

Western Townships Utilities Authority
REGULAR MEETING
Monday, January 23, 2017
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, January 23, 2017 in the WTUA Middle Rouge Conference Room, 40905 Joy Road, Canton, Michigan 48187. The meeting was called to order at 3:00 p.m. by Chairperson, Pat Williams.

Present:

Absent:

Pat Williams
Kurt Heise
Robert Nix

Also present were:

Aaron Sprague	WTUA
Suzanne Reel	WTUA
Jack Polhill	CH2MHILL-OMI
Keith Szymanski	Plante & Moran
Martin Olejnik	Plante & Moran
Jacob Talarek	Plante & Moran

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

R-17-01-01 Resolved to accept the agenda as amended, moving Item #VIII(a) Audit (Fiscal Year Ended September 30, 2016) to be heard after Item #VI(a) WTUA Bills.

Ayes: Williams, Heise, Nix
Nays: None
Absent: None

The next order of business was the minutes of the regular meeting of December 19, 2016: Following discussion and upon motion by Heise supported by Nix; it was

R-17-01-02 Resolved to accept the minutes of the regular meeting of December 19, 2016 as presented.

Ayes: Williams, Heise, Nix
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-17-01-03 Resolved to approve the schedule of disbursements for January 2017 of \$1,216,094.92 and pre-approved payroll for February 2017 of \$20,027.23.

Ayes: Williams, Heise, Nix
Nays: None
Absent: None

The next order of business was Audit; Fiscal Year Ending September 30, 2016: On October 24, 2016, Plante & Moran was authorized by the WTUA Board of Commissioners to perform an audit for the fiscal year ending September 30, 2016. Plante & Moran has completed the Audit and it was reviewed by the Finance Committee on January 13, 2017. The Auditors Communication letter was provided to the Board, and there were no issues noted by the Auditors. Keith Szymanski, Martin Olejnik and Jacob Talarek of Plante & Moran were present to answer questions from the Board. Following discussion and upon motion by Heise supported by Nix; it was resolved that

R-17-01-04 Whereas, Article IX, Section 5 of the By-Laws of the Western Townships Utilities Authority require that The Authority shall cause an annual audit to be made of its financial transactions by a certified public accountant; and

Whereas, Plante & Moran, certified public accountants, was authorized by the Board of Commissioners to perform such an audit and has prepared and presented to the Authority the audit for the fiscal year ending September 30, 2016; and

Now, therefore be it resolved, that the audit for the fiscal year ending September 30, 2016, as prepared and presented by Plante & Moran, is hereby accepted.

Ayes: Williams, Heise, Nix

Nays: None

Absent: None

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

R-17-01-05 Resolved to receive and file the Operations and Maintenance Report for the month of December 2016.

Ayes: Williams, Heise, Nix

Nays: None

Absent: None

The next order of business was the Directors Report for the month of January 2017: Following discussion and upon motion by Heise supported by Nix; it was

R-17-01-06 Resolved to receive and file the Directors Report for the month of January 2017.

Ayes: Williams, Heise, Nix

Nays: None

Absent: None

The next order of business was CH2MHILL/OMI 2016 Annual Report Following discussion and upon motion by Heise supported by Nix; it was

R-17-01-07 Resolved to receive and file the CH2MHILL/OMI 2016 Annual Report presented by Jack Polhill, CH2MHILL/OMI Project Manager.

Ayes: Williams, Heise, Nix

Nays: None

Absent: None

The next order of business was MDOT Performance Resolution: Each year WTUA completes an annual MDOT application and permit to conduct underground utility maintenance operations in the State of Michigan. MDOT use to require that a Performance Resolution be completed each year and submitted with the application. In 2011 MDOT only required that a Resolution be signed whenever there was a change in the WTUA Board Chairman, as the Board Chairman is required to sign giving the Director of Operations permission to act on behalf of WTUA. This year a new Performance Resolution would have been required regardless; however, as the wording in the Performance Resolution has changed MDOT is requiring all municipalities to have this new Resolution signed. The Performance Resolution was sent to the WTUA Attorney for review and there were some concerns. The WTUA Attorney is recommending that a letter be sent by her office outlining the concerns and that WTUA reference the subject letter in the comments of the Annual Permit Application. Following discussion and upon motion by Williams supported by Nix; it was

R-17-01-08 Moved to concur with the recommendation of the Director of Operations for conditional approval of the MDOT Performance Resolution, incorporating the changes recommended by the WTUA Attorney; and

Further, that the Chairperson sign the Resolution on behalf of the Authority, assigning Aaron Sprague as Authorized Representative.

Ayes: Williams, Heise, Nix

Nays: None

Absent: None

The next order of business was Lower Rouge VFD Fan Replacement: The Lower Rouge facility is equipped with a total of 11 pumps to handle the influent wastewater flow, eight (8) in the South Pump Station and three (3) in the North Pump Station. Each of the 11 pumps has an associated Variable Frequency Drive (VFD), allowing for more continuous operation of the pumps without excessive starts and stops. These VFD's include various components for dissipation of the heat generated by the devices; in the event that these heat dissipation devices fail, the VFD (and therefore the pump associated with that VFD) is rendered inoperable. Over the past few years, heat dissipation fans in the units have suffered from multiple failures. While many of these failures have been addressed by repair/rebuild, many have also resulted in the need to purchase new fans. The Manufacturer has apparently identified this issue and has designed a retrofit kit for replacement of the fans (currently AC) with new DC fans; this retrofit kit costs \$6,707.85 per fan. Each of the smaller VFD's contains two (2) fans and each of the larger VFD's contains three (3) fans. As such, retrofit of the smaller VFD's (for pumps 1,2,7 and 8) will cost \$13,415.70. Retrofit of the larger VFD's (for pumps 3,4,5,6,9 and 11) will cost \$20,123.55. Currently both fans in VFD #2 have failed and cannot be repaired and we have no more spares in stock; therefore, would like to purchase the retrofit kits necessary to bring VFD #2 back online. The reliability and ease of installation will be evaluated. Ultimately, we may

need to retrofit most of all of the VFD's. Following discussion and upon motion by Williams supported by Nix; it was

R-17-01-09 Moved to concur with the recommendation of the Director of Operations to purchase two (2) DC Fan Retrofit kits from McNaughton-McKay Electric Company (Ann Arbor) for a total cost of \$13,415.70.

Ayes: Williams, Heise, Nix

Nays: None

Absent: None

The next order of business was 2017 SSOM Work Plan Update: Since 1992, WTUA is required to update the annual Sanitary Sewer Operations & Maintenance (SSOM) Program Work Plan under the Abatement Order by February 1st of each year. The SSOM is a guidance document in performing maintenance on the WTUA system and providing general information on procedures should a sanitary sewer overflow (SSO) discharge ever occur in the system. Following discussion and upon motion by Williams supported by Heise; it was

R-17-01-10 Moved to receive and file the annual 2017 SSOM Work Plan Update prepared by the Director of Operations.

Ayes: Williams, Heise, Nix

Nays: None

Absent: Nix, Price

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 4:15 p.m.

Respectfully submitted,



Pat Williams
Chairman