

Western Townships Utilities Authority
REGULAR MEETING
Monday, December 18, 2023
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, 2023 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 Chairman, Heise.

Present:

Kurt Heise
Anne Marie Graham-Hudak
Mark Abbo

Absent:

Also present were:

Aaron Sprague	WTUA
Suzanne Balan	WTUA
Jack Polhill	JACOBS/OMI

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

R-23-12-82 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 20, 2023. Following discussion and upon motion by Abbo, supported by Graham-Hudak; it was

R-23-12-83 Resolved to accept the minutes of the regular meeting of November 20, 2023.

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-23-12-84 Resolved to approve the schedule of disbursements for December 2023 of \$730,874.72 and pre-approved payroll for January 2024 of \$25,567.60.

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

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

R-23-12-85 Resolved to receive and file the Operations and Maintenance Report for the month of November 2023.

Ayes: Heise, Graham-Hudak, Abbo

Nays: None

Absent: None

The next order of business was the Directors Report for the month of December 2023: Following discussion and upon motion by Abbo supported by Graham-Hudak, it was

R-23-12-86 Resolved to receive and file the Directors Report for the month of December 2023.

Ayes: Heise, Graham-Hudak, Abbo

Nays: None

Absent: None

The next order of business was the Financial Report For Twelve Months Ended September 30, 2023: Following discussion and upon motion by Abbo supported by Graham-Hudak, it was

R-23-12-87 Resolved to receive and file the financial statements for the twelve months ended September 30, 2023.

Ayes: Heise, Graham-Hudak, Abbo

Nays: None

Absent: None

The next order of business was the Flow Meter Purchase: WTUA uses a network of sanitary flow meters located throughout the system for the purpose of analyzing the flow from each community and billing for WTUA's costs. Historically, each flow meter had a dedicated location; when that flow meter failed, a spare meter was installed at that location while the dedicated flow meter was repaired or replaced. Upon completion of the repair (or receipt of replacement), the spare meter was removed and dedicated meter was reinstalled. This process resulted in the cost of the meter rental as well as an additional site visit by meter maintenance staff for the removal of the spare and reinstallation of the dedicated meter. Several years ago, WTUA abandoned the dedicated meter concept; WTUA purchased five (5) spare meters to be stored and managed by HESCO. When a meter fails now, it is replaced immediately from the stock of spares, and remains in place. The removed meter is evaluated, repaired and placed into the spare inventory if cost effective. Following discussion and upon motion by Abbo supported by Graham-Hudak, it was

R-23-12-88 Resolved to concur with the recommendation of the Director of Operations to purchase a total of eight (8) Isco 2150 meters and one (1) Mag Meter and approve two (2) Flodar repairs for a total cost of \$55,472.78.

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. After a period of use, we met with Robert to provide feedback on the software. We indicated that, while the software had great potential, we could not justify its purchase due to its limitations; we indicated several features that the software would need to incorporate before we could consider its purchase. In late 2015, Robert announced that his software was finally capable of performing all (or nearly all) of the functions we 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-23-12-89 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 12: 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, 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% as budgeted. The contractual escalation clause calls for a 4.4% increase; however, last years approved increase of 5% was less than the escalation clause (6.5%). This represents an increase of \$32,393.65 for the upcoming year. There are no other proposed changes to the contract. Following discussion and upon motion by Abbo, supported by Graham-Hudak; it was

R-23-12-90 Resolved to concur with the recommendation of the Director of Operations to approve the Amendment 12 to the Operations, Maintenance and Management Services Agreement, effective January 1, 2024; and

Further, that the Director of Operations sign the Amendment 12 on behalf of the Authority.

Ayes: Heise, Graham-Hudak, Abbo

Nays: None

Absent: None

The next order of business was the Director of Operations 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 \$126,015, an increase of five percent (5%) percent. The contract has been modified, reflecting the increase. Following discussion and upon motion by Abbo supported by Graham-Hudak, it was

R-23-12-91 Resolved to approve that the annual salary of the Director of Operations be increased by five percent (5%) percent to \$126,015, based on a 26 week pay cycle, effective with the pay period beginning December 25, 2023 to be paid on January 12, 2024; and

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

Ayes: Heise, Graham-Hudak, Abbo

Nays: None

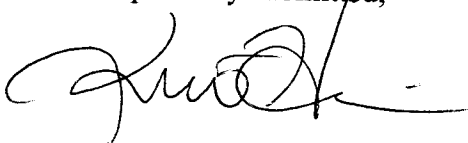
Absent: None

The next order of business was public comments: There were none.

The next order of business was Commissioners' Comments: Graham-Hudak asked about the status of the Salem Wastewater plant permitting and Heise gave an update.

There being no further business to come before the Board, the regular meeting was adjourned at 3:33 p.m.

Respectfully submitted,



Kurt Heise,
Chairman