

Western Townships Utilities Authority
REGULAR MEETING
Monday, November 18, 2024
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 18, 2024 in the WTUA Middle Rouge Conference Room, 40905 Joy Road, Canton, Michigan 48187. The meeting was called to order at 9:00 a.m. by the Chairman, Heise.

Present:

Absent:

Kurt Heise
Anne Marie Graham-Hudak
Mark Abbo

Also present were:

Aaron Sprague	WTUA
Suzanne Balan	WTUA
DJ Kaminga	JACOBS/OMI

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

R-24-11-76 Resolved to accept the agenda as amended, adding Item #VIII (c) Election of Officers.

Ayes: Heise, Graham-Hudak, Abbo

Nays: None

Absent: None

The next order of business was the minutes of the regular meeting of October 28, 2024. Following discussion and upon motion by Abbo supported by Graham-Hudak; it was

R-24-11-77 Resolved to accept the minutes of the regular meeting of October 28, 2024.

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-24-11-78 Resolved to approve the schedule of disbursements for November 2024 of \$1,231,100.54 and pre-approved payroll for December 2024 of \$26,135.34.

Ayes: Heise, Graham-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-24-11-79 Resolved to receive and file the Operations and Maintenance Report for the month of October 2024.

Ayes: Heise, Graham-Hudak, Abbo

Nays: None

Absent: None

The next order of business was the Directors Report for the month of November 2024: Following discussion and upon motion by Abbo, supported by Graham-Hudak; it was

R-24-11-80 Resolved to receive and file the Directors Report for the month of November 2024.

Ayes: Heise, Graham-Hudak, Abbo

Nays: None

Absent: None

The next order of business was Proposed WTUA Schedule of Meetings for Calendar Year 2025: Article VIII of the By-Laws of the Western Townships Utilities Authority states “ **Regular meetings of the Commission shall be held at such time and place as shall be prescribed by resolution of the Commission**” Following discussion and upon motion by Abbo supported by Graham-Hudak, it was resolved to

R-24-11-81 Approve the proposed WTUA Schedule of Meetings for the 2025 Calendar year as amended, changing the dates of the January 2025, February 2025 and March 2025 meetings.

Ayes: Heise, Graham-Hudak, Abbo

Nays: None

Absent: None

The next order of business was Employee Compensation: This year the budget included a 5% raise for staff (ECI is 4.7%) Comparison of the proposed 4.7% increase results in wages that compare reasonably with similar positions at the Townships. The increase results in a total cost of \$7,094 for the Administrative Assistant and the Accountant. Following discussion and upon motion by Abbo supported by Graham-Hudak, it was

R-24-11-82 Resolved to concur with the recommendation of the Director of Operations to approve a pay rate increase of 4.7% for the Administrative Assistant and the Accountant, effective for the pay period beginning December 23, 2024 which has a pay date of January 10, 2025.

Ayes: Heise, Graham-Hudak, Abbo

Nays: None

Absent: None

The next order of business was Election of Officers: According to Article VII of the Articles of Incorporation the Authority must select Officers of the Commission annually. Article VI of the WTUA By-Laws defines the roles for these Officers of the Commission. Following discussion and upon motion by Abbo supported by Graham-Hudak, it was resolved to

R-24-11-83 Approve that the following officers be elected until the next Organizational Meeting to be held in February 2025; Anne Marie Graham-Hudak - Chairperson; Mark Abbo – Vice-Chairperson/Secretary, Charles Curmi – Treasurer; Aaron Sprague – Assistant Secretary.

Ayes: Heise, Graham-Hudak, Abbo

Nays: None

Absent: None

The next order of business was JACOBS Contract Amendment #13: 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 3.596% equal to the contractual escalation clause. This is less than that included in the approved FY 24/25 Budget and represents an increase of \$24,462.39 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 resolved to

R-24-11-84 Concur with the recommendation of the Director of Operations to approve the Amendment No. 13 to the Operations, Maintenance and Management Services Agreement, effective January 1, 2025; 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 public comments: There were none.

The next order of business was Commissioners' Comments: WTUA and the Board of Commissioners thanked Kurt Heise for the time he served on the WTUA Board of Commissioners.

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There being no further business to come before the Board, the regular meeting was adjourned at 9:41 a.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Anne Marie Graham-Hudak". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Anne Marie Graham-Hudak
Chairperson