

Western Townships Utilities Authority
REGULAR MEETING
Monday, November 22, 2021
WTUA MIDDLE ROUGE CONFERENCE ROOM
40905 Joy Road, Canton, MI 48187

The regular meeting of the Western Townships Utilities Authority Board of Commissioners was held on Monday, November 22, 2021 in the WTUA Middle Rouge Conference Room, 40905 Joy Road, Canton, Michigan 48187. The meeting was called to order at 3:01 p.m. by the Chairperson, Kurt Heise.

Present:

Kurt Heise
Anne Marie Graham-Hudak
Mark Abbo

Absent:

Arrived at 3:10 p.m.

Also present were:

Aaron Sprague
Jack Polhill

WTUA
JACOBS/OMI

The first order of business was the acceptance of the agenda: Following discussion and upon hearing no objections; it was

R-21-11-68 Resolved to accept the agenda as presented.

Ayes Heise, Abbo
Nays: None
Absent: Graham-Hudak

The next order of business was the minutes of the regular meeting of October 25, 2021. Following discussion and upon motion by Abbo, supported by Graham-Hudak; it was

R-21-11-69 Resolved to accept the minutes of the regular meeting of October 25, 2021.

Ayes: Heise, Graham-Hudak, Abbo
Nays: None
Absent: None

The next order of business was Approval of WTUA Bills. Following discussion and upon motion by Abbo, supported by Graham-Hudak; it was

R-21-11-70 Resolved to approve the schedule of disbursements for November 2021 of \$1,747,220.86 and pre-approved payroll for December 2021 of \$33,771.45.

Ayes: Heise, Graham-Hudak, Abbo
Nays: None
Absent: None

The next order of business was the Operations and Maintenance Report for the month of October 2021. Following discussion and upon motion by Abbo, supported by Graham-Hudak, it was

R-21-11-71 Resolved to receive and file the Operations and Maintenance Report for the month of October 2021.

Ayes: Heise, Graham-Hudak, Abbo

Nays: None

Absent: None

The next order of business was the Directors Report for the month of November 2021: Following discussion and upon motion by Abbo, supported by Graham-Hudak; it was

R-21-11-72 Resolved to receive and file the Directors Report for the month of November 2021.

Ayes: Heise, Graham-Hudak, Abbo

Nays: None

Absent: None

The next order of business was the Proposed WTUA Schedule of Meetings for Calendar Year 2022: Article VIII of the by-laws of the Western Townships Utilities Authority states "**Regular meetings of the Commission shall be held at such time and place as shall be prescribed by resolution of the Commission**". Following discussion and upon motion by Abbo supported by Graham-Hudak; it was

R-21-11-73 Resolved to approve the Proposed WTUA Schedule of Meetings for Calendar Year 2022 as presented; and

Further to direct staff to post the Schedule of Meetings for the 2022 calendar year within the three member communities and on the WTUA Website.

Ayes: Heise, Graham-Hudak, Abbo

Nays: None

Absent: None

The next order of business was Employee Compensation: This year, the budget included a 3% raise for staff. The increase results in a total cost to the Authority of \$4,050 for both the Accountant and the Administrative Assistant. Comparison of the proposed 3% increase results in wages that compare reasonably with similar positions at the Townships. Following discussion and upon motion by Abbo supported by Graham-Hudak; it was

R-21-11-74 Resolved to concur with the recommendation of the Director of Operations to approve a salary matrix increase of 3% effective for the pay period beginning December 27, 2021, which has a pay date of January 14, 2022.

Ayes: Heise, Graham-Hudak, Abbo

Nays: None

Absent: None

The next order of business was JACOBS Contract Renewal; Amendment 10: Since 1994, OMI (subsequently CH2M, now JACOBS) has been providing contract operations and maintenance services to WTUA. Each year, an amendment to the Agreement is made to address the agreed upon increase in the contract service fee, as well as any other changes identified during the year. In 2006, the renewal period for the service agreement was increased from a five (5) year term to a ten (10) year term. In 2011, the multiple amendments to the 2006 agreement were incorporated into a new base contract and a new ten (10) year term was established. In 2013, a new ten (10) year term was once again established but the beginning of the term shifted from October to the subsequent January, to coincide with the shift made to staff compensation adjustments. Most recently, a new 10 year was established in 2020. The contract includes an annual escalation clause, should the parties not be able to come to agreement on the fee adjustment; this escalation clause is a blend of the CPI and the ECI. This year, JACOBS and I have agreed to an increase of 3.15% which is between that which was budgeted (3%) and the contractual escalation clause. This represents an increase of \$19,358 for the upcoming year (there was no adjustments to the annual fee in 2020), approximately \$922 more than budgeted. There are no other proposed changes to the contract. Following discussion and upon motion by Abbo, supported by Heise; it was

R-21-11-75 Resolved to concur with the recommendation of the Director of Operations to approve the Amendment No. 10 to the Operations, Maintenance and Management Services Agreement, effective January 1, 2022; and

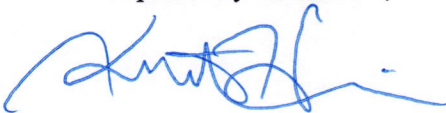
Further, that the Director of Operations sign the Amendment on behalf of the Authority.

The next order of business was public comments: There were none.

The next order of business was Commissioners' Comments: There were none.

There being no further business to come before the Board, the regular meeting was adjourned at 3:18p.m.

Respectfully submitted,



Kurt L. Heise,
Chairperson