



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

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Friday, July 12, 2019

1:00 PM

5th Floor Board Room, Water Board Building

BOWC Special Meeting No. 6

1. CALL TO ORDER

Chairman Einheuser called the meeting to order at 1:01 p.m.

2. ROLL CALL

Present: 5 - Commissioner Linda Forte, Commissioner Michael Einheuser, Commissioner Mary Blackmon, Commissioner Jane Garcia and Commissioner Jonathan Kinloch

Excused: 1 - Commissioner John Henry Davis

Absent: 1 - Commissioner Lane Coleman

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 the minutes of July 9, 2019.

A motion was made by Commissioner Jonathan Kinloch, 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

Commissioner Kinloch requested to be excused from the meeting at 2:45 p.m.

7. UNFINISHED BUSINESS

There were none.

8. NEW BUSINESS**A. [19-00215](#) Baker Tilly Overview of Policies**

Sponsors: Pospiech

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

Commissioner Davis joined the meeting at 1:24 p.m.

This Communication or Report was received and filed.

B. [19-00212](#) The Board of Water Commissioners for the City of Detroit Water and Sewerage Department approves the following Finance policies: **1) External Audit, 2) Shared Services, 3) Month End-Period End Close & Journal Entries, and 4) Chart of Accounts, and 5) Back Billing**, and authorizes the Director to take such action as may be necessary to effectuate the policies.

Sponsors: Naughton

Attachments: [Finance Policy and Procedure - External Audit](#)
[Finance Policy and Procedure - Shared Services Administration](#)
[Finance Policy and Procedure - Month-Period End Close Journal Entries](#)
[Finance Policy and Procedure - Chart of Accounts](#)
[Finance Policy and Procedure - Back Billing](#)

A motion was made by Commissioner Linda Forte, seconded by Commissioner Jonathan Kinloch that this Policy be approved subject to revisions. The motion carried by a unanimous vote.

C. [19-00209](#) The Board of Water Commissioners for the City of Detroit Water and Sewerage Department approves the following Information Technology policies: **1) Change Management, 2) User Account Management**, and authorizes the Director to take such action as may be necessary to effectuate the policies.

Sponsors: Rainey

Attachments: [IT Policy and Procedure - Change Management](#)
[IT Policy and Procedure - User Account Management](#)

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

D. [19-00213](#) The Board of Water Commissioners for the City of Detroit Water and Sewerage Department approves the following Security policy: **1) Chain of Command**, and authorizes the Director to take such action as may be necessary to effectuate the policy.

Sponsors: Pospiech

Attachments: [100-ADM-Chain of Command-v.1](#)

A motion was made by Commissioner Mary Blackmon, seconded by Commissioner John Henry Davis that this Policy be approved subject to revisions. The motion carried by a unanimous vote.

E. [19-00191](#)

The Board of Water Commissioners for the City of Detroit, Water and Sewerage Department authorizes the Director to **enter into Contract No. 6002218 for three (3) years with Johnson Controls Fire Protection LP for Fire Systems Planned Service per the Sourcewell-NJPA Cooperative Agreement #031517-SGL for a total contract amount not to exceed \$270,000**, and also authorizes the Director to take such other action as may be necessary to accomplish the intent of this vote.

Sponsors: Burgi

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.

F. [19-00192](#)

The Board of Water Commissioners for the City of Detroit, Water and Sewerage Department authorizes the Director to **approve Change Order No. 1 for Contract No. 6001574 with Otis Elevator Co. to add an additional amount \$85,000 for Elevator Maintenance and Repair Services for a total contract amount not to exceed \$246,625.00**, and also authorizes the Director to take such other action as may be necessary to accomplish the intent of this vote.

Sponsors: Burgi

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

G. [19-00193](#)

The Board of Water Commissioners for the City of Detroit, Water and Sewerage Department authorizes the Director to **approve Change Order No. 2 for Contract No. 2904951 with GDI Services Inc. for Janitorial Services to add \$900,000.00 for a total contract amount not to exceed \$3,417,884.00 and to exercise the second and final renewal option through 4/5/2020**; and also authorizes the Director to take such other action as may be necessary to accomplish the intent of this vote.

Sponsors: Burgi

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

- H. [19-00194](#) The Board of Water Commissioners for the City of Detroit, Water and Sewerage Department authorizes the Director to **enter into Contract No. 6002232 for "Sewer Improvements for Cornerstone Village (DWS-908)" with Lakeshore Global Corporation, at a cost not to exceed \$7,693,348.95 for a term of two (2) years**, and also authorizes the Director to take such action necessary to accomplish the intent of this vote.

Sponsors: Mobley

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

- I. [19-00195](#) The Board of Water Commissioners for the City of Detroit, Water and Sewerage Department authorizes the Director to **approve Change Order No. 3 for Contract No. 6000875 for HVAC Building Mechanical Systems Program Management for On Demand Repair Services with Johnson Controls, Inc. to increase the contract amount by \$225,500.00 for a total contract amount \$2,540,960.00**, and also authorizes the Director to take such other action as may be necessary to accomplish the intent of this vote.

Sponsors: Burgi

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

- J. [19-00196](#) The Board of Water Commissioners for the City of Detroit, Water and Sewerage Department authorizes the Director to **enter into Contract No. 6002231 for "Water and Sewer Improvements for North Rosedale Park (DWS-907)" with Ric-Man Construction Inc. at a cost not to exceed \$13,032,292.75 for a term of two (2) years**, authorizing the Director to take such action necessary to accomplish the intent of this vote.

Sponsors: Burgi

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

- K. [19-00197](#) The Board of Water Commissioners for the City of Detroit, Water and Sewerage Department authorizes the Director to **enter into Contract No. 6002217 for three (3) years with Johnson Controls Inc. to provide HVAC Equipment, Parts, Repairs and Preventative Maintenance Services per the Sourcewell-NJPA Cooperative Agreement # 030817-JHN for a total contract amount not to exceed \$3,965,863.00**, and also authorizes the Director to take such other action as may be necessary to accomplish the intent of this vote.

Sponsors: Burgi

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

L. [19-00198](#)

The Board of Water Commissioners for the City of Detroit, Water and Sewerage Department authorizes the Director to **enter into Contract No. 6002230 for "Water Improvements for Cornerstone Village (WS-712)" with Ric-Man Construction, Inc., at a cost not to exceed \$18,630,333.50 for a duration of two (2) years**, and also authorizes the Director to take such action necessary to accomplish the intent of this vote.

Sponsors: Mobley

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

M. [19-00199](#)

The Board of Water Commissioners for the City of Detroit, Water and Sewerage Department authorizes the Director to **approve Contract No. 6002246 for "EnQuesta v6.0 Upgrade Project" (CS-1917) with Systems & Software Inc. at a cost not to exceed \$1,162,900.00 for the term of one (1) year & eight (8) months**, authorizing the Director to take such other action as may be necessary to accomplish the intent of this vote.

Sponsors: Rainey

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

N. [19-00200](#)

The Board of Water Commissioners for the City of Detroit, Water and Sewerage Department authorizes the Director to **approve Amendment No. 1 for an increase of \$250,000.00 and a time extension of one (1) additional year for Contract No. 6001764 for a total amount not to exceed \$493,840.00 "Professional Services Contract for IT Program Manager/Enterprise Architect" (CS-1896) with Data Consulting Group**, and also authorizes the Director to take such other action as may be necessary to accomplish the intent of this vote.

Sponsors: Rainey and Burgi

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

O. [19-00201](#)

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

Department authorizes the Director to **enter into Contract No. 6002168 with Interstate Trucksource, Inc. for a term of two (2) years for, as needed parts and repair services for DWSD owned heavy duty truck suspensions, drive shafts, rear axles, transfer cases, brakes, UV joints and other related equipment for an amount not to exceed \$200,000**, and also authorizes the Director to take such other action as may be necessary to accomplish the intent of this vote.

Sponsors: Rice

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

P. [19-00202](#)

The Board of Water Commissioners for the City of Detroit, Water and Sewerage Department authorizes the Director to **enter into Contract No. 6002214 with Santoro, Inc. for a term of five (5) years for, customized upfitting for DWSD owned vans and pick-up trucks for an amount not to exceed \$375,000**, and also authorizes the Director to take such other action as may be necessary to accomplish the intent of this vote.

Sponsors: Rice

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

Q. [19-00203](#)

The Board of Water Commissioners for the City of Detroit, Water and Sewerage Department authorizes the Director to **enter into Contract No. 6002169 with Interstate Trucksource, Inc. for a term of two (2) years for, as needed, OEM parts and repair services for DWSD owned MACK trucks and related equipment as per DWSD's Specification #PRSCMT-11-18 for an amount not to exceed \$360,000**, and also authorizes the Director to take such other action as may be necessary to accomplish the intent of this vote.

Sponsors: Rice

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

9. DIRECTOR'S COMMENTS

There were none.

10. COMMENTS BY COMMISSIONERS

There were none.

11. COMMENTS BY THE CHAIR

Chairman Einheuser noted that the August 17, 2019 BOWC meeting is cancelled.

12. OTHER MATTERS

Next special meeting September 6, 2019 at 1:00 p.m.

13. ADJOURNMENT

Chairman Einheuser requested motion to adjourn.

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

There being no further business, the meeting adjourned at 2:01 p.m.