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TO: The Honorable Detroit City Council

FROM: David Whitaker, Director 
Legislative Policy Division (LPD) Staff

DATE: December 14, 2018

RE: **Great Lakes Water Authority (GLWA) "One Water Institute"**

The Great Lakes Water Authority (GLWA) has just announced the initiation of its specialized training program called "One Water Institute", as a six-month pilot program beginning in 2019. The informational handout is attached.

This new program apparently represents an unparalleled opportunity for City Council staff (and other City employees), and even City Council Members themselves if desired, to learn important factual information about these vital aspects of City and regional government services. In particular for City Council employees (who are not technical, hands-on personnel in the fresh- and waste-water systems), the four "Basic Water" courses (Page 3 of the attachment near the bottom), seem to be appropriate:

- Introduction, Public Water Systems, Hydrologic Cycle, Source Water Assessment and Wellhead Protection;
- Basic Water Treatment Course;
- Basic Distribution Course; and
- Water Quality Monitoring.

Greater familiarity with the relatively complex "nuts-and-bolts" of our regional water and sewer infrastructure and operations would potentially inform policy reforms in this crucial area of City government operations. If Council Members or staff wish to sign up for any of these "One Water Institute" courses, Legislative Policy Division (LPD) staff will facilitate

applications upon request. Please note that the application process starts today, Friday, December 14, 2018, so time is of the essence to advise LPD of which individuals, if any, would like to be accepted by GLWA for these courses.

If Council has any other questions or concerns regarding this subject, LPD will be happy to provide further research and analysis upon request.

ONE WATER INSTITUTE

One Water Institute (OWI) will provide quality education, training and leadership development opportunities to GLWA Member Partners, thereby facilitating the creation of a highly-skilled water sector workforce able to provide quality service to customers throughout Southeastern Michigan, using a common language, skills, and knowledge base.

One Water Institute: Dates

OWI Member Partner **1**
Pre-Registration:
 Thursday, December 13, 2018
 Request of Member Partners to Submit Pre-Registration Roster

OWI Kick-Off: **2**
 Beginning Tuesday, December 18, 2018
 Participant OWI access application process begins

Individual Participant OWI Course **3**
Registration:
 Begins: Monday, January 7, 2019
 At 8:00 a.m.

First Quarter OWI Courses Begin: **4**
 Friday, February 1, 2019
 at 8: 00 a.m.

*Course Registration Deadlines: 15th of the month for the following month of course

GLWA Member Partner Registration

- ❁ Participants must register in order to gain access to the GLWA-One Water Institute (OWI) training site, by completing the **Self-Registration Form**. The **Self-Registration Form** serves as a request to be a registered GLWA - OWI user. Participants will access the **Self-Registration Form** by going to the Member Partner-specific URL (link) which will be provided via email upon receipt of the Pre-Registration Roster.
- ❁ Once the online **Self-Registration Form** is completed and submitted, the GLWA system administrator will receive the completed form.
- ❁ Upon completion of the verification process, the GLWA system administrator will send an e-mail notifying the Participant who submitted the Form (user) of an approval or a denial of the request.
- ❁ If the request is denied, the e-mail will include a reason for the denial and a contact person for further information.
- ❁ If the request is approved, the e-mail will include the process for the Participant (user) to log into the GLWA system; i.e. username and password.
- ❁ The Participant will be able to register for all available courses, subject to the approval of the Participant's manager or equivalent, as appropriate.

GLWA Member Partner Registration: 360water, Inc.

GLWA has partnered with 360water, Inc., an organization that provides online continuing education and customized operation and maintenance training to the water and wastewater industry. Through this partnership, GLWA team members and Member Partners can now take pre-approved courses. Each course, upon satisfactory completion, will provide team members with one hour of continuing education (CE) credit from the Michigan Department of Environmental Quality (MDEQ).

Effective January 1, 2019, the 360water training site can be accessed at: <https://glwa.360water.com/>
Once 360water loads, you will want to click on "Sign In," located at the top right-hand corner. In the two dialogue boxes enter your:

Username: [email address]

Password: [generic provided; prompted to change]

Once you have signed into 360water, participants can access the courses under the **General** section located under Courseware. You can then choose between **Water** and **Wastewater** courses.

Pre-Registration Information:

1. **Eligible Member Partners:** Employees of member partners water utilities served by GLWA and those utilities/communities served by its member partners.
2. Beginning Friday, December 14, 2018 please send your request for the electronic **Pre-Registration Roster** to: Alicia Bembry at alicia.bembry@glwater.org. Alicia Bembry will forward the electronic (Excel worksheet) Pre-Registration Roster to you.
3. The information is to be submitted electronically, in an Excel Spreadsheet format with the following Columns (in order indicated):
 1. Organization Name
 2. Owner (of OWI process)
 3. Participant First Name
 4. Participant Last Name
 5. Participant Email Address
 6. Participant Work #
 7. Participant Manager (Approver)

Course Listings: February – April 2019

SAFETY (10 courses)

- Hazardous Waste Operations and Emergency Response 40-Hour (5 days)
- Hazardous Waste Operations and Emergency Response 8- Hour (Refresher)
- Fire Extinguisher/Hot Works and Ladder Safety
- Confined Space (16-hour)
- First/Aid/CPR Training
- Asbestos Awareness
- General Safety
- Bloodborne Pathogens
- Hazardous Communication – Right-to-Know
- Lockout Tagout

WATER AND FIELD SERVICES/360WATER, INC. (online learning system consisting of 26 total courses)

Membrane Technology & Math (5 Courses)

- Introduction to Membrane Operations for Small Utilities
- Membrane Unit Operations
- System Design and Flow Configurations for Membrane Operations
- Terms and Equations of Membrane Operations
- Math Class 1 – WTR

Water Analysis (2 Courses)

- Introduction to the Development of a Quality Assurance/Quality Control Plan – WTR
- How to Perform a Total Coliform Analytical Test for Drinking Water Quality


Water Distribution - (2 Courses)

- Cross Connection Control
- Introduction to Distribution System Piping and Valving

Water Treatment (6 Courses)

- Drinking Water Disinfection
- Drinking Water Ion Exchange Softening
- Drinking Water Precipitation Softening
- Fundamentals of Coagulation and Flocculation
- Media Filtration for Drinking Water
- Ultraviolet Disinfection – WT

Basic Water (4 Courses)

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- Introduction, Public Water Systems, Hydrologic Cycle, Source Water Assessment and Wellhead Protection
 - Basic Water Treatment Course
 - Basic Distribution Course
 - Water Quality Monitoring

Water Training (7 Courses)

- Basics of Drinking Water
- General Math Concepts
- Applied Math for Operators
- Safety and Security
- Sampling and Reporting
- Treatment
- Operation and Maintenance

WASTEWATER OPERATIONS ACADEMY (8 courses)

- Purpose and Fundamentals of Wastewater Treatment
- Basic Health and Safety Practices for Water Treatment Systems
- Fundamentals of Wastewater Math 1
- Fundamentals of Wastewater Math 2
- Fundamentals of Activated Sludge 1
- Fundamentals of Activated Sludge 2
- Fundamentals of Preliminary, Primary & Secondary Treatment
- Fundamentals of Tertiary Treatment & Wastewater Disinfection

TECHNOLOGY ACADEMY (5 courses)

- Microsoft Word 2016 Essentials
- Microsoft Word 2016 Expert (Advanced)
- Microsoft Excel Essentials
- Microsoft Excel Expert (Advanced)
- Microsoft PowerPoint Essentials

LEADERSHIP DEVELOPMENT ACADEMY (4 courses)

- Leadership Primer: What is Leadership?
- The Law and You: The Legal Side of Leadership and Collective Bargaining Agreement (CBA) Overview
- Crucial Conversations
- Cultural Competency: Diversity, Implicit Bias, Race, Gender and Ethnicity

LEADER-IN-ME ACADEMY (3 courses)

- Cultural Competency: Diversity, Implicit Bias, Race, Gender and Ethnicity
- Crucial Conversations
- Effective Communication and Business Writing