

Western Townships Utilities Authority
REGULAR MEETING
Monday, December 18, 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, December 18, 2017 in the WTUA Middle Rouge Conference Room, 40905 Joy Road, Canton, Michigan 48187. The meeting was called to order at 3:01 p.m. by Chairperson, Robert Nix.

Present:

Absent:

Robert Nix
Kurt Heise
Pat Williams

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-17-12-94 Resolved to accept the agenda as amended, adding Item #VIII(d) Five Mile Road Development; Sanitary Sewer Alternative Analysis..

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

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

R-17-12-95 Resolved to accept the minutes of the regular meeting of November 20, 2017.

Ayes: Nix, Heise, Williams
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-17-12-96 Resolved to approve the schedule of disbursements for December 2017 of \$11,160,628.31, and pre-approved payroll for January 2018 of \$21,468.44.

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

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

R-17-12-97 Resolved to receive and file the Operations and Maintenance Report for the month of November 2017.

Ayes: Nix, Heise, Williams

Nays: None

Absent: None

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

R-17-12-98 Resolved to receive and file the Directors Report for the month of December 2017.

Ayes: Nix, Heise, Williams

Nays: None

Absent: None

The next order of business was the RVIS Termination Update for the month of December 2017: Following discussion and upon motion by Williams supported by Heise; it was

R-17-12-99 Resolved to receive and file the RVIS Termination Update for the month of December 2017.

Ayes: Nix, Heise, Williams

Nays: None

Absent: None

The next order of business was Financial Statements for the Twelve Months Ended September 30, 2017: Following discussion and upon motion by Heise supported by Nix, it was

R-17-12-100 Resolved to move that the financial statements for the twelve months ended September 30, 2017 be received and filed.

Ayes: Nix, Heise, Williams

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 Williams supported by Heise; it was

R-17-12-101 Resolved to concur with the recommendation of the Director of Operations for conditional approval of the Wayne County Permit application, incorporating the changes recommended 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: Williams, Nix, Heise

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 in the State-Right-of-Ways. MDOT requires a new Performance Resolution whenever there is a change in the Chairman. Robert Nix was elected as WTUA Chairman in February of 2017. Following discussion and upon motion by Williams supported by Heise; it was

R-17-12-102 Resolved 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 WTUA Chairman be authorized to sign the Performance Resolution on behalf of WTUA, assigning Aaron Sprague as authorized representative.

Ayes: Williams, Nix, Heise

Nays: None

Absent: None

The next order of business was Contract 10: Sanitary Sewer Maintenance; Five Year Contract: WTUA has its sanitary sewer interceptors cleaned and CCTV inspected on a five (5) year cycle; per agreement with the MDEQ (the Michigan Ave interceptor, part of the redirection project, is cleaned every other year rather than once every fifth year). In 2003 WTUA obtained bids for a full five (5) year cycle of cleaning and CCTV inspection. OMI provided the lowest responsive bid, utilizing Downunder Municipal Services (DMS) as a sub-contractor. In 2008 WTUA and OMI agreed to an extension for a second five (5) year cycle. In 2013 WTUA and Terra (formerly DMS) renegotiated Contract 9 for sewer cleaning and inspection, eliminating the mark-up from CH2M. While Contract 9 once again included a clause allowing for extension, Taplin Group Environmental Services has split from Terra Contracting. As such, Taplin has provided a proposal for a new five (5) year contract. WTUA has a long-standing relationship with Taplin Group; the Taplin staff have performed the sewer cleaning and inspection work since 2001 and they have a very good understanding of our system and its demands. Following discussion and upon motion by Heise supported by Williams; it was

R-17-12-103 Resolved to concur with the recommendation of the Director of to award a one (1) year extension to the Taplin Group (Kalamazoo) for sewer cleaning and CCTV; and

Further, that the Director of Operations will go out for bids in the summer for 2019 and that the Director of Operations will review the bid package documents with the WTUA Board of Commissioners before distribution.

Ayes: Williams, Nix, Heise

Nays: None

Absent: None

The next order of business was 5 Mile Road Development; Sanitary Sewer Alternative Analysis: Northville and Plymouth Townships are preparing for development of parcels located adjacent to 5 Mile Road, west of Beck Road. In consideration of this potential development, the Townships are looking to provide sanitary sewer service (along with other utilities) to the developable properties. Because 5 Mile Road is the boundary for the two (2) Townships, interest has been expressed in providing sanitary sewer service via construction of a WTUA sewer line, rather than each Township construction individual sewer lines. Due to time concerns, I have asked Stantec to determine, evaluate and develop cost estimates for alternatives first, assuming each will work from a capacity stand-point. This will allow time for collection of additional flow meter data (two temporary flow meters were installed in October to assist in the analysis), while still providing estimations of probable cost for each of the alternatives in January. Stantec has proposed a time and materials cost not-to-exceed \$14,800 for the base analysis. In addition, Stantec has provided an additional, provisional analysis to further develop the WTUA model, should the review of projected flows exceed that previously assumed. Following discussion and upon motion by Heise supported by Williams; it was

R-17-12-104 Resolved to concur with the recommendation of the Director of Operations to approve the proposal for Professional Engineering Services for the Five Mile Corridor Sewer Feasibility Study from Stantec Consulting Michigan (Ann Arbor) for a cost not-to-exceed \$14,800; and

Further, that the bidding requirements be waived for this work.

Ayes: Williams, Nix, Heise

Nays: None

Absent: None

The next order of business was Lucity Renewal. Our Lucity Constant Connection Program is up for renewal. We use Lucity as part of our asset management program. Last years renewal was \$4,922.18 and this year the cost has increased approximately 2.4% to \$5,045.23. Following discussion and upon motion by Williams supported by Heise; it was

R-17-12-105 Resolved to concur with the recommendation of the Director of Operations to renew our Lucity Constant Connection Program for 2018 at a cost of \$5,045.23.

Ayes: Williams, Nix, Heise

Nays: None

Absent: None

The next order of business was CH2M/OMI Services 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 on. In 2006 the renewal period for the service agreement was increased from a five (5) year term to a ten (10) year term. 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 (10/1/2011 – 9/30/2021). In 2013, a new ten (10) year term was once again established but with the beginning of the term year shifted from 10/1/12 to 1/1/2013. The contract language includes an ECI/CPI based escalation clause for an annual fee

increase, should the parties not reach an agreement on the fee increase. For calendar year 2018, the contractual ECI/CPI calculation for an increase came to approximately 2.3% with a budgeted increase of 3%. I am recommending an increase of three (3%) percent, which results in an increase of \$15,615 for the base contract, to a new base fee of \$536,096; and increases of \$224.00 each for the janitorial services and Country Acres Pump Station fees, to an annual cost of \$7,716.00 each. Following discussion and upon motion by Williams supported by Heise; it was

R-17-12-106 Resolved to concur with the recommendation of the Director of Operations to approve the proposed changes to the OMI Service Contract, effective January 1, 2018; and

Further, that the Director of Operations sign Amendment 6.

Ayes: Williams, Nix, Heise

Nays: None

Absent: None

CLOSED SESSION: At 3:57 p.m. it was moved by Heise and seconded by Williams that a closed session be called for the purpose of discussing Personnel Evaluation. This is permissible under Michigan's Open Meetings Acts, Public Act No. 267. Ayes: Nix, Heise, Williams

Heise moved to return to Open Session at 4:05 p.m., seconded by Williams. Ayes: Nix, Heise Williams

The next order of business was Director of Operations Contract Renewal: Following discussion and upon motion by Williams supported by Heise; it was

R-17-12-107 Resolved to approve that the annual salary of the Director of Operations be increased by three (3%) percent to \$4,001.12 based on a 26 week pay cycle, effective with the pay period beginning December 18, 2017 to be paid on January 5, 2018, along with a bonus of \$1,500.00; and

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

Ayes: Nix, Heise, Williams

Nays: None

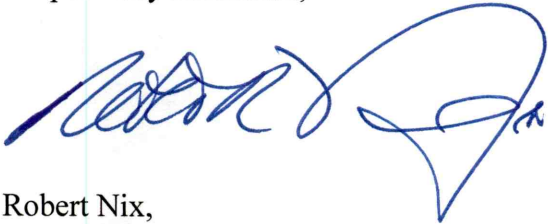
Absent: None

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 4:10p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Robert Nix", with a large, stylized flourish at the end.

Robert Nix,
Chairperson