

October 15, 2003

To the Board of Trustees  
East Lansing - Meridian Water  
and Sewer Authority

We have completed our audit of the June 30, 2003, financial statements of the East Lansing - Meridian Water and Sewer Authority. Our audit included a review and evaluation of the Authority's internal control structure and operating procedures. The following comments and recommendations are based on this review and other observations made during the audit. They are intended to help the Authority improve its internal accounting and administrative controls as well as their operating efficiency. Our observations, comments, and recommendations are as follows:

We noted during testing of the Wellhead Protection Grant Program that approximately \$14,000 of fiscal 2002 and \$13,000 of fiscal 2003 expenditures have not been reimbursed by the State of Michigan. We recommend that requests for reimbursement be submitted to the Michigan Department of Environmental Quality as close to the expenditure date as possible to ensure the Authority is receiving all grant monies entitled to them under the program.

We would like to take this opportunity to thank you and your staff for the continued cooperation and assistance that was extended to us during the engagement. We look forward each year to continuing our relationship with the Authority.

Very truly yours,  
Plante & Moran, PLLC



Joseph C. Heffernan