



**Suzanne R. Coffey, P. E.**  
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May 15, 2026

Board of Directors  
Great Lakes Water Authority  
735 Randolph  
Detroit, Michigan 48226

HONORABLE BOARD OF DIRECTORS:

**RE: Personnel Evaluation**

It is my understanding that the Board of Directors of the Great Lakes Water Authority wishes to conduct an annual review and evaluation of my performance during my tenure as Chief Executive Officer of this utility.

As you are aware, Section 8(a) of Michigan's Open Meetings Act provides that a public body may meet in closed session:

To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of, a public officer, employee, staff member, or individual agent, if the named person requests a closed hearing. A person requesting a closed hearing may rescind the request at any time, in which case the matter at issue shall be considered after the rescission only in open sessions.

As allowed by the Michigan Open Meetings Act, I request to meet with the Board in closed session for my evaluation.

Thank you for your consideration of this request.

Respectfully submitted,

Suzanne R. Coffey, P.E.  
Chief Executive Officer