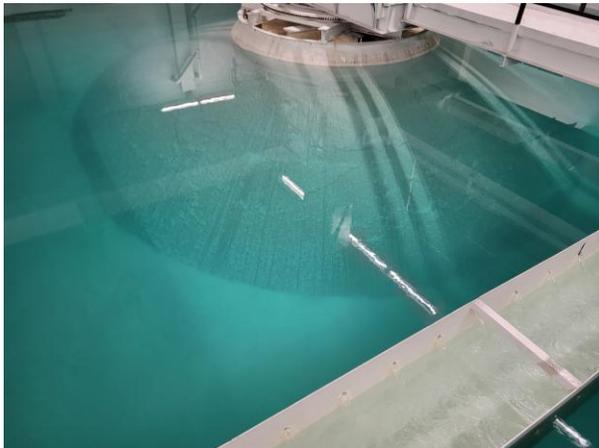
Maintain the plant along a set standard of limits for softening and disinfection. These goals make sure that our water stability is beneficial to the distribution system.

Perform well checks to ensure that our source water pumping systems are running efficiently and optimally.

Since the creation of our digital lab sheet, we have increased efficiency operating the plant within our service level goals for softening and disinfection.

Staff was instrumental in rebuilding the ferric chloride system. This system was originally implemented in the 1980s and was near failure.

Have won Regional Water Award two out of the last three years.



# Performance Objective

## Develop and foster a relationship with Michigan State University

Work closely with representatives of MSU in the GMB and GTAC groups. Serve as a member of the Michigan State Wellhead Protection Plan team. Conducted peer led tours at our facility and their facility in the last year.



# Performance Objective

## Community Outreach

Published the Consumer Confidence Report on both East Lansing and Meridian Township Web Pages.

Spoke at the 2025 Joint Expo to a group of students interested in water works careers. We gave tours of the expo hall, had lunch with students, and introduced them to the many careers that are available in the water sector. We are working to develop this program into a larger event each year. Multiple students received

Jobs offers after attending this event!



As the newly elected chair of the Groundwater Technical Advisory Committee, helped to develop public education materials for wellhead protection. Tri-county Regional Planning Commission uses these materials to educate the public at science fairs and local festivals.

Spoke at local schools about the importance of source water safety, and spoke about how distribution systems work. Also explained Consumer Confidence Reports to the children. Their parents were able to pre ask written questions for the students to then bring the answers back to them.

Held public tours of the water plant for high school and college students, other municipalities, members of the public, and members of community councils. Helped assist masters program students with water treatment technique projects.

**EAST LANSING - MERIDIAN  
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