



# Great Lakes Water Authority

735 Randolph Street  
Detroit, Michigan 48226  
glwater.legistar.com

## Meeting Minutes - Draft

### Board of Directors Workshop Meeting

---

Wednesday, December 11, 2024

1:00 PM

In-Person:  
Water Board Building 5th Floor  
and  
Zoom Telephonic Meeting

---

Join by Zoom:

[https://glwater.zoom.us/j/84784075834?](https://glwater.zoom.us/j/84784075834?pwd=OUpWNk5RSVlvWWZFUk5xQmJCdjJSUT09)  
pwd=OUpWNk5RSVlvWWZFUk5xQmJCdjJSUT09

Join by Telephone

US Toll-Free:

877 853 5247; or 888 788 0099

Meeting ID: 847 8407 5834 Passcode: 033069

#### 1. Call to Order

Chairperson Baker called the meeting to order at 1:03 p.m.

#### 2. Quorum Call

**Present:** 6 - Chairperson Brian Baker, Vice-Chairperson Mark Miller, Secretary John J. Zech, Director Gary Brown, Director Freman Hendrix, and Director Jaye Quadrozzi

**Note:** Director Hendrix joined the meeting at 1:17 p.m. during presentation of item 8A. 2024-398, Approval of Audit and Related Draft Financial Reports Pertaining to the Fiscal Year Ended June 30, 2024.

#### 3. Consent Matters

William M. Wolfson, Deputy Chief Executive Officer, stated that the Operations and Resources Committee has requested to move New Business (Items for Discussion) 8. I. - S., to 3. C. Consent Matters, which would then be items 3C. iv. - xiv.

There being no objections by the Board, the requested items were moved to 3. C. New Business (Items for Consent).

#### A. Approval of Minutes (Item for Consent)

i. [2024-420](#) **November 21, 2024 Board of Directors Workshop Meeting Minutes  
(Draft)**

**Sponsors:** Rechanda Willis

**Attachments:** [Minutes - November 21, 2024 Board of Directors Workshop Meeting.pdf](#)

**Motion By:** Gary Brown  
**Support By:** John J. Zech  
**Action:** Approved  
The motion carried by a unanimous vote.

**B. Communications (Item for Consent)**

i. [2024-419](#) **Receipt of Correspondence**

No Action Taken

**C. New Business (Items for Consent)**

i. [2024-397](#) **Proposed Change Order No. 3 - Extension of Time Only  
SCN-0000189  
Investment Advisor Services  
PFM Asset Management, LLC contract extension**

**Sponsors:** Nicolette Bateson

**Indexes:** Finance

**Attachments:** [7B1 PFM Asset Management Contract Extension.pdf](#)

**Motion By:** Gary Brown  
**Support By:** John J. Zech  
**Action:** Approved  
The motion carried by a unanimous vote.

ii. [2024-413](#) **Public Hearings on the Proposed FY 2026 & FY 2027 Biennial  
Budget Request**

**Sponsors:** Nicolette Bateson

**Indexes:** Finance

**Attachments:** [7C1 AC Memo FY 2026-27 Budget Public Hearing Request.pdf](#)  
[7C3 Notice of Public Hearing for GLWA Proposed Biennial Budget.pdf](#)

**Motion By:** Gary Brown  
**Support By:** John J. Zech  
**Action:** Approved  
The motion carried by a unanimous vote.

iii. [2024-414](#) **Public Hearing on Proposed FY 2026 Schedule of Revenues and Charges**

**Sponsors:** Nicolette Bateson

**Indexes:** Finance

**Attachments:** [7D1 AC Memo FY 2026-27 Proposed FY 2026 Schedule of Revenues and Charges.pdf](#)  
[7D3 Notice of Public Hearing for GLWA FY 2026 Water and Sewerage Service Charges.pdf](#)

**Motion By:** Gary Brown

**Support By:** John J. Zech

**Action:** Approved

The motion carried by a unanimous vote.

iv. [2024-405](#) **Proposed Change Order No. 2  
Contract No. 1803312/SCN-0000170  
West Service Center Reservoir, Pump House, and Division Valve  
Replacements  
CIP #132010 / BCE Score: 54.0**

**Sponsors:** Cheryl Porter

**Indexes:** Water Operations

**Motion By:** Gary Brown

**Support By:** John J. Zech

**Action:** Approved

The motion carried by a unanimous vote.

v. [2024-406](#) **Proposed Change Order No. 1  
Contract No. 2201316/SCN-0000427  
Reservoir Rehabilitation Phase II  
CIP#170802/BCE Score: 91.0**

**Sponsors:** Cheryl Porter

**Indexes:** Water Operations

**Motion By:** Gary Brown

**Support By:** John J. Zech

**Action:** Approved

The motion carried by a unanimous vote.

- vi. [2024-407](#) **Proposed Amendment No. 2**  
**Contract No. 2301148/SCN-0000488**  
**Water Transmission Main, Valve, Emergency and Other Urgent**  
**Repairs**  
**CIP #170602/BCE Score: 73.6**
- Sponsors:** Cheryl Porter
- Indexes:** Water Operations
- Attachments:** [2301148 \(SCN-0000488\) Am No 2 CIP Program 170600 Attachment](#)
- Motion By: Gary Brown**  
**Support By: John J. Zech**  
**Action: Approved**  
The motion carried by a unanimous vote.
- vii. [2024-408](#) **Contract No. 2401236/REQ-0000036**  
**Specialized Services-Staff Augmentation**  
**O&M**
- Sponsors:** Cheryl Porter
- Indexes:** Water Operations
- Attachments:** [2401236 \(REQ-0000036\) Procurement Board Report](#)  
[2401236 \(REQ-0000036\) Cost Tabulation - Notice of Respondents](#)
- Motion By: Gary Brown**  
**Support By: John J. Zech**  
**Action: Approved**  
The motion carried by a unanimous vote.
- viii. [2024-409](#) **Proposed Amendment No. 2**  
**Contract No. 1802170/SCN-0000140**  
**Fleet Management Services**  
**O&M**
- Sponsors:** Cheryl Porter
- Indexes:** Water Operations
- Motion By: Gary Brown**  
**Support By: John J. Zech**  
**Action: Approved**  
The motion carried by a unanimous vote.

- ix.      [2024-410](#)      **Contract No. 2305121  
Fleet Management Services  
O&M**
- Sponsors: Cheryl Porter
- Indexes: Water Operations
- Attachments: [2305121 Procurement Board Report](#)  
[2305121 Vendor Response Follow-up](#)  
[Financing Infographic Enterprise Fleet Management](#)  
[2305121 GLWA Fleet Analysis Report](#)  
[GLWA Vehicle Maintenance Board letter review](#)
- Motion By: Gary Brown**  
**Support By: John J. Zech**  
**Action: Approved**  
            The motion carried by a unanimous vote.
- x.        [2024-401](#)      **Proposed Amendment No. 5  
Contract No. 1802543/SCN-0000063  
Rehabilitation of Ferric Chloride Feed System at PS-1 and Complex  
B Sludge Lines  
CIP#211008/BCE Score: 78.3**
- Sponsors: Navid Mehram
- Indexes: Wastewater Operations
- Motion By: Gary Brown**  
**Support By: John J. Zech**  
**Action: Approved**  
            The motion carried by a unanimous vote.
- xi.      [2024-402](#)      **Proposed Change Order No. 6  
Contract No. GLWA-CON-197/SCN-0000097  
Modifications to Incinerator Sludge Feed Systems in Complex II at  
WRRF  
CIP #213007/BCE Score: 96.2**
- Sponsors: Navid Mehram
- Indexes: Wastewater Operations
- Motion By: Gary Brown**  
**Support By: John J. Zech**  
**Action: Approved**  
            The motion carried by a unanimous vote.

- xii. [2024-403](#) **Proposed Change Order No. 6**  
**Contract No. GLWA-CS-060/SCN-0000212**  
**Study/Design of the Upgraded Sludge Conveyance System and**  
**Lighting Improvements at the Detroit Wastewater Treatment Plant**  
**CIP #213007/BCE Score: 96.2**

**Sponsors:** Navid Mehram

**Indexes:** Wastewater Operations

**Motion By: Gary Brown**  
**Support By: John J. Zech**  
**Action: Approved**  
The motion carried by a unanimous vote.

- xiii. [2024-434](#) **Proposed Change Order No. 2**  
**Contract No. 2201101**  
**WRRF Incinerator #11 Rehabilitation**  
**O & M**

**Sponsors:** Navid Mehram

**Indexes:** Wastewater Operations

**Motion By: Gary Brown**  
**Support By: John J. Zech**  
**Action: Approved**  
The motion carried by a unanimous vote.

- xiv. [2024-433](#) **Requisition No.'s: REQ-0001999, REQ-0002136, REQ-0002137**  
**Sodium Hypochlorite**  
**O&M**

**Sponsors:** Navid Mehram

**Indexes:** Wastewater Operations

**Attachments:** [REQ-0001999 - Procurement Report.docx](#)  
[Chemical Board Communication-Chemical Vendor Issues](#)  
[12.6.24.docx](#)

**Motion By: Gary Brown**  
**Support By: John J. Zech**  
**Action: Approved**  
The motion carried by a unanimous vote.

#### 4. Approval of Agenda

Chairperson Baker requested a Motion to Approve the Agenda as Amended.

Motion By: Jaye Quadrozzi

Support By: Mark Miller

Action: Approved as Amended

The motion carried by a unanimous vote.

#### 5. Approval of Consent Matters (Items 3A.i., 3B. i., and 3C. i. - xiv.)

Chairperson Baker requested a Motion to Approve the Consent Matters.

A motion was made by Director Brown, seconded by Secretary Zech, to approve the Consent Matters. The motion carried unanimously.

#### 6. Public Comment

There were no public comments.

#### 7. Old Business

None

#### 8. New Business (Items for Discussion)

##### A. [2024-398](#) Approval of Audit and Related Draft Financial Reports Pertaining to the Fiscal Year Ended June 30, 2024

**Sponsors:** Nicolette Bateson

**Indexes:** Finance

**Attachments:** [6A 1 FY 2024 Annual Audit Financial Update.pdf](#)  
[6A 1.2 Baker Tilly Audit Presentation 2024 by Jodi Dobson.pdf](#)  
[6A 1.3 GLWA FY 2024 Reporting and Insights Audit Results - Draft 12.3.24.pdf](#)  
[6A 1.4 GLWA Informal Management Comments Summary FY2024.pdf](#)  
[6A 1.6 FY 2024 Annual Audit & Financial Results.pdf](#)  
[6A 1.7 FY 2024 Key Takeaways - One Pager.pdf](#)  
[6A 1.8 GLWA FY 2024 ACFR DRAFT 12.2.24.pdf](#)  
[6A 1.9 GLWA Single Audit 6.30.2024 - DRAFT 12.2.24.pdf](#)

**Note:** Director Hendrix joined the meeting at 1:17 p.m. during discussion of item 2024-398.

Motion By: Jaye Quadrozzi

Support By: Gary Brown

Action: Approved

The motion carried by a unanimous vote.

**B. [2024-435](#) 2024 Government Relations Update**

**Sponsors:** William Wolfson

**Indexes:** Office of the Executive

**Attachments:** [4906-3112-5509.1 - GLWA Legislative Outlook and Political Update.pptx](#)

**Motion By: Gary Brown**  
**Support By: Mark Miller**  
**Action: Received and Filed**  
The motion carried by a unanimous vote.

**C. [2024-374](#) Discussion of Resolution 2017-214 Regarding Board Officers**

**Sponsors:** William Wolfson

**Indexes:** Board of Directors

**Attachments:** [Resolution 2017-214 RE Board Officers](#)

**Motion By: Gary Brown**  
**Support By: John J. Zech**  
**Action: Received and Filed**  
The motion carried by a unanimous vote.

**D. [2024-375](#) Review of Committee Assignments**

**Sponsors:** William Wolfson

**Indexes:** Board of Directors

**Attachments:** [Resolution 2017-214 RE Board Officers](#)  
[2024 GLWA Board of Directors Committee Assignments.pdf](#)

**Motion By: John J. Zech**  
**Support By: Jaye Quadrozzi**  
**Action: Received and Filed**  
The motion carried by a unanimous vote.

**Note: There were no changes to committee assignments.**



E. [2024-376](#) Election of Board Chairperson

**Sponsors:** William Wolfson

**Indexes:** Board of Directors

**Attachments:** [Resolution 2017-214 Regarding Board Officers](#)

Secretary Zech made a Motion to nominate Mark Miller to serve as Chairperson of the Great Lakes Water Authority Board of Directors for a term ending December 31, 2025.

**Motion By:** John J. Zech

**Support By:** Freman Hendrix

**Action:** Approved

The motion carried by a unanimous vote.

F. [2024-377](#) Election of Board Vice-Chairperson

**Sponsors:** William Wolfson

**Indexes:** Board of Directors

**Attachments:** [Resolution 2017-214 RE Board Officers.docx](#)

Vice-Chairperson Miller made a Motion to nominate John J. Zech to serve as Vice-Chairperson of the Great Lakes Water Authority Board of Directors for a term ending December 31, 2025.

**Motion By:** Mark Miller

**Support By:** Jaye Quadrozzi

**Action:** Approved

The motion carried by a unanimous vote.

G. [2024-378](#) Election of Board Secretary

**Sponsors:** William Wolfson

**Indexes:** Board of Directors

**Attachments:** [Resolution 2017-214 RE Board Officers.docx](#)

Secretary Zech made a Motion to nominate Jaye Quadrozzi to serve as Secretary of the Great Lakes Water Authority Board of Directors for a term ending December 31, 2025.

**Motion By:** John J. Zech

**Support By:** Freman Hendrix

**Action:** Approved

The motion carried by a unanimous vote.

H. [2024-379](#) **Update of Annual Conflict of Interest Disclosure**

**Sponsors:** William Wolfson and Nicolette Bateson

**Indexes:** Administration & Compliance; Finance

**No Action Taken**

T. [2024-432](#) **Presentation**

**Sponsors:** Suzanne Coffey and William Wolfson

**Indexes:** Office of the Executive

**Attachments:** [RESOLUTION 2024-432 Baker and Brown 10 years of service recognition.docx](#)

**William M. Wolfson, Deputy Chief Executive Officer, read into the record Resolution 2024-432 recognizing Board Members Brian Baker and Gary Brown for ten years of service as inaugural Members of GLWA's Board of Directors.**

**Suzanne R. Coffey, Chief Executive Officer, presented Board Members Baker and Brown with an Award in recognition and appreciation of ten years of commitment, dedication and service to the people of Southeast Michigan as a Member of the GLWA Board of Directors, followed with remarks by Board Members Brown and Baker.**

**Vice-Chairperson Miller requested a Motion to Approve Resolution 2024-432.**

**Motion By: Freman Hendrix  
Support By: Jaye Quadrozzi  
Abstain By: Brian Baker and Gary Brown  
Action: Approved  
The motion carried by a unanimous vote.**

**The Board will also discuss such other matters.**

**9. Reports**

**None**

**10. Remarks**

A. Chairperson's Remarks

**There were no Chairperson's remarks.**

B. Board Members' Remarks

Director Hendrix wished everyone Happy Holidays.

Secretary Zech gave remarks regarding two major changes that staff worked on this year, Workday and NEXGEN, as well as the audit, which were all really well done.

Vice-Chairperson Miller gave remarks regarding his first year as a GLWA Board Member, his appreciation for the culture created in this environment, and wished everyone and their families a safe and Happy Holiday Season.

## 11 Other Matters

William M. Wolfson, Deputy CEO, stated that this is the last Board Meeting for Calendar Year 2024, and on behalf of CEO Coffey, the Executive Team, and the entire Team at the Great Lakes Water Authority, wished everyone the Happiest of Holiday Seasons.

## 12. Adjournment

Chairperson Baker requested a Motion to Adjourn.

Motion By: Mark Miller

Support By: Gary Brown

Action: Approved

The motion carried by a unanimous vote.

There being no further business, the meeting was adjourned at 2:27 p.m.