

**Western Townships Utilities Authority**  
**REGULAR MEETING**  
Monday, December 21, 2020  
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, 2020 in the WTUA Middle Rouge Conference Room, 40905 Joy Road, Canton, Michigan 48187. The meeting was called to order at 3:04 p.m. by the Chairperson, Kurt Heise.

Present:

Kurt Heise  
Mark Abbo (via telephone)  
Anne-Marie Graham-Hudak

Absent:

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-20-12-80 Resolved to accept the agenda as presented.

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

The next order of business was the minutes of the regular meeting of November 23, 2020. Following discussion and upon motion by Abbo, supported by Graham-Hudak; it was

R-20-12-81 Resolved to accept the minutes of the regular meeting of November 23, 2020 as presented.

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-20-12-82 Resolved to approve the schedule of disbursements for December 2020 of \$4,918,508.25 and pre-approved payroll for January 2021 of \$22,693.10.

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

The next order of business was the Operations and Maintenance Report for the month of November 2020. Following discussion and upon motion by Abbo supported by Graham-Hudak, it was

R-20-12-83 Resolved to receive and file the Operations and Maintenance Report for the month of November 2020.

Ayes: Heise, Graham-Hudak, Abbo

Nays: None

Absent: None

The next order of business was the Directors Report for the month of December 2020: Following discussion and upon motion by Abbo supported by Graham-Hudak; it was

R-20-12-84 Resolved to receive and file the Directors Report for the month of December 2020.

Ayes: Heise Graham-Hudak, Abbo

Nays: None

Absent: None

The next order of Business was Financial Statements for the Twelve Months Ended September 30, 2020". Following discussion and upon motion by Graham-Hudak, supported by Abbo; it was

R-20-12-85 Resolved to receive and file the financial statements for the twelve months ended September 30, 2020.

Ayes: Heise. Graham-Hudak, Abbo

Nays: None

Absent: None

The next order of Business was WTUA Bank Accounts Authorized Signers Update: Pursuant to Article V of the WTUA By-laws, the Board of Commissioners is made up of the Supervisors of each constituent municipality. The recent elections have resulted in a change of representation for both Canton Township and Northville Township. The Board needs to authorize the adding of 3 new check signers; Mark Abbo, Supervisor of Northville Township and Anne Marie Graham-Hudak, Supervisor of Canton Township, along with her alternate, Steven Sneideman. The Board also needs to approve the removal of former Supervisor of Northville Township, Robert Nix. WTUA has bank accounts with JP Morgan Chase, Huntington Bank and Fifth-Third Bank. Following discussion and upon motion by Heise supported by Graham-Hudak; it was

R-20-12-86 Resolved to add Mark Abbo, Anne Marie Graham-Hudak and her alternate Steven Sneideman as authorized signers and that the former Chairman, Robert Nix and

former Vice-Chairman, Pat Williams, along with his alternate, John Anthony, be removed as authorized signers for the operating expense checking account and Savings accounts at JP Morgan Chase Bank, Hunting Bank, and Fifth-Third Bank; and

Further, that the resolutions from each bank be approved; and

Further, that the Commissioners and the Director of Operations sign the necessary paperwork and provide the necessary information to make the changes.

Ayes: Heise, Graham-Hudak, Abbo

Nays: None

Absent: None

The next order of Business was H2O Metrics Renewal: WTUA has a system of flow meters in place for monitoring the wastewater generated throughout the system, segregating the flows by community and ultimately provide a basis for billing the communities for the wastewater generated. Historically, WTUA utilized Excel spreadsheets for data analysis and presentation. These spreadsheets, while very powerful and customizable, became very cumbersome. A number of years ago we were presented with a newly developed software for storage, analysis and presentation of flow data called H2O Metrics. The software was developed under the direction of Robert Czachorski, who works for OHM, in order to help in his sanitary sewer antecedent moisture modeling. The software was intended to streamline data review and analysis and increase the ability for collaboration. When first presented with the software, it was not fully developed and we were provided a temporary license to use the limited capabilities. Originally the software helped streamline the data acquisition process; the first step in the data analysis is to get the data from various sources and place it into the Excel spreadsheets, and the software made this process marginally easier and faster. After a period of use, Cindy and I met with Robert to provide feedback. We indicated while the software had great potential, we could not justify its purchase due to its limitations. Robert continued to meet with us and later Suzanne, to discuss continuing development of the software's capabilities. In 2015 Robert announced that his software was finally capable of performing nearly all of the functions we had indicated were needed. As such, after consultation with the WTUA Technical Committee, WTUA transitioned from the Excel Spreadsheets to H2O Metrics for data collection, analysis, and collaboration in January 2016. Following discussion and upon motion by Abbo, supported by Graham-Hudak; it was

R-20-12-87 Resolved to concur with the recommendation of the Director of Operations to renew the H2O Metrics annual subscription for a cost of \$12,500.

Ayes: Heise, Graham-Hudak, Abbo

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 of Commissioners evaluates his performance, determines his salary for the upcoming year and

renews the contract incorporating the salary. This year I am recommending that an adjustment to the annual salary to \$113,124.13 (an increase of 2.5%). The contract has been modified reflecting the increase. Following discussion and upon motion by Abbo, supported by Graham-Hudak, it was

R-20-12-88 Resolved to approve that the annual salary of the Director of Operations be increased by 2.5% to \$113,124.13 based on a 26 week pay cycle, effective with the pay period beginning December 14, 2020 to be paid on January 1, 2021; and

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

Ayes: Heise, Graham-Hudak, Abbo

Nays: None

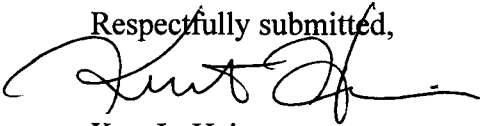
Absent: None

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 3:25p.m.

Respectfully submitted,



Kurt L. Heise,  
Chairman