

Western Townships Utilities Authority
REGULAR MEETING
Monday, December 19, 2022
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 19, 2022 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 the Chairperson, Kurt Heise

Present:

Kurt Heise
Anne Marie Graham-Hudak
Mark Abbo

Absent:

Also present were:

Aaron Sprague
Suzanne Balan
Jack Polhill
Scott Mangold

WTUA
WTUA
JACOBS/OMI
JACOBS/OMI

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

R-22-12-78 Resolved to accept the agenda as presented.

Ayes: Heise, Graham-Hudak, Abbo
Nays: None
Absent: None

The next order of business was the minutes of the regular meeting of November 21, 2022. Following discussion and upon motion by Abbo, supported by Graham-Hudak; it was

R-22-12-79 Resolved to accept the minutes of the regular meeting of November 21, 2022.

Ayes: Heise, Graham-Hudak, Abbo
Nays: None
Absent: None

The next order of business was Approval of WTUA Bills. Following discussion and upon motion by Abbo, supported by Graham-Hudak; it was

R-22-12-80 Resolved to approve the schedule of disbursements for December 2022 of \$4,729,625.95 and pre-approved payroll for January 2023 of \$23,191.29.

Ayes: Heise, Graham-Hudak, Abbo
Nays: None
Absent: None

Minutes, December 19, 2022

Page -2-

The next order of business was the Operations and Maintenance Report for the month of November 2022. Following discussion and upon motion by Abbo supported by Graham-Hudak, it was

R-22-12-81 Resolved to receive and file the Operations and Maintenance Report for the month of November 2022.

Ayes: Heise, Graham-Hudak, Abbo

Nays: None

Absent: None

The next order of business was the Directors Report for the month of December 2022: Following discussion and upon motion by Abbo, supported by Graham-Hudak; it was

R-22-12-82 Resolved to receive and file the Directors Report for the month of December 2022.

Ayes: Heise, Graham-Hudak, Abbo

Nays: None

Absent: None

The next order of business was Financial Statements For The Twelve Months Ended September 30, 2022: Following discussion and upon motion by Abbo, supported by Graham-Hudak; it was

R-22-12-83 Resolved to receive and file the financial statements for the twelve months ended September 30, 2022.

Ayes: Heise, Graham-Hudak, Abbo

Nays: None

Absent: None

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. The software was developed under the direction of Robert Czachorski, who works for OHM, in order to help in his sanitary sewer antecedent moisture modeling. The software was intended to streamline data, review an analysis and increase the ability for collaboration. When first presented with the software, it was not fully developed and we were provided a temporary license to use the limited capabilities. Originally the software helped streamline the data acquisition process; the first step in the data analysis is to get the data from various sources and place it into the Excel spreadsheets, and the software made this process marginally easier and faster. After a period of use, Cindy and I met with Robert to provide feedback. We indicated while the software had great potential, we could not justify its purchase due to its limitations. Robert continued to meet with us and later Suzanne, to discuss

continuing development of the software's capabilities. In 2015 Robert announced that his software was finally capable of performing 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 2016. Following discussion and upon motion by Abbo supported by Graham-Hudak; it was

R-22-12-84 Resolved to concur with the recommendation of the Director of Operations to renew our H2O Metrics annual subscription for a cost of \$15,000.

Ayes: Heise, Graham-Hudak, Abbo

Nays: None

Absent: None

The next order of business was JACOBS Contract Renewal; Amendment 11: 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 identified during the year. 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 the beginning of the term shifted from October to the subsequent January, to coincide with the shift made to staff compensation adjustments. Most recently, a new 10 year was established in 2020. The contract includes an annual escalation clause, should the parties not be able to come to agreement on the fee adjustment; this escalation clause is a blend of the CPI and the ECI. This year, JACOBS and I have agreed to an increase of 5% which is between that which was budgeted (3.6%) and the contractual escalation clause (6.5%). This represents an increase of \$30,851 for the upcoming year, approximately \$8,638 more than budgeted (\$9,255 less than the contractual escalation clause). There are no other proposed changes to the contract. Following discussion and upon motion by Abbo, supported by Graham-Hudak; it was

R-22-12-85 Resolved to concur with the recommendation of the Director of Operations to approve the Amendment 11 to the Operations, Maintenance and Management Services Agreement, effective January 1, 2023; and

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

Ayes: Heise, Graham-Hudak, Abbo

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 roads right-of-way. Following discussion and upon motion by Abbo, supported by Graham-Hudak; it was

R-22-12-86 Resolved to concur with the recommendation of the Director of Operations for conditional approval of the Wayne County Resolution, incorporating the changes recommended by the WTUA Attorney; and

Further, that the Director of Operations be authorized to sign the permit on behalf of WTUA, but that the Director not be authorized to accept the County's Insurance & Indemnification requirements on behalf of WTUA.

Ayes: Heise, Graham-Hudak, Abbo

Nays: None

Absent: None

The next order of business was Director of Operation Contract Renewal: 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 incorporating the salary. This year I am recommending an adjustment to the annual salary to \$120,014.00, an increase of (3%). The contract has been modified reflecting the increase. Following discussion and upon motion by Graham-Hudak, supported by Abbo; it was

R-22-12-87 Resolved to approve the annual salary of the Director of Operations be increased by three (3%) percent to \$4,615.92, based on a 26 week pay cycle, effective with the pay period beginning December 26, 2022 to be paid on January 13, 2023; and

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

Ayes: Heise, Graham-Hudak, Abbo

Nays: None

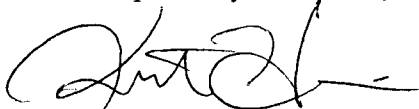
Absent: None

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 3:31 p.m.

Respectfully submitted,



Kurt Heise,
Chairperson