

Western Townships Utilities Authority
REGULAR MEETING
Monday, April 24, 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, April 24, 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, Robert Nix.

Present:

Pat Williams
Kurt Heise
Robert Nix

Absent:

Also present were:

Aaron Sprague
Jack Polhill

WTUA
CH2MHILL-OMI

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

R-17-04-29 Resolved to accept the agenda as presented.

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

The next order of business was the minutes of the regular meeting of March 20, 2017: Following discussion and upon motion by Heise supported by Williams; it was

R-17-04-30 Resolved to accept the minutes of the regular meeting of March 20, 2017 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 Williams supported by Heise; it was

R-17-04-31 Resolved to approve the schedule of disbursements for April 2017 of \$1,312,081.36 and pre-approved payroll for May 2017 of \$20,027.36.

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

The next order of business was the Operations and Maintenance Report for the month of March 2017. Following discussion and upon motion by Williams supported by Heise; it was

R-17-04-32 Resolved to receive and file the Operations and Maintenance Report for the month of March 2017.

Ayes: Williams, Heise, Nix

Nays: None

Absent: None

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

R-17-04-33 Resolved to receive and file the Directors Report for the month of April 2017.

Ayes: Williams, Heise, Nix

Nays: None

Absent: None

The next order of business was Asset Management Program (AMP) and Capital Improvement Program (CIP): As discussed previously, WTUA was fortunate to receive a first round SAW Grant. WTUA has committed to adoption of an Asset Management Program (AMP) and Capital Improvement Plan (CIP). At the March 20, 2017 regular meeting, representation from Stantec gave a presentation of the AMP, CIP and their development process. WTUA stated that after review by Townships' staff, this item would be brought back to the Board in April for approval. Following discussion and upon motion by Williams supported by Heise; it was

R-17-04-34 Resolved to concur with the recommendation of the Director of Operations to approve the Asset Management Program (AMP) and Capital Improvement Plan (CIP); and

Further, that the Director of Operations sign the DEQ Certification of Project Completeness and License Maintenance Agreement for Use of AMSAT.

Ayes: Williams, Heise, Nix

Nays: None

Absent: None

The next order of business was Lower Rouge Completion Work: As discussed in the past, WTUA entered into the Settlement Agreement for the Lower Rouge Expansion Project with the knowledge that some work remained for completion of the project. Jack Polhill and myself identified eleven (11) repairs that would be needed short term, and an additional eight (8) that will be included in the next expansion. Jack Polhill has been working on acquiring quotes for the 11 near-term repairs. Presently, I am requesting Board approval for the first two (2) of those items; a ladder in lieu of the specified walkway for crane access and insulation of the Odor Control Ductwork on top of the Odor Control Building. Three (3) quotes were received for the ladder work, ranging from \$5,409 to \$6,500. The cost includes painting and installation and the two (2) higher quotes also include an additional ladder to provide access to the Storage Building

roof (not a part of the Expansion Project). I had estimated this work to cost \$10,000. As the companies are comparably matched, I am recommending award to the middle quote, Brockie Fabricating (Jackson) for a cost of \$5,800 (for the two ladders). While several companies were approached for quotes for the insulation of the duct work, only one responsive quote was received from Blanket Insulation (Southfield). The quote provides for the insulation of the newly installed ductwork for \$2,398 and as an alternate addition for \$5,580, Blanket Insulation will insulate the other two (2) ducts on the Odor Control Building roof. I had previously estimated this work at \$15,000. I am recommending award of the base quote and the alternate addition for a total of \$7,978. As we request and receive quotes for the remaining items, I will bring them to the Board for approval (as necessary). Following discussion and upon motion by Williams supported by Heise; it was

R-17-04-35 Resolved to concur with the recommendation of the Director of Operations to award the ladder installation for the Lower Rouge Expansion Completion Work to Brockie Fabricating (Jackson) for a cost not-to-exceed \$5,800 and the odor control duct insulation for the same to Blanket Insulation (Southfield) for a cost not-to-exceed \$7,978.

Ayes: Williams, Heise, Nix

Nays: None

Absent: None

The next order of business was Director of Operations Salary Review: 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. At the December 19, 2016 regular meeting, the Board approved a 3% increase and signed the renewal contract, with a commitment to review the Director of operations salary in the near future. As a result of the review by the WTUA Board of Commissioners, it is being recommended that the Director of operations salary be increased to \$101,000 annually, effective June 1, 2017. Following discussion and upon motion by Williams supported by Heise; it was

R-17-04-36 Resolved to approve effective June 1, 2017 that the Director of Operations salary be increased to \$101,000 annually (based on a 26-week pay period); and
Further, that the Contract signed on December 19, 2016 remain in effect, with the above noted modifications to compensation.

Ayes: Williams, Heise, Nix

Nays: None

Absent: None

The next order of business was public comment: 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 4:29 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Robert Nix', written in a cursive style.

Robert Nix
Chairman