

Western Townships Utilities Authority
REGULAR MEETING
Monday, November 28, 2016
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 28, 2016 in the WTUA Middle Rouge Conference Room, 40905 Joy Road, Canton, Michigan 48187. The meeting was called to order at 3:11 p.m. by Chairperson, Pat Williams.

Present:

Absent:

Pat Williams
Robert Nix
Kurt Heise

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-16-11-68 Resolved to accept the agenda as presented.

Ayes: Williams, Nix, Heise

Nays: None

Absent: None

The next order of business was the minutes of the regular meeting of October 24, 2016. Following discussion and upon motion by Nix supported by Heise; it was

R-16-11-69 Resolved to accept the minutes of the regular meeting of October 24, 2016 as presented.

Ayes: Williams, Nix, Heise

Nays: None

Absent: None

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

R-16-11-70 Resolved to approve the schedule of disbursements for November 2016 of \$1,523,701.02, and pre-approved payroll for December 2016 of \$19,034.14.

Ayes: Williams, Nix, Heise

Nays: None

Absent: None

The next order of business was the Operations and Maintenance Report for the month of October 2016. Following discussion and upon motion by Nix supported by Heise, it was

R-16-11-71 Resolved to receive and file the Operations and Maintenance Report for the month of October 2016.

Ayes: Williams, Nix, Heise

Nays: None

Absent: None

The next order of business was the Directors Report for the month of November 2016:
Following discussion and upon motion by Nix supported by Heise; it was

R-16-11-72 Resolved to receive and file the Directors Report for the month of November 2016.

Ayes: Williams, Nix, Heise

Nays: None

Absent: None

The next order of business was Proposed WTUA Schedule of Meetings; Calendar Year 2017
Following discussion and upon motion by Nix supported by Heise, it was

R-16-11-73 Moved that the Proposed WTUA Schedule of Meetings for the 2017 calendar year be approved as presented; and

FURTHER, to direct WTUA staff to post the Schedule of Meetings for the 2017: calendar year within the three member communities and on the WTUA Web Site.

Ayes: Williams, Nix, Heise

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 the constituent municipalities. The recent elections have resulted in a change of representation for both Canton Township and Plymouth Township. The Board needs to authorize the adding of two (2) new check signors; Kurt Heise, Supervisor of Plymouth Township and Pat Williams, Supervisor of Canton Township. The Board also needs to approve the removal of former Supervisor of Canton Township, Phil LaJoy, as well as former Supervisor of Plymouth Township, Shannon Price. Following discussion and upon motion by Nix supported by Heise, it was

R-16-11-74 Moved that Pat Williams and Kurt Heise, as new Commissioners of the WTUA Board be added as authorized signors and that the former Chairman, Phil LaJoy and former Commissioner and Treasurer, Shannon Price be removed as authorized signors for the operating expense checking account and savings accounts at JP Morgan Chase Bank, Huntington Bank and Fifth-Third Bank; and

FURTHER, that the resolution from each bank be approved; and

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

Ayes: Williams, Nix, Heise

Nays: None

Absent: None

The next order of business was Employee Compensation: This year, the Budget included a 3% raise for staff. Last year, the Board approved a 3% increase; however, the Accountant's pay was not adjusted for the 3% due to a timing issue with her probationary period. Therefore, it is being recommended to bring the Accountant's pay up to the current level on the salary matrix. The increase results in a total cost to the Authority of approximately 7,800 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 Heise supported by Nix, it was

- R-16-11-75 Resolved to concur with the recommendation of the Director of Operations to approve a matrix increase of 3% as well as moving the Accountant from tier 7 to maximum (the next tier) effective for the pay period beginning December 26, 2016, which has a pay date of January 6, 2017.

Ayes: Williams, Nix, Heise

Nays: None

Absent: None

The next order of business was Lower Rouge Generator Repair: The Lower Rouge Facility has a 2MW diesel generator, which undergoes semi-annual maintenance to ensure its operation when needed. During the semi-annual maintenance in October, a coolant leak was found located at the top of the engine, under the turbos. Cummins/Bridgeway has been the company contracted to perform the annual maintenance for the majority of the generator's life. Due to its size and composition, the selection for firms to perform routine and corrective maintenance on the generator are limited. For a brief period, WTUA contracted with a different company for this service; while the cost was marginally less, the quality of service was lacking. Cummins/Bridgeway has provided a quote for repair to the unit, for a cost of \$12,055 (which includes the time and cost already spent to assess the repair need). Due to the location of the leak, the top half of the engine needs to be removed to accomplish the repair, adding significantly to the cost. Cummins/Bridgeway estimates that the repair will require 2 technicians and will take 3-4 days to complete the repair. Other quotes were requested from companies that work on diesel engines, but the companies declined to provide quotations. Following discussion and upon motion by Nix supported by Heise, it was

- R-16-11-76 Resolved to concur with the recommendation of the Director of Operations to authorize Cummins/Bridgeway (Dearborn) to complete the repair of the Lower Rouge Generator for a fee not to exceed \$12,055.00.

Ayes: Williams, Nix, Heise

Nays: None

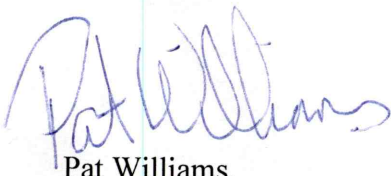
Absent: None

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 3:46 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Pat Williams", is written over the printed name.

Pat Williams,
Chairperson