

**Western Townships Utilities Authority**  
**REGULAR MEETING**  
Monday, November 23, 2015  
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 23, 2015 in the WTUA Middle Rouge Conference Room, 40905 Joy Road, Canton, Michigan 48187. The meeting was called to order at 3:05 p.m. by Chairperson, Philip LaJoy.

Present:

Absent:

Philip LaJoy  
Shannon Price  
Robert Nix

Also present were:

Aaron Sprague	WTUA
Suzanne Reel	WTUA
Jack Polhill	CH2M

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

R-15-11-86    Resolved to accept the agenda as amended, adding Item #VIII(b) Lower Rouge Expansion; Wade Trim Budget Amendment.

Ayes: LaJoy, Price, Nix

Nays: None

Absent: None

The next order of business was the minutes of the regular meeting of October 26, 2015. Following discussion and upon motion by Price supported by Nix; it was

R-15-11-87    Resolved to accept the minutes of the regular meeting of October 26, 2015 as presented.

Ayes: LaJoy, Price, Nix

Nays: None

Absent: None

The next order of business was Approval of WTUA Bills. Following discussion and upon motion by Price supported by Nix; it was

R-15-11-88    Resolved to approve the schedule of disbursements for November 2015 of \$1,257,910.81 and pre-approved payroll for December 2015 of \$18,647.08.

Ayes: LaJoy, Price Nix

Nays: None

Absent: None

The next order of business was the Operations and Maintenance Report for the month of October 2015. Following discussion and upon motion by Price supported by Nix; it was

R-15-11-89     Resolved to receive and file the Operations and Maintenance Report for the month of October 2015.

Ayes: LaJoy, Price, Nix

Nays: None

Absent: None

The next order of business was the Directors Report for the month of November 2015:  
Following discussion and upon motion by Price supported by Nix; it was

R-15-11-90     Resolved to receive and file the Directors Report for the month of November 2015.

Ayes: LaJoy, Price, Nix

Nays: None

Absent: None

The next order of business was Proposed WTUA Schedule of Meetings; Calendar Year 2016: Article VIII of the by-laws of the Western Townships Utilities Authority states "Regular meetings of the Commission shall be held at such a time and place as shall be prescribed by the resolution of the Commission". Following discussion and upon motion by Nix supported by Price; it was

R-15-11-91     Moved that the proposed WTUA Schedule of Meetings for the 2016 calendar year be approved as presented; and

Further, to direct WTUA staff to post the Schedule of Meetings for the 2016 calendar year within the three member communities and on the WTUA web site.

Ayes: LaJoy, Price, Nix

Nays: None

Absent: None

The next order of business was Employee Wages: In the past, annual compensation adjustments for WTUA's non-exempt staff were handled as part of the annual budget process; the adjustments were discussed during the meetings regarding the annual budget and took effect at the start of the Authority's fiscal year, October 1<sup>st</sup> in 2013. After discussion with the WTUA Finance Committee and Board, this process was changed. Any increases in compensation are still discussed and planned for during the budget process, but a separate Board action is now taken to put adjustments to compensation into effect. In addition, these adjustments now take place with the first paycheck in a new calendar year, coinciding with the Townships' fiscal years. This year, the budget included a 3% raise for staff; however, the Accountant position was just filled in October. As such, I am recommending a raise only for the Administrative Assistant position. A 3% increase is a total cost to the Authority of approximately \$2,000. My understanding is that the Townships have planned for a 2-3% increase for their staffs. Following discussion and upon motion by Nix supported by Price; it was

- R-15-11-92 Moved to concur with the recommendation of the Director of Operations to approve a 3% increase in wages for WTUA's Administrative Assistant, effective with the first paycheck paid in 2016.

Ayes: LaJoy, Price, Nix

Nays: None

Absent: None

The next order of business was Lower Rouge Expansion; Wade Trim Budget Amendment: The Lower Rouge Expansion Project evolved due to a Sanitary Sewer Master Plan Update completed by Canton Township, which included a flow metering study. The data collected in this study was used to project the overall needs of the local (townships) and regional (WTUA) sanitary sewer systems, as well as the wastewater treatment capacity needs of the township. One conclusion of that update was that the equalization facilities at WTUA's Lower Rouge Facility needed to be expanded from 5.5 million gallons (MG) to 11 MG. WTUA requested qualifications for the engineering design and construction management of these additional facilities and Wade-Trim & Associates of Taylor, Michigan was awarded a contract. Bid documents were prepared and advertisements were placed in local newspapers, along with several construction magazines to advertise for the Contractor for the project. At the December 17, 2007 regular meeting of the Board, approval was received to award a contract to DeMaria Building Company of Detroit, Michigan. Upon receipt of the bids, Wade Trim's budget for task 4 (Construction Administration, Start-up Services, etc.) was established at \$2,575,000. This budget was based on a project duration of 30 months, with substantial completion being achieved by May 2010. The budget was amended to \$2,842,000 in January 2011 when the anticipated completion date changed to the end of July 2011. A Substantial Completion Walkthrough of the project was held on September 17<sup>th</sup>, 2015. As a result of that walkthrough, Wade Trim is issuing a Substantial Completion Certificate effective September 17, 2015; that Certificate is being accompanied by a Punch List and further identifies the North Pump Station as defective work. Wade Trim continued to work under the amended budget until recent activities, primarily associated with generation of the Punch List and Substantial Completion Punch List. Wade Trim has requested a budget amendment of \$50,000 for close out of the project, including the following tasks:

- Walkthrough, generation of Punch List and Substantial Completion Certificate;
- Final Closeout documentation and correspondence
- Compilation of As-Built Plans
- Assistance in generation of updated O&M Manual

The requested \$50,000 budget amendment constitutes an increase of approximately 1.8%, resulting in an amended budget for Task 4 of \$2,892,000. Following discussion and upon motion by Nix supported by Price; it was

- R-15-11-93 Moved to concur with the recommendation of the Director of Operations to approve the budget amendment of \$50,000 for Task 4 of the Wade Trim Engineering Services Agreement, increasing the Task 4 Budget from \$2,842,000 to \$2,892,000; and

Further, that the CIP be amended to reflect this increase in the Project Management line item for this project.

Ayes: LaJoy, Price, Nix

Nays: None

Absent: None

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 3:20 p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Philip LaJoy". The signature is stylized with a large, sweeping "P" and a long, horizontal flourish extending to the right.

Philip LaJoy,  
Chairperson