



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

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Friday, May 31, 2019

1:00 PM

5th Floor Board Room, Water Board Building

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## **BOWC Special Meeting No. 3**

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

Chairman Einheuser called the meeting to order at 1:00 p.m.

### **2. ROLL CALL**

**Present:** 5 - Commissioner Linda Forte, Commissioner Michael Einheuser, Commissioner Lane Coleman, Commissioner Mary Blackmon and Commissioner Jane Garcia

**Excused:** 2 - Commissioner John Henry Davis and Commissioner Jonathan Kinloch

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

Chairman Einheuser requested approval of agenda.

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

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

Chairman Einheuser requested approval of minutes of April 26, 2019.  
Commissioner Davis arrived at 1:05 p.m.  
Commissioner Kinloch arrive at 1:06 p.m.

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

### **5. PUBLIC COMMENTS (3 minutes per speaker)**

There were none.

### **6. ITEMS FROM THE COMMISSIONERS**

There were none.

### **7. UNFINISHED BUSINESS**

#### **A. [18-0243](#)**

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

Department approves the following revised **Internal Audit Charter** and authorizes the Director to take such other action as may be necessary to effectuate the charter.

**Sponsors:** Pospiech

**Attachments:** [Revised - Policy and Procedure - Internal Audit Charter](#)  
[DWSD Internal Audit Associate - DRAFT](#)  
[DWSD Internal Audit Manager - DRAFT](#)

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

8. NEW BUSINESS

A. [19-00157](#) Baker Tilly Overview of Policies

**Sponsors:** Pospiech

**Attachments:** [DWSD - BOWC Update May 2019](#)

This Communication or Report was received and filed.

B. [19-00155](#) The Board of Water Commissioners for the City of Detroit Water and Sewerage Department approves the following Finance policies: **1) Water, Sewer, and Drainage Charges 2) Residential and Non-Residential Collections 3) Irregular Water Usage Due to Leak Policy 4) Foreclosures**, and authorizes the Director to take such action as may be necessary to effectuate the policies.

**Sponsors:** Naughton

**Attachments:** [Water Sewerage Drainage Charges Policy](#)  
[Residential and Non-Residential Collections Policy](#)  
[Irregular Water Usage Due to Leak Policy](#)  
[Foreclosures Policy](#)  
[Summary of Irregular Water Use Policy](#)

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

C. [19-00154](#) The Board of Water Commissioners for the City of Detroit Water and Sewerage Department approves the following Information Technology Systems policies: **1) Application Management 2) Virus and Malware Prevention and Detection 3) Asset Management 4) Acceptable Use**, and authorizes the Director to take such action as may be necessary to effectuate the policies.

**Sponsors:** Information Technology and Services

**Attachments:**     [Application Management Policy](#)  
[Asset Management Policy](#)  
[Virus and Malware Detection Prevention Policy](#)  
[Acceptable Use Policy](#)

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

- D.     [19-00156](#)     The Board of Water Commissioners for the City of Detroit Water and Sewerage Department approves the following Human Resources policies: **1) Confidentiality of Personal Identifiable Information 2) Relationship Disclosure 3) Social Media Use 4) Tobacco-Free Workplace**, and authorizes the Director to take such action as may be necessary to effectuate the policies.

**Sponsors:**     Office of the General Counsel

**Attachments:**     [Confidentiality Policy](#)  
[Relationship Disclosure Policy](#)  
[Social Media Use Policy](#)  
[Tobacco Free Workplace Policy](#)

A motion was made by Commissioner Mary Blackmon, seconded by Commissioner Jane Garcia that this Policy be approved. The motion carried by a unanimous vote.

- E.     [19-00159](#)     Approval of Agreement and Grant of Easement for Sewers and Water Main between City of Detroit and 1400 Webward Avenue LLC

**Sponsors:**     Pospiech

**Attachments:**     [Agreement 5.17.19](#)

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

9.     **DIRECTOR'S COMMENTS**

There were none.

10.    **COMMENTS BY COMMISSIONERS**

Commissioner Garcia asked had the Department responded to the settlement letter from Ser Metro. Debra Pospiech, Chief Counsel replied that the Department were waiting on their attorney's return call.

Commissioner Kinloch thanked Tiana Hall of the Administrative staff for addressing a constituents complaint.

**11. COMMENTS BY THE CHAIR**

There were none.

**12. OTHER MATTERS**

Next Special Meeting is July 12, 2019 at 1 p.m.

**13. ADJOURNMENT**

Chairman Einheuser requested motion to adjourn.

**A motion was made by Commissioner Linda Forte, seconded by Commissioner Jane Garcia that the meeting be adjourned. The motion carried unanimously.**

**There being no further business, the meeting adjourned at 3:01 p.m.**