

Western Townships Utilities Authority
REGULAR MEETING
Monday, November 25, 2019
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 25, 2019 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 the Alternate Chairperson, Chris Roosen.

Present:

Chris Roosen (Alternate Chairman)
Pat Williams
Kurt Heise

Absent:

Robert Nix

Also present were:

Aaron Sprague
Suzanne Reel
Jack Polhill

WTUA
WTUA
OMI/JACOBS

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

R-19-11-81 Resolved to accept the agenda as amended, adding Item #IX(b) Administrative Procedures Policy Update.

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

The next order of business was the Minutes of the regular meeting of October 28, 2019. Following discussion and upon motion by Heise, supported by Williams; it was

R-19-11-82 Resolved to accept the Minutes of the regular meeting of October 28, 2019.

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

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

R-19-11-83 Resolved to approve the schedule of disbursements for November 2019 of \$962,294.60 and pre-approved payroll for December 2019 of \$22,112.86.

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

The next order of business was the Operations and Maintenance Report for the month of October 2019. Following discussion and upon motion by Heise supported by Williams, it was

R-19-11-84 Resolved to receive and file the Operations and Maintenance Report for the month of October 2019.

Ayes: Roosen, Williams, Heise

Nays: None

Absent: Nix

The next order of business was the Directors Report for the month of November 2019: Following discussion and upon motion by Heise supported by Williams; it was

R-19-11-85 Resolved to receive and file the Directors Report for the month of November 2019.

Ayes: Roosen. Williams, Heise

Nays: None

Absent: Nix

The next order of business was WTUA Proposed Schedule of Meetings for Calendar year 2020: Following discussion and upon motion by Williams, supported by Heise; it was

R-19-11-86 Resolved to approve the proposed WTUA Schedule of Meetings for Calendar Year 2020; and

Further, to direct staff to post the Schedule of Meetings for the 2020 calendar year within the three member townships and on the WTUA Web Site.

Ayes: Roosen. Williams, Heise

Nays: None

Absent: Nix

The next order of business was the Employee Compensation: This year, the budget included a 3% raise for staff. The increase results in a total cost to the Authority of \$3,816 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 Williams supported by Heise; it was

R-19-11-87 Resolved to concur with the recommendation of the Director of Operations to approve a salary matrix increase of 3% effective for the pay period beginning December 16, 2019 which has a pay date of January 3, 2020.

Ayes: Roosen. Williams, Heise

Nays: None

Absent: Nix

The next order of business was the JACOBS Contract Renewal: Since 1994, OMI (subsequently CH2M now JACOBS) 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. 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. In 2013, a new ten (10) year term was once again established but with the beginning of the term year shifted from October to January, to coincide with the shift made to staff compensation adjustments. The contract language includes an ECI/CPI blended escalation clause for an annual fee increase should WTUA and JACOBS not come to an agreement on the fee increase. FOR CY 2020, the contractual calculation yields an increase of approximately three (3.6%) percent; the budget included a 3% increase. I have agreed with JACOBS on a 3% increase for the Janitorial and Country Acres portions of the contract, increasing their annual cost from \$7,947 to \$8,185 (each). Ten (10) years ago in 2009, WTUA and JACOBS (CH2M at the time) came to an agreement on increasing the staffing level from four (4) full time employees to five (5). The primary goal was for this additional staff member to assume many of the SCADA and controls responsibilities for which WTUA has historically contracted out. Unfortunately, at the time, the position was found to be very difficult to fill and in 2011 the contractual staff was reduced back to four (4). With the beginning of the operation of the North Pump Station in 2015, along with the increased maintenance schedule for the ARV's, the number of maintenance tasks have increased. As such, it was determined last year that addition of a fifth person is still warranted. Given the difficulties we have had over the past few years related to controls, we believe that the additional staff member should have basic SCADA and controls troubleshooting capabilities. However, the combination of skills required (duties including both general facility operations and maintenance, as well as SCADA and controls troubleshooting) was anticipated to make filling the position difficult (as experienced in the past). JACOBS has found a person to fill the position and this person has proven to be a valuable addition to the O&M staff at WTUA. Jack Polhill and I have negotiated an increase to the base fee of \$46,000 for the addition of this position, taking the annual fee from \$552,179 to \$598,179; there will be no inflationary increase to the base fee this year. Also, approval of Amendment 8. Following discussion and upon motion by Williams supported by Heise; it was

R-19-11-88 Resolved concur with the recommendation of the Director of Operations to approve the Amendment No. 8 to the Operations and Maintenance Management Services Agreement, effective January 1, 2020; and

Further, that the Director of Operations sign the Amendment on behalf of the Authority.

Ayes: Roosen. Williams, Heise

Nays: None

Absent: Nix

The next order of business was Updates to Administrative Procedures Policy: A complete review of the Administrative Procedures Manual is a project that has been on the back burner for a while. A number of sections have been updates to reflect current practices and to remove outdated information. Following discussion and upon motion by Williams supported by Heise; it was

R-19-11-89 Resolved to approve the changes to the Administrative Procedures Manual

Ayes: Roosen, Williams, Heise

Nays: None

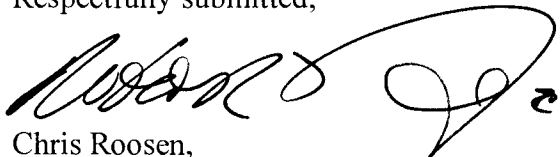
Absent: Nix

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 3:23 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Chris Roosen", with a large, stylized flourish extending from the end of the signature.

Chris Roosen,
Alternate Chairperson (Northville Township)