



# **Detroit Water and Sewerage Department Meeting Minutes - Final Finance Committee**

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Wednesday, December 14, 2016

9:00 AM

5th Floor Board Room, Water Board Building

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## **Finance Committee Meeting rescheduled from December 12, 2016**

### **1. CALL TO ORDER**

Chairperson Forte called the meeting to order at 9:04 a.m.

### **2. ROLL CALL**

**Present:** 3 - Linda Forte, Lane Coleman and Pamela Rodgers

**Absent:** 1 - Michael Einheuser

### **3. APPROVAL OF AGENDA**

Chairperson Forte requested a motion to approve the agenda.

Item E became the emergency BPO 6000488 Seasonal Rock Salt Contract with Detroit Salt Company and Item F became the Finance Committee Charter.

**A motion was made by Commissioner Lane Coleman, seconded by Commissioner Pamela Rodgers that the agenda be approved as amended. The motion carried by an unanimous vote.**

### **4. APPROVAL OF MINUTES**

Chairperson Forte requested a motion to approve the minutes of November 14, 2016.

**A motion was made by Commissioner Lane Coleman, seconded by Commissioner Pamela Rodgers that the minutes be approved. The motion carried by an unanimous vote.**

### **5. PUBLIC PARTICIPATION**

**There were none.**

### **UNFINISHED BUSINESS**

Investment Policy

Chairperson Forte suggested Section 2-DWSD Chief Financial Officer and/or Treasurer and the CFO/Treasurer role maintain consistency throughout the policy.

Chairperson Forte asked if the investment policy was reviewed for content regularly. Mr. Hudson replied the investments should be reviewed quarterly and the policy

annually.

Chairperson Forte asked when would the annual review of the policy be calendared. Mr. Hudson replied during budget review in February/March.

**This communication or report was received and filed.**

[16-0200](#)

**Investment Policy**

**Sponsors:** Hudson

**Attachments:** [Investment Policy](#)  
[investment\\_policy V\\_2 - Redline](#)

**7. NEW BUSINESS**

**A. [16-0193](#)**

The Board of Water Commissioners for the City of Detroit Water and Sewerage Department **approves the proposed budget amendments of the FY 2016-17 budget to increase funding for the water system's Water Residential Assistance Program (WRAP) budget by \$810,000.00 and the sewage disposal system's Water Residential Assistance Program (WRAP) budget by \$1,215,000.00 for the City of Detroit Water and Sewerage Department**, and also authorizes the Director to take such other action as may be necessary to accomplish the intent of this vote.

**Sponsors:** Hudson

**A motion was made by Commissioner Lane Coleman, seconded by Commissioner Pamela Rodgers that this Contract Amendment be recommended for approval. The motion carried by an unanimous vote.**

**B. [16-0194](#)**

The Board of Water Commissioners for the City of Detroit, Water and Sewerage Department authorizes the Director to grant **an increase of \$200,000.00 in the contract price for Contract No. CS-1820 "Drainage Charge Program Consulting Services" with Galardi Rothstein Group, LLC (Consultant)**, and also authorizes the Director to take such other action as may be necessary to accomplish the intent of this vote.

**Sponsors:** Hudson

**A motion was made by Commissioner Lane Coleman, seconded by Commissioner Pamela Rodgers that this Contract be recommended for approval. The motion carried by an unanimous vote.**

**C. [16-0195](#)**

**4 + 8 Forecast**

**Sponsors:** Hudson

**Attachments:** [Finance Committee Presentation - December](#)

Mr. Hudson provided the DWSD Financial Summary to the committee.

This Communication or Report was received and filed.

D. [16-0196](#) Emergency PO No. 264 Weiss-Hale Joint Venture

**Sponsors:** Hudson

**Attachments:** [16-0196 Magnetic Water Meters](#)

Mamata Burgi, Procurement Manager, reported the Department experienced technical difficulties activating the renewal contract with Weiss-Hale for the magnetic water meters, resulting in the procurement division creating a manual emergency purchase order for \$222,047.75.

**A motion was made by Commissioner Lane Coleman, seconded by Commissioner Pamela Rodgers that this Procurement be recommended for approval. The motion carried by an unanimous vote.**

E. [16-0199](#) BPO Purchase Order No. 6000488 Seasonal Rock Salt

**Sponsors:** Hudson

**Attachments:** [16-0199 Rock Salt](#)

Mamata Burgi, Procurement Manager, reported this request is for a new contract with Detroit Salt Company for Rock Salt. Mr. Hudson added this is a part of transitioning from the DRMS system to Fusion and that the Department was informed by Central purchasing that no contract approval would come before Mid-January. An emergency PO was requested to ensure coverage of salt for the winter season.

**A motion was made by Commissioner Lane Coleman, seconded by Commissioner Pamela Rodgers that this Procurement be recommended for approval. The motion carried by an unanimous vote.**

F. Finance Committee Charter Discussion

Chairperson Forte reported that the HR Committee completed its process to develop an Human Resources Committee Charter. It could serve as a template for the other committees. The purpose of the Charter is to provide guidance, structure, and a format of how items of business discussed are advanced to the BOWC. She suggested that the Finance Committee begin a process to develop a Finance Committee Charter with the assistance/guidance of DWSD General Counsel.

8. OTHER MATTERS

There were none.

9. NEXT MEETING

January 9, 2017 at 10:00 a.m.

10. ADJOURNMENT

Chairperson Forte requested a motion to adjourn.

**A motion was made by Commissioner Lane Coleman, seconded by**

Commissioner Pamela Rodgers that the meeting be adjourned. The motion carried by an unanimous vote.

There being no further business, the meeting adjourned at 10:00 a.m.