



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

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Wednesday, December 20, 2017

2:00 PM

5th Floor Board Room, Water Board Building

Regular Meeting

1. CALL TO ORDER

Chairman Einheuser called the meeting to order at 2:02 p.m.

2. ROLL CALL

Present: 6 - Commissioner Linda Forte, Commissioner Michael Einheuser, Commissioner Lane Coleman, Commissioner Pamela Rodgers, Commissioner Jane Garcia and Commissioner Mary Blackmon

Absent: 1 - Commissioner John Henry Davis

3. APPROVAL OF AGENDA

Chairman Einheuser requested approval of the agenda.

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

4. APPROVAL OF MINUTES

Chairman Einheuser requested approval of the minutes of November 15, 2017.

A motion was made by Commissioner Linda Forte, seconded by Commissioner Lane Coleman that the minutes be approved. The motion carried unanimously.

5. PUBLIC COMMENTS (3 minutes per speaker)

1. Dorothy Cleveland of 19383 Fairport came before the Board regarding several concerns: 1) high water bill, 2) water pressure, 3) flooding claim, and 4) sewer (alley) cleaning. Ms. Cleveland was referred to the customer care group.

2. Cindy Darrah of 492 Petersboro came before the Board regarding the water shut off process and to oppose the drainage fee.

[17-0201](#)

Communication

Attachments: [Correspondence-Cindy Darrah](#)

6. COMMUNICATIONS

[17-0197](#)

FOIA Requests

Sponsors: Pospiech

Attachments: [NOVEMBER 2017 DWSD RECEIVED FOIA REQUESTS Redacted 1](#)

A motion was made by Commissioner Mary Blackmon, seconded by Commissioner Linda Forte that this Communication or Report be received and filed. The motion carried by an unanimous vote.

7. ITEMS FROM THE COMMISSIONERS

Chairman Einheuser asked that the Board consider changing protocol for conducting the public comment portion of the agenda. Director Brown suggested that public comment be limited to two-minutes and that it is moved near the end of agenda of community meetings. He also contacted the Detroit Police Department (DPD) for assistance during the meetings. Director Brown said he would provide other written recommendations to the Chair. He also stated that Wednesday, January 17, 2018 BOWC meeting will be held in the community and will focus on DWSD's budget and a presentation on the drainage charge program.

Commissioner Forte - What is the protocol and would it require a motion to change the speaking limitations. Chairman Einheuser stated the matter could be handled during the adoption of the agenda.

Commissioner Blackmon - I agree with moving public comment to the end of the agenda but have reservations about the time. Time extended from 6p-7:30p to 6p-8p.

Director Brown - The time change is more of a safety concern. We would like to adjourn at a reasonable time.

8. UNFINISHED BUSINESS

Tabled Item - 17-0190

Removed from tabled.

A motion was made by Commissioner Mary Blackmon, seconded by Commissioner Pamela Rodgers that this be removed from tabled. The motion carried by an unanimous vote.

[17-0190](#)

The Board of Water Commissioners for the City of Detroit, Water and Sewerage Department authorizes the Director to **secure a contract with Bob Maxey Ford of Detroit, MI for various Ford Vehicle Parts, Maintenance and Repair Service for two (2) years at a cost of \$1,400,000.00** and also authorizes the Director to take such other action as may be necessary to accomplish the intent of

this vote.

Sponsors: Naughton

Attachments: [RFQ -17VM1311 - SUPPORTING DOCS](#)

A motion was made by Commissioner Mary Blackmon, seconded by Commissioner Pamela Rodgers that this Contract be pulled from the agenda. The motion carried by an unanimous vote.

9. NEW BUSINESS

[17-0187](#)

The Board of Water Commissioners for the City of Detroit, Water and Sewerage Department (“DWSD”) authorizes the Director to enter into **Contract No. CS-1872, “Compliance Management Services” (“CMS”) with Baker Tilly (Consultant), at a cost not-to-exceed \$1,699,265.00 for a duration of two (2) calendar years with an option for a one (1) year extension**, and also authorizes the Director to take such other action as may be necessary to accomplish the intent of this vote.

Sponsors: Pospiech

Attachments: [Baker Tilly team DWSD BOWC - 12.19.17](#)

Russ Hissom of Baker Tilly and Anthony McCree of George Johnson & Company presented a brief project overview.

Commissioner Coleman - How will training be transferred in-house. Mr Hissom replied part of the company's charge is to identify those DWSD employees and create job descriptions and an evaluation process. There may be a need for outside expertise as well.

Commissioner Blackmon - Will Baker Tilly report monthly through a committee. Chairman Einheuser replied that it could be a shared review by both the CIP and Finance committee. Commissioner Blackmon also asked if Baker Tilly had an office in Southfield. Mr. Hissom replied yes. We will utilize staff from the Southfield office and other offices based on expertise. Commissioner Blackmon asked how was the twenty-five percentage of George Johnson & Company determined. Director Brown replied it was a part of the RFP, that required a strong local participation. Commissioner Blackmon asked what is the breakdown of responsibility for George Johnson & Company. Mr. McCree replied there will be two project managers that will handle the day-to-day operations. The subcontractors have yet to be determined.

Commissioner Forte - What does the personnel compliment look like. Who does the project managers report to. How do you envision the team in terms of quantity and organization. Mr. Hissom replied the two project managers will report to myself and to Mr. McCree. In our project plan proposal we have dozens of people and lots of managers with experience in various areas. There will be teams of two or three individuals per segment. Each team will be led by a manager with assistance by a senior. Assignments will be based on experienced personnel in the various areas of their expertise. Commissioner Forte asked how many water utilities has Baker Tilly worked for. Mr. Hissom replied approximately six hundred. She asked how many hours are being committed to this project. Mr. Hissom replied about ten thousand

hours. She also asked what happens during the transition year. Mr. Hissom replied year one and two will take you to in-house trained personnel. The optional year will expand on the transition and lays out the horizon for another year period. The transition hours are the smallest part of the hours for additional training and testing. Commissioner Forte asked what does success look like. Mr. Hissom replied you will have a core group of trained personnel with the tools and processes needed to provide an internal audit. All the tools, process maps, documentations, policies and procedures will become a part of DWSD functions to perform.

Chairman Einheuser - How do you create a culture where people feel free to report irregularities and layers of due process for people against whom complaints are filed. Mr. Hissom replied you need an independent layer be it internal audit with an ethics hotline. There is need of a defined process with follow-up on every claim with due process and a conclusion. Also seeing that an issue is properly addressed. Mr. McCree added it assures the employee knowing there is someone outside of management that would handle complaints.

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

[17-0188](#)

The Board of Water Commissioners for the City of Detroit, Water and Sewerage Department authorizes the Director to **secure a change order for a contract with Cintas - Uniform Rental and Laundry Services to purchase enhanced visibility comfort jackets for an additional amount of \$3,172.00 per year for a duration of two (2) years**, and also authorizes the Director to take such other action as may be necessary to accomplish the intent of this vote.

Sponsors: Financial Services

A motion was made by Commissioner Lane Coleman, seconded by Commissioner Mary Blackmon that this Contract be approved. The motion carried by an unanimous vote.

[17-0189](#)

The Board of Water Commissioners for the City of Detroit, Water and Sewerage Department authorizes the Director to **secure a contract with Motor City Pipe & Supply for Various Lead Free Brass Fittings for a Three (3) Year Period for a total amount of \$1,643.894.22** and also authorizes the Director to take such other action as may be necessary to accomplish the intent of this vote.

Sponsors: Naughton

Attachments: [443985 - VARIOUS LEAD FREE BRASS FITTINGS.xls](#)
[INCOME TAX CLEARANCE.pdf](#)
[REVENUE CLEARANCE.pdf](#)

A motion was made by Commissioner Mary Blackmon, seconded by Commissioner Lane Coleman that this Contract be approved. The motion carried by an unanimous vote.

10. DIRECTOR'S METRICS

[17-0198](#)**Director's Metrics**

Director Brown - meeting with the Mayor for the quarterly Clergy round table discussion on drainage; calendar year-end requisite report with key DWSD improvements; Dan Rainey, IT Director will generate a electronic map for field services activity; developed standard operating procedures (SOP) for project communication plan; radio interview with Bridge magazine.

This Communication or Report was received and filed.

11. COMMENTS BY COMMISSIONERS

Commissioner Blackmon congratulated the department on the DWSD Winter Wonderland Gala in Eastern Market. It was a wonderful event. Director Brown added there was a committee of thirty employees including administration staff that planned this festive event.

12. COMMENTS BY THE CHAIR

There were none.

13. OTHER MATTERS[17-0199](#)**BOWC Evening Community Meeting**

Sponsors: Brown

Attachments: [BOWC Evening Community Meeting - 01172018](#)

This Communication or Report was received and filed.

14. ADJOURNMENT

Chairman Einheuser requested a motion to adjourn.

A motion was made by Commissioner Mary Blackmon, seconded by Commissioner Pamela Rodgers that this meeting be adjourned. The motion carried by an unanimous vote.

There being no further business, the meeting adjourned at 3:18 p.m.