



Detroit Water and Sewerage Department Meeting Minutes - Final Board of Water Commissioners

735 Randolph
Detroit, Michigan 48226
(313) 224-4704 Office
dwsd.legistar.com

Wednesday, June 21, 2023

2:00 PM

To attend by phone call one of these numbers:
+1 301 715 8592, +1 312 626 6799, +1 267 831 0333
Use Meeting ID: 815 7263 5118
Use Passcode: 482262021

To attend online: <https://cityofdetroit.zoom.us/j/81572635118>
Use Passcode: 482262021

BOWC Regular and Annual Meeting

To attend In Person:
735 Randolph, Detroit, MI 48226, 5th Floor Boardroom

1. CALL TO ORDER

Chairperson Einheuser called the meeting to order at 2:00 p.m.

2. ROLL CALL

Present: 4 - Commissioner Jonathan Kinloch, Commissioner John Henry Davis,
Commissioner Jane Garcia and Chairperson Michael Einheuser

Absent: 3 - Commissioner Linda Forte, Vice Chairperson Mary Blackmon and
Commissioner Lane Coleman

3. APPROVAL OF AGENDA

Chairperson Einheuser requested approval of the agenda.

A motion was made by Commissioner Jane Garcia, seconded by Commissioner John Henry Davis that the agenda be approved. The motion carried by a unanimous vote.

4. APPROVAL OF MINUTES

Chairperson Einheuser requested approval of the minutes of May 17, 2023.

A motion was made by Commissioner John Henry Davis, seconded by Commissioner Jane Garcia that the minutes be approved. The motion carried by a unanimous vote.

5. ELECTION AND APPROVAL OF OFFICERS

- A. [2023-144](#)** The Board of Water Commissioners for the City of Detroit Water and Sewerage Department **approves the following officer of Chair for the term of July 1,**

2023 through June 30, 2024.

Sponsors: Pospiech

Attachments: [Resolution Chair](#)

A motion was made by Commissioner John Henry Davis, seconded by Commissioner Jonathan Kinloch that this Resolution, BOWC Chair be approved. The motion carried by a unanimous vote.

B. [2023-145](#)

The Board of Water Commissioners for the City of Detroit Water and Sewerage Department **approves the following officer of Vice Chair for the term of July 1, 2023 through June 30, 2024.**

Sponsors: Pospiech

Attachments: [Resolution Vice Chair](#)

A motion was made by Commissioner John Henry Davis, seconded by Commissioner Jonathan Kinloch that this Resolution, BOWC Vice Chair be approved. The motion carried by a unanimous vote.

C. [2023-146](#)

The Board of Water Commissioners for the City of Detroit Water and Sewerage Department **approves the following officer as Board Secretary for the term of July 1, 2023 through June 30, 2024.**

Sponsors: Pospiech

Attachments: [Resolution Board Secretary \(003\)](#)

A motion was made by Commissioner Jonathan Kinloch, seconded by Commissioner Jane Garcia that this Resolution, BOWC Secretary be approved. The motion carried by a unanimous vote.

D. [2023-147](#)

The Board of Water Commissioners for the City of Detroit Water and Sewerage Department **adopts the FY 2023-2024 Schedule of Board Meetings attached to this motion**, and also authorizes the Chairman and the Director to take such other action as may be necessary to accomplish the intent of this vote.

Sponsors: Pospiech

Attachments: [FY2023-2024 BOWC Meeting Calendar](#)

A motion was made by Commissioner Kinloch, seconded by Commissioner Garcia that this Resolution, BOWC FY Meeting Calendar be approved. The motion carried by the following vote:

Aye: 4 - Commissioner Kinloch, Commissioner Davis, Commissioner Garcia and Chairperson Einheuser

6. PUBLIC COMMENTS (3 minutes per speaker)

a. Frank Buono with Ajax Metal Processing came before the Board about the inclining block rate.

b. Sammy Sater with Juliet Townhouse Cooperative came before the Board about the water rate increase. He asked if the Board could reduce the rate to make it more sustainable for the residents. Director Brown replied that the community needs to address this matter with their Homeowners Association (HOA).

c. Cecily McClellan with We the People of Detroit came with several concerns: low income residents having to pay a \$150 deposit to have water service connection in their name, which also impacts their ability to enroll in the Lifeline Plan, it would be helpful to provide the data for the number of residents above and below the 6 ccf's (centum cubic feet) on a regular basis and include the water usage, not clear on how a resident can contact Wayne Metro to receive a water conservation audit and plumbing service. Attorney Pospiech replied that any customer who enrolls in the Lifeline plan was required to put a deposit on the account. However, she also reported that the Department will no longer collect a deposit from a customer opening an account. She also stated that any time a customer's usage goes over the allocated ccf's for their household, they can request a water audit through Wayne Metro and the Department records will also indicate when a customer exceeds their ccf's, which will also trigger the account.

d. Andy McCartney is a principal consultant with NewGen Strategies and Solutions that specializes in rate setting for water utilities. He stated that his company read the Stantec Report and suggested that the Department conduct another rate study by customer class, which is common for cities with a large customer base.

e. Norrel Hemphill, with Great Lakes Environmental Law Center, is appreciative of how the Board has taken their recommendations and made the Lifeline Plan better. She said there is still a need for frequent dashboard transparency. She mentioned that in her interactions with customers, there is difficulty navigating issues of transferring water bills, starting new service, not being able to pay the deposit, and being income eligible for the Lifeline Plan.

f. Gwendolyn Howard, Co-Chair of the Water Peace Program under We the People of Detroit (WTPOD) came about a customer who's enrolled in the Lifeline Plan but has a negative balance on the account.

g. Demeeko Williams, Chief Executive Director of Hydrate Detroit, thanked the leadership of the Customer Service Department. He also extended an invite to support Hydrate Detroit's 8th Annual Share Water Drive at the Avalon Village in Highland Park. This Drive is to help enroll customers in the Lifeline Plan.

7. COMMUNICATIONS

A. [2023-148](#) Receipt of Correspondence

Sponsors: Riggs

Attachments: [FOIA REQUESTS - MONTHLY REPORT May 2023](#)

A motion was made by Commissioner John Henry Davis, seconded by Commissioner Jonathan Kinloch that this Communication or Report be received and filed. The motion carried by a unanimous vote.

8. ITEMS FROM THE COMMISSIONERS

Commissioner Kinloch thanked the Director, as well as Sam Smalley, Chief Operations Officer and his team for assisting the Wayne County Port Authority with a water issue. He also commended the Department on servicing the many water main breaks throughout the city.

9. UNFINISHED BUSINESS

There was none.

10. APPROVAL OF CONSENT AGENDA (Items 10A-H)

A motion was made by Commissioner Jonathan Kinloch, seconded by Commissioner John Henry Davis that the Consent Agenda be approved. The motion carried by a unanimous vote.

A. [2023-126](#)

The Board of Water Commissioners for the City of Detroit, Water and Sewerage Department authorizes the Director to **approve DWSD Contract 6005348, a piggyback off City of Detroit Contract 6005209, for Media Strategy Planning and Buying (MSPB) services, with Emerald Media, LLC for a term of two (2) years and nine (9) months and a total contract not-to-exceed amount of \$1,400,000.** This also authorizes the Director to take such other action as may be necessary to accomplish the intent of this vote.

Sponsors: Welch

A motion was made by Commissioner Jonathan Kinloch, seconded by Commissioner John Henry Davis that this Contract be approved. The motion carried by a unanimous vote.

B. [2023-127](#)

The Board of Water Commissioners for the City of Detroit, Water and Sewerage Department authorizes the Director to **approve Amendment No. 3 to DWSD Contract 6002651 (CS-1943), with iVantage Group for temporary staffing services for iTron Application Analyst, by adding funding in the amount of \$380,000 and extending the contract term by two (2) years, for a new total amended not-to-exceed amount of \$965,000 and a term of 5.3 years.** The BOWC also authorizes the Director to take such other action as may be necessary to accomplish the intent of this vote.

Sponsors: Welch

A motion was made by Commissioner Jonathan Kinloch, seconded by Commissioner John Henry Davis that this Contract Amendment be approved. The motion carried by a unanimous vote.

C. [2023-128](#)

The Board of Water Commissioners for the City of Detroit, Water and Sewerage Department authorizes the Director to **approve DWSD Contract No. 6004922 to utilize MiDeal Cooperative Contract #230000000345 with Waste**

Management of Michigan for removal of non-hazardous solid waste, rubbish & garbage services for a total contract amount not-to-exceed \$180,000 and a term of five years. This also authorizes the Director to take such other action as may be necessary to accomplish the intent of this vote.

Sponsors: Welch

A motion was made by Commissioner Jonathan Kinloch, seconded by Commissioner John Henry Davis that this Contract be approved. The motion carried by a unanimous vote.

D. [2023-129](#)

The Board of Water Commissioners for the City of Detroit Water and Sewerage Department approves the following Finance policies: **1.) Procurement of Goods and Services, rescinding the 2016 Procurement Policy in its entirety; with an effective date of October 1, 2023; 2.) Mileage Reimbursement; and 3.) Real Property Transactions** and also authorizes the Director to take such action as may be necessary to effectuate the policies.

Sponsors: Pospiech

Attachments: [Memorandum to Finance Committee - Final Procurement Policy](#)
[Procurement Policy Slides - All Sessions Combined](#)
[PROCUREMENT POLICY- Version for Final Approval](#)
[200-FIN-Mileage Reimbursement Policy](#)
[Real Property Transaction Policy - Final for Approval](#)

A motion was made by Commissioner Jonathan Kinloch, seconded by Commissioner John Henry Davis that this Policy be approved. The motion carried by a unanimous vote.

E. [2023-136](#)

The Board of Water Commissioners for the City of Detroit, Water and Sewerage Department authorizes the Director to **approve Contract 6005318 with Herc Rentals Inc. rental of one-ton pickup trucks, ½ ton pickup trucks, and one-ton cargo vans, utilizing the MiDeal Contract # 071B7700146 for a total contract not-to-exceed amount of \$500,000.00 and a term of 6.5 months.** This also authorizes the Director to take such other action as may be necessary to accomplish the intent of this vote.

Sponsors: Welch

A motion was made by Commissioner Jonathan Kinloch, seconded by Commissioner John Henry Davis that this Contract be approved. The motion carried by a unanimous vote.

F. [2023-139](#)

The Board of Water Commissioners for the City of Detroit Water and Sewerage Department **approves the Local System Capital Contribution Agreement between the Detroit Water and Sewerage Department and Great Lakes Water Authority, and authorizes the Director to take such other action as may be necessary to accomplish the intent of this vote, including the**

execution of the Memorandum of Understanding.

Sponsors: Smalley

A motion was made by Commissioner Jonathan Kinloch, seconded by Commissioner John Henry Davis that this Contract be approved. The motion carried by a unanimous vote.

G. [2023-140](#)

The Board of Water Commissioners for the City of Detroit Water and Sewerage Department **approves the Record Retention Policy**; and authorizes the Director to take such action as may be necessary to effectuate the policy,

Sponsors: Rainey

Attachments: [Policy Revisions for June 21 Formal Session - final](#)
[Record Retention Policy](#)
[DWSD RETENTION MANUAL](#)

A motion was made by Commissioner Jonathan Kinloch, seconded by Commissioner John Henry Davis that this Resolution, BOWC be approved. The motion carried by a unanimous vote.

H. [2023-142](#)

The Board of Water Commissioners for the City of Detroit Water Sewerage Department **approves Amendment 1 to DWSD Contract # 60003835 (CS-1962) with Mackinaw Administrators, LLC, to add funding in the amount of \$500,000, for a total contract amount not to exceed \$3,500,000** and authorizes the Director to take such other action as may be necessary to accomplish the intent of this vote.

Sponsors: Pospiech and Welch

A motion was made by Commissioner Jonathan Kinloch, seconded by Commissioner John Henry Davis that this Contract be approved. The motion carried by a unanimous vote.

11. NEW BUSINESS

There was none.

12. DIRECTOR'S REPORT

A. [2023-150](#)

Director's Report

Sponsors: Brown

Attachments: [Board Report - Metrics - 06212023](#)

This Communication or Report was received and filed.

13. COMMENTS BY COMMISSIONERS

There were none.

14. COMMENTS BY THE CHAIR

Chairperson Einheuser thanked his colleagues for their vote of confidence for his re-election as Chair.

15. OTHER MATTERS

Sam Smalley, Chief Operations Officer reported that the boardroom will be under construction for repair of the ceiling mural for the months of September and October, and that the Department will look into an alternate site to conduct meetings during that time.

16. ADJOURNMENT

Chairperson Einheuser requested a motion to adjourn.

A motion was made by Commissioner Jonathan Kinloch, seconded by Commissioner Jane Garcia that the meeting be adjourned. The motion carried by a unanimous vote.

There being no further business, the meeting adjourned at 2:55 p.m.

How to Make a Request for Public Comment

You may provide your public comment via Zoom link:

<http://cityofdetroit.zoom.us/j/81572635118>

During the public comment section for each committee meeting, raise your hand using the Zoom hand icon on your desktop or mobile device, or if calling into the meeting by phone, press *9 to raise your hand (press *6 to unmute when called upon)

We respectfully request that you maximize your three minutes by sharing all your comments/questions at one time. You will only be called upon once for public comment during the same committee meeting, full board meeting, or hearing.

Once the Chair closes public comment, there will be no other public comments accepted and all the attendees will remain muted for the duration of the meeting.