

**Western Townships Utilities Authority**  
**REGULAR MEETING**  
Monday, December 21, 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, December 21, 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:

Philip LaJoy  
Shannon Price  
Robert Nix

Absent:

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-15-12-94 Resolved to accept the agenda as presented.

Ayes: LaJoy, Price, Nix  
Nays: None  
Absent: None

The next order of business was the minutes of the study session of November 23, 2015. Following discussion and upon motion by Nix supported by Price; it was

R-15-12-95 Resolved to accept the minutes of the study session of November 23, 2015 as presented.

Ayes: LaJoy, Price, Nix  
Nays: None  
Absent: None

The next order of business was the minutes of the regular meeting of November 23, 2015. Following discussion and upon motion by Nix supported by Price; it was

R-15-12-96 Resolved to accept the minutes of the regular meeting of November 23, 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-15-12-97 Resolved to approve the schedule of disbursements for December 2015 of \$11,077,044.21 and pre-approved payroll for January 2016 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 November 2015. Following discussion and upon motion by Price supported by Nix; it was

R-15-12-98 Resolved to receive and file the Operations and Maintenance Report for the month of November 2015.

Ayes: LaJoy, Price, Nix

Nays: None

Absent: None

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

R-15-12-99 Resolved to receive and file the Directors Report for the month of December 2015.

Ayes: LaJoy, Price, Nix

Nays: None

Absent: None

The next order of business was the Financial Statements for the Twelve Months Ended September 30, 2015. Following discussion and upon motion by Price supported by Nix; it was

R-15-12-100 Resolved to receive and file the financial statements for the twelve months ended September 30, 2015.

Ayes: LaJoy, Price, Nix

Nays: None

Absent: None

The next order of business was Wayne County Annual Permit: Each year WTUA completes a permit application to the County of Wayne for activities that may take place within the County's road right-of-way. Following discussion and upon motion by Price supported by Nix; it was

R-15-12-101 Resolved to concur with the recommendation of the Director of Operations for conditional approval of the Wayne County Permit application, incorporating the changes by the WTUA Attorney; and

Further, that the Director of Operations be authorized to sign the permit application on behalf of WTUA, but that the Director not be authorized to accept the County's insurance & Indemnification requirements on behalf of WTUA.

Ayes: LaJoy, Price, Nix

Nays: None

Absent: None

The next order of business was CH2M/OMI Service Contract Amendment: Since 1994, OMI 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 that may be agreed upon. In 2006, the renewal period for the service agreement was increased from five (5) years to ten (10) years. 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 (10/1/11 until 9/30/21). In 2013, a new ten (10) year term was once again established, but with the beginning of the term shifted from 10/1/12 to 1/1/13. The contract language includes an ECI/CPI based escalation clause for an annual fee increase, should the parties not reach agreement on the fee increase. For calendar year 2016, the contractual ECI/CPI calculation for an increase came to approximately 0.8%, with a budgeted increase of 2.4%. I am recommending an increase of three (3%) percent, which results in an increase of \$14,719 for the base contract, to a new base fee of \$505,322; and increases of \$212.00 each for the Janitorial Services and Country Acres Pump Station fees, to an annual cost of \$7,274.00 each. Following discussion and upon motion by Price supported by Nix; it was

R-15-12-102 Moved to concur with the recommendation of the Director of Operations to approve the proposed changes to the CH2M/OMI Service Contract effective January 1, 2016; and

Further, that the Director of Operations sign Amendment No. 4.

Ayes: LaJoy, Price, Nix

Nays: None

Absent: None

The next order of business was Director of Operations Contract Renewal: Aaron Sprague has served as Director of Operations since November 27, 2004. Annually, the Board evaluates his performance, determines his salary for the upcoming year and renews the contract, incorporating the salary. This year, I am recommending an adjustment to the annual salary to \$89,664.59, an increase of three (3%) percent. In addition, I would like to review the Director of Operations' salary with respect to similar positions over the next few months; in the meantime, I would like to offer Mr. Sprague a signing bonus for signing the contract in the amount of \$3,000. The contract has been modified reflecting the changes. Following discussion and upon motion by Price supported by Nix; it was

R-15-12-103 Moved to approve that the annual salary of the Director of Operations be increased by three (3%) percent to \$89,664.59, based on a 26 week pay cycle, effective with the pay period beginning December 21, 2015 to be paid on January 8, 2016; and

Further, that an offer of \$3,000 be made to Mr. Sprague as a signing bonus for signing the contract. In the next few months a review of the Director of Operations salary be compared to similar positions; and

Finally, that the Chairperson sign the employment contract on behalf of the Authority.

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 3:42 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Philip LaJoy", with a long horizontal flourish extending to the right.

Philip LaJoy,  
Chairperson