

**Western Townships Utilities Authority**  
**REGULAR MEETING**  
Monday, January 22, 2018  
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 22, 2018 in the WTUA Middle Rouge Conference Room, 40905 Joy Road, Canton, Michigan 48187. The meeting was called to order at 3:03 p.m. by Chairperson, Robert Nix.

Present:

Robert Nix  
Jerry Vorva (Plymouth Township Alternate)  
Pat Williams

Absent:

Kurt Heise

Also present were:

Aaron Sprague	WTUA
Suzanne Reel	WTUA
Jack Polhill	CH2M
Martin Olejnik	Plante & Moran
Keith Szymanski	Plante & Moran
Alec Alganna	Plante & Moran

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

R-18-01-01 Resolved to accept the agenda as amended, moving Item #VIII(a) Audit (Fiscal Year Ended September 30, 2017) to be heard after Item #VI Approval of WTUA Bills.

Ayes: Nix, Vorva, Williams

Nays: None

Absent: Heise

The next order of business was the minutes of the regular meeting of December 18, 2017. Following discussion and upon motion by Williams supported by Vorva; it was

R-18-01-02 Resolved to accept the minutes of the regular meeting of December 18, 2017.

Ayes: Nix, Vorva, Williams

Nays: None

Absent: Heise

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

R-18-01-03 Resolved to approve the schedule of disbursements for January 2018 of \$749,430.53 and pre-approved payroll for February 2018 of \$21,468.68.

Ayes: Nix, Vorva, Williams

Nays: None

Absent: Heise

The next order of business was Audit; Fiscal Year Ending September 30, 2017: On October 23, 2017, Plante & Moran was authorized by the WTUA Board of Commissioners to perform an audit for the fiscal year ending September 30, 2017. Plante & Moran has completed the Audit and it was reviewed by the Finance Committee on January 11, 2018. The Auditors Communication letter was provided to the Board, and there were no issues noted by the Auditors. Keith Szymanski, Martin Olejnik and Alec Algonna of Plante & Moran were present to answer questions from the Board. Following discussion and upon motion by Williams supported by Vorva 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, 2017; and

Now, therefore be it resolved, that the audit for the fiscal year ending September 30, 2017, as prepared and presented by Plante & Moran, is hereby accepted.

Ayes: Nix, Vorva, Williams

Nays: None

Absent: Heise

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

R-18-01-05 Resolved to receive and file the Operations and Maintenance Report for the month of December 2017.

Ayes: Nix, Vorva, Williams

Nays: None

Absent: Heise

The next order of business was the Directors Report for the month of January 2018: Following discussion and upon motion by Vorva supported by Williams; it was

R-18-01-06 Resolved to receive and file the Directors Report for the month of January 2018.

Ayes: Nix, Vorva, Williams

Nays: None

Absent: Heise

The next order of business was the RVIS Termination Update for the month of January 2018: Following discussion and upon motion by Williams supported by Vorva; it was

R-18-01-07 Resolved to receive and file the RVIS Termination Update for the month of January 2018.

Ayes: Nix, Vorva, Williams

Nays: None

Absent: Heise

The next order of business was CH2MHILL 2017 Annual Report: Following discussion and upon motion by Vorva supported by Williams, it was

R-18-01-08 Resolved to receive and file the CH2MHILL 2017 Annual Report by Jack Polhill, CH2MHILL-OMI Project Manager.

Ayes: Nix, Vorva, Williams

Nays: None

Absent: Heise

The next order of business was 2018 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 1<sup>st</sup> 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 Vorva supported by Williams; it was

R-17-01-09 Moved to receive and file the annual 2018 SSOM Work Plan Update prepared by the Director of Operations.

Ayes: Nix, Vorva, Williams

Nays: None

Absent: Heise

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. When first presented, the software was not yet fully developed, as such, we were provided a temporary license to use the limited capabilities. In late 2015 the software was finally capable of performing all (or 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 of 2016. The annual renewal cost for this software is \$12,500.00. Following discussion and upon motion by Williams supported by Vorva; it was

R-18-01-10 Resolved to concur with the recommendation of the Director of Operations to renew our H2O Metrics annual subscription for a cost of \$12,500.00.

Ayes: Nix, Vorva, Williams

Nays: None

Absent: Heise

The next order of business was Liqui-Force Services Renewal: WTUA has, through its Capital Improvement Plan (CIP), performed extensive maintenance repair activities on its older sewer infrastructure. Three (3) repairs have been based on WTUA's rigorous sewer inspection program, which ensures that all sewer lines are cleaned and inspected, at a minimum, once every five (5) years. As inspection identifies failing or faulted sewers, a repair method and budget is established into the CIP. Historically, these repairs have been bid out year-to-year. In 2013, the City of Livonia and Redford Township jointly bid repair services. Liqui-Force Services (Romulus, MI) was the lowest qualified bidder of the three (3) bids received. Included in the bid was a Cooperative Services Agreement that allowed other regional municipalities to utilize the accepted bid prices (Canton Township entered into such an Agreement in July, 2014). In 2015, Liqui-Force Services agreed to extend these services and same unit prices to WTUA. The Agreement was for a one (1) year term, with optional annual renewals for up to three (3) years total, and is for work "as needed", with no minimum commitment. Liqui-Force has provided a letter, offering an additional three (3) years, maintaining the current prices. Following discussion and upon motion by Williams supported by Vorva; it was

R-18-01-11 Resolved to concur with the recommendation of the Director of Operations to approve the three (3) year contract extension with Liqui-Force Services (Romulus, MI) for sanitary sewer rehabilitation and repairs; and

Further, that the WTUA Attorney prepare and the Director of Operations sign the extension Amendment on behalf of the Authority.

Ayes: Nix, Vorva, Williams

Nays: None

Absent: Heise

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 4:17p.m.

Respectfully submitted,



Robert Nix,  
Chairperson