

DETROIT WATER AND SEWERAGE DEPARTMENT
CAPITAL IMPROVEMENT ~~PLAN~~PROGRAM AND OPERATIONS
COMMITTEE CHARTER

Purpose

The Capital Improvement ~~Plan~~Program and Operations (CIPO) Committee (the “Committee”) is established by the BOWC of Water Commissioners (“BOWC”) of the Detroit Water & Sewerage Department (“DWSD”) to assist it in fulfilling its oversight responsibilities for capital improvements and operations to:

1. Approve the five year CIP for the assets operated and maintained by the organization,
2. Review the five year CIP for the assets leased from the organization that are operated and maintained by the Great Lakes Water Authority (GLWA),
3. Recommend policies for the development and implementation of the CIP program; and
4. Ensure DWSD’s CIP is aligned with the City of Detroit’s capital investment program/strategy.
- 4-5. Ensure DWSD operation of the water and sewer infrastructure the level of service required to customers.

Composition

1. Members: The Committee shall be comprised of as many members as the BOWC shall determine, but in any event, may not be fewer than three members. In accordance with the bylaws one of the members shall have experience in finance, utilities, or engineering. The members of the Committee shall be appointed by the Chair of the BOWC and serve tenures as determined by the BOWC.
2. Chairperson. The Chairperson of the Committee shall be appointed by the Chair of the BOWC.

3. Removal and Replacement. The members of the Committee may be removed or replaced, and any vacancies on the Committee shall be filled, by the BOWC upon a resolution and majority vote of the BOWC.

Meetings

1. Meetings: The Chairperson of the Committee, in consultation with the Committee members, shall determine the schedule and frequency of the Committee meetings.
2. Agenda: The Chairperson of the Committee shall develop and set the Committee's agenda, in consultation with other members of the Committee, the BOWC and appropriate members of management. The agenda and information concerning the business to be conducted at each Committee meeting shall, to the extent practical, be communicated to the members of the Committee sufficiently in advance of each meeting to permit meaningful review by Committee members.
3. Report to BOWC: The Chairperson of the Committee shall review the Committee's actions with the BOWC at the next regularly scheduled BOWC meeting after such actions were taken. Minutes of the Committee meeting shall be prepared by the BOWC Secretary and provided to the BOWC.
4. Self-Evaluation and Assessment of Charter: The Committee shall conduct an annual performance evaluation and shall report to the BOWC the results of the self-evaluation. The Committee shall assess the adequacy of this Charter on an annual basis and recommend any changes to the BOWC.

Authority and Duties

1. The Committee shall review periodically with DWSD management the strategic and operational objectives of the organization and the manner in which the CIP can contribute to the achievement of those objectives. This periodic review may include, but not be limited to:

- a. Planned versus actual CIP
 - b. Planned versus corrective/emergency maintenance programs
 - c. Financing strategies and budget implications for implementation of the CIP
 - d. Organizational development requirements for implementation of the CIP
 - e. Procurement procedures and policies
 - f. Contractor/Consultant performance in the execution of the CIP or Operations Programs
2. The Committee shall review and approve a five year capital improvement plan on an annual basis for all assets operated and maintained by DWSD.
3. The Committee shall review the GLWA five year capital improvement plan on an annual basis for all assets owned by DWSD but operated and maintained by the GLWA.
4. The Committee shall designate one member to attend GLWA CIP Customer Outreach or Board Committee meetings as necessary.
5. The Committee shall make recommendations as appropriate to the Finance Committee regarding implementation of the CIP.

Additional Duties

1. The foregoing list of duties is not exhaustive, and the Committee may, in addition, perform such other functions as may be necessary or appropriate for the performance of its duties.
2. The Committee shall have the power to delegate its authority and duties to subcommittees or individual members of the Committee, as it deems appropriate in accordance with applicable laws and regulations.
3. The Committee will establish an annual planning calendar of Committee activities including which activities will be addressed at which meetings.

Additional Authority

1. The Committee shall have the power to retain experts or advisors to assist the Committee in performing its duties. The Committee may also retain counsel or other advisors, as it deems appropriate. The Committee shall have sole authority to retain and terminate such experts or advisors and to review and approve such experts' or advisors' fees and other retention terms.
2. DWSD's shall compensate any such experts, counsel or other advisors retained by the Committee.

Review of Charter

This Charter may be modified from time to time at the sole discretion of the Board of Water Commissioners.

Approved as Written on _____, ~~2017~~2018.

Capital Improvement Plan (CIP) Committee Annual Planning Calendar

January	February	March	April
Year End Review of DWSD CIP Projects	<ul style="list-style-type: none"> Review and Approval of <i>Draft</i> Five Year DWSD CIP for Upcoming Fiscal Year March 1- Submission of Approved Five Year DWSD CIP to GLWA 	Review and Approval of <i>Final</i> Five Year DWSD CIP for Upcoming Fiscal Year	
May	June	July	August
	Review and Approval of <i>Amended</i> Five Year DWSD CIP for Upcoming Fiscal Year (if required)	Presentation of GLWA Five Year CIP for Upcoming Fiscal Year	Mid Year Review of DWSD CIP Projects in Progress
September	October	November	December
Review of Meter Operations Programs	Review of Maintenance and Repair	Review of Fleet and Facilities Programs	Process, Project Selection Criteria and Schedule for Development of the CIP