



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

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Wednesday, May 15, 2019

2:00 PM

5th Floor Board Room, Water Board Building

BOWC Meeting

1. CALL TO ORDER

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

2. ROLL CALL

Present: 6 - Commissioner Linda Forte, Commissioner Michael Einheuser, Commissioner Mary Blackmon, Commissioner Jane Garcia, Commissioner John Henry Davis and Commissioner Jonathan Kinloch

Absent: 1 - Commissioner Lane Coleman

3. APPROVAL OF AGENDA

Chairman Einheuser requested approval of the agenda.

A motion was made by Commissioner Linda Forte, seconded by Commissioner Jane Garcia that the agenda be approved. The motion carried unanimously.

4. APPROVAL OF MINUTES

Chairman Einheuser requested approval of the minutes of April 17, 2019.

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

5. PUBLIC COMMENTS (3 minutes per speaker)

There was none.

6. COMMUNICATIONS

A. [19-00134](#) Addendum to Amendment No. 1 for Contract No. 6001088 (CS-1830)

Sponsors: Naughton

Attachments: [Note to File for Amend #1 for CS-1830 - Change to NTE Amount](#)

Commissioners Davis and Kinloch arrived at 2:02 p.m.

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

B. [19-00135](#) Small Purchases & No Competitive Bid

Sponsors: Naughton

Attachments: [BOWC May ECS Items](#)
[May 2019 Under 25,000 Report](#)
[Small Purchases Report April 2019](#)

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 a unanimous vote.

C. [19-00138](#) Receipt of Correspondence

Attachments: [Demeeke Williams-Hydrate Detroit](#)

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 a unanimous vote.

D. [19-00140](#) Receipt of Correspondence

Sponsors: Pospiech

Attachments: [Redacted FOIA Requests 4-13-19 to 5-10-19](#)

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

E. [19-00142](#) Receipt of Correspondence

Attachments: [Donna Riggs 5.3.19 BOWC Response Letter](#)
[Theresa Wilson 5.3.19 BOWC Response Letter](#)
[Sarah Feldman 5. 6- BOWC Response Letter](#)
[Valeria Berry 5. 6- BOWC Response Letter](#)
[Jacqueline Williams 5.3- BOWC Response Letter](#)
[Norah Krayem.Wayne State University response - DR Revised SA Final](#)
[Russ Bellant.19619 Helen customer response - DR Revised SA Final LW](#)
[Loretta Yancey 5250 Drexel.customer response - SA Final with attachment](#)

Chairman Einheuser stated that the Board receives routine communications from constituents. Vice Chair Blackmon added that these are responses to communications from customer inquiries/requests under the public comment section of the agenda. Commissioner Forte also added that these responses are provided to the Board in

advance.

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

7. ITEMS FROM THE COMMISSIONERS

Follow-up Items:

1. Sharon Sexton of 2405 Helen Street-Pending
2. Joshua Ronnebaum of 19410 Lucerne-Pending
3. Sonya Bonnett of 1420 Washington-Pending

8. UNFINISHED BUSINESS

A. [19-00120](#)

The Board of Water Commissioners for the City of Detroit Water and Sewerage Department approves the following Finance policies: **1.) Accounts Payable, 2.) Internal Audit Governance, 3.) Internal Audit Activities and Reporting, 4.) Budget Preparation and Submittal, 5.) Budget Monitoring, and 6.) Budget Amendment**, and authorizes the Director to take such action as may be necessary to effectuate the policies.

Sponsors: Naughton

Attachments: [Accounts Payable](#)
[Internal Audit Governance](#)
[Internal Audit Activities Reporting](#)
[Budget Preparation and Submittal](#)
[Budget Monitoring](#)
[Budget Amendment](#)
[Policy and Procedure - Internal Audit Charter](#)

A motion was made by Commissioner Mary Blackmon, seconded by Commissioner Linda Forte that these Policies be removed from table. The motion carried by a unanimous vote.

Internal Audit Charter

A motion was made by Commissioner Linda Forte, seconded by Commissioner Jonathan Kinloch to approve the amended Internal Audit Charter Policy contingent upon language review. The motion carried by a unanimous vote.

Finance Policies

A motion was made by Commissioner Linda Forte, seconded by Commissioner Mary Blackmon that these Policies be approved with the exception of the Internal Audit Activities Reporting. The motion carried by a unanimous vote.

B. [19-00124](#)

The Board of Water Commissioners for the City of Detroit Water and Sewerage

Department approves the following Public Affairs policies: **1.) Media Communication, 2.) Emergency Communication and Public Notification**, and authorizes the Director to take such action as may be necessary to effectuate the policies.

Sponsors: Pospiech

Attachments: [Policies and Procedures - Media Communicationv2](#)
[Policies and Procedures - Emergency Communications - FINAL 5.13.2019v2](#)

A motion was made by Commissioner Mary Blackmon, seconded by Commissioner John Henry Davis that these Policies be removed from table. The motion carried by a unanimous vote.

Public Affairs Policies

A motion was made by Commissioner Mary Blackmon, seconded by Commissioner John Henry Davis that these Policies be approved. The motion carried by a unanimous vote.

9. NEW BUSINESS

- A. [19-00136](#) The Board of Water Commissioners for the City of Detroit, Water and Sewerage Department authorizes the Director to **secure three contracts, each for four years, with the following vendors, in an amount not to exceed a total of \$4,731,818.31 to:**

- EJ Prescott, Inc. (contract #6002097, \$264,860.00),
- Badger Meter, Inc. (contract #6002095, \$3,744,868.00),
- Wesco Distribution, Inc. (contract #6002131, \$722,090.31)

for various sizes of water meters and also authorizes the Director to take such other action as may be necessary to accomplish the intent of this vote.

Sponsors: Burgi

Attachments: [BOWC Data for Long-Term Meter Purchase -different bolding](#)

A motion was made by Commissioner Linda Forte, seconded by Commissioner Mary Blackmon that this Contract be approved. The motion carried by a unanimous vote.

- B. [19-00141](#) Ethics and Fraud Hotline

Attachments: [FRAUD FLIER v2](#)
[DWSD - Ethics Policy \(Final Draft\)](#)

A motion was made by Commissioner Mary Blackmon, seconded by Commissioner John Henry Davis that this Communication or Report be approved. The motion carried by a unanimous vote.

- C. [19-00144](#) Abandoned Call Statistics

Sponsors: Customer Service

Attachments: [10 Abandoned Calls by Wait Time - April 2019](#)

This Communication or Report was received and filed.

10. DIRECTOR'S METRICS

A. [19-00139](#) Director's Metrics

Sponsors: Office of the Director

Attachments: [Board Report - Metrics - 05152019](#)
[Bridge Magazine Report](#)

This Communication or Report was received and filed.

11. COMMENTS BY COMMISSIONERS

Vice Chair Blackmon gave thanks and much appreciation to all the surrounding communities and friendly neighbors for their helping hands with the sandbagging during the street floods. Director Brown added that he also wanted to thank the volunteer efforts of Detroit citizens and city employees for their assistance.

[19-00182](#) DWSD/GLWA Draft Reconciliation Committee Summary

Attachments: [DRAFT Reconciliation Committee Meeting Summary 5.6.2019 v2](#)

This Communication or Report was received and filed.

12. COMMENTS BY THE CHAIR

Chairman Einheuser stated that he, Commissioners Forte and Coleman had been reappointed by the Mayor for another term. He said that he was grateful and appreciative of the opportunity.

13. OTHER MATTERS

There were none.

14. ADJOURNMENT

Chairman Einheuser requested a motion to adjourn.

A motion was made by Commissioner Mary Blackmon, seconded by Commissioner Linda Forte that the meeting be adjourned. The motion carried by a unanimous vote.

There being no further business, the meeting adjourned at 3:11 p.m.