

**Western Townships Utilities Authority**  
**REGULAR MEETING**  
Monday, December 16, 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, December 16, 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 Chairperson, Graham-Hudak.

Present:

Anne Marie Graham-Hudak  
Mark Abbo  
Charles Curmi

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-24-12-85 Resolved to accept the agenda as presented.

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

The next order of business was the minutes of the regular meeting of November 18, 2024. Following discussion and upon motion by Abbo supported by Curmi; it was

R-24-12-86 Resolved to accept the minutes of the regular meeting of November 18, 2024.

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

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

R-24-12-87 Resolved to approve the schedule of disbursements for December 2024 of \$1,398,162.00 and pre-approved payroll for January 2025 of \$39,200.95.

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

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

R-24-12-88 Resolved to receive and file the Operations and Maintenance Report for the month of November 2024.

Ayes: Graham-Hudak, Abbo, Curmi

Nays: None

Absent: None

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

R-24-12-89 Resolved to receive and file the Directors Report for the month of December 2024.

Ayes: Graham-Hudak, Abbo, Curmi

Nays: None

Absent: None

The next order of business was Financial Statements for the Twelve Months Ended September 30, 2024: Following discussion and upon motion by Abbo supported by Curmi, it was

R-24-12-90 Resolved to receive and file the financial statements for the twelve months ended September 30, 2024.

Ayes: Graham-Hudak, Abbo, Curmi

Nays: None

Absent: None

The next order of business was WTUA Bank Account Authorized Signers Update: Pursuant to Article V of the WTUA By-Laws, the Board of Commissioners is made up of the Supervisors of each constituent municipality. The recent elections have resulted in a change of representatives for Plymouth Township as well as new elections for WTUA board members. The Board needs to authorize the adding of two new check signers: Charles Curmi, Supervisor of Plymouth Township and Chris Roosen, Alternate Secretary for Mark Abbo, WTUA Secretary/Vice Chairperson and Supervisor of Northville Township. The former Plymouth Township Supervisor Kurt Heise and former alternate Secretaries are being removed as signers. WTUA is also designating a new authorized representative Mark Abbo, because he is the Secretary/Vice Chairperson (formerly Anne Marie Graham-Hudak). WTUA's bank accounts are held with JP Morgan Chase Bank. Following discussion and upon motion by Abbo supported by Curmi, it was

R-24-12-91 Resolved that Charles Curmi and Chris Roosen be added as authorized signers and that the former Chairman, Kurt Heise be removed along with former alternate Secretaries: John Anthony, Steve Sneiderman and Dian Slavens, as authorized signers for the checking account and savings accounts at JP Morgan Chase Bank; and

Further, that the resolution be approved; and

Further, that the Commissioners and the Director of Operations sign the necessary paperwork and provide the necessary information to make the changes.

Ayes: Graham-Hudak, Abbo, Curmi

Nays: None

Absent: None

The next order of business was Update to Administrative Procedures Manual: The Administrative Procedures Manual is being updated to reflect current practice and to remove outdated information. Following discussion and upon motion by Abbo supported by Curmi, it was resolved to

R-24-12-92 Approve the changes to the Administrative Procedures Manual as recommended.

Ayes: Graham-Hudak, Abbo, Curmi

Nays: None

Absent: None

The next order of business was 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 the 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/replacement, the spare meter was removed and the dedicated meter was reinstalled. This process resulted the cost of meter rental (for the spare meter), 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 flow meters to be stored and managed by Martin Controls Services (now 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 Curmi, it was resolved to

R-24-12-93 Concur with the recommendation of the Director of Operations to purchase a total of six (6) Isco 2150 meters for a total cost of \$26,445.00.

Ayes: Graham-Hudak, Abbo, Curmi

Nays: None

Absent: None

The next order of business was WTUA By-Laws Amendment: On February 24, 2003 the By-Laws were amended and approved by the WTUA Board of Commissioners. Sometime in 2004, the WTUA By-Laws were again amended as follows: Article IX; Section 2 All checks or other forms of withdrawal of Commission funds shall require two signatures, which may be any officer of the Authority or the Director of Operations; and Article IX, Section 3 was changed to combine the two (2) petty cash funds (\$100 for Admin and \$100 for Operations and Maintenance). Following discussion and upon motion by Abbo supported by Curmi, it was resolved to

R-24-12-94 Amend the WTUA By-Laws to reflect the changes.

Ayes: Graham-Hudak, Abbo, Curmi

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-24-12-95 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: Graham-Hudak, Abbo, Curmi

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 Curmi; it was

R-24-12-96 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/Resolution on behalf of WTUA, but that the Director not be authorized to accept the County's insurance & indemnification requirements on behalf of WTUA.

Ayes: Graham-Hudak, Abbo, Curmi

Nays: None

Absent: None

The next order of business was MDOT Performance Resolution: Each year WTUA completes an annual application and permit to conduct underground utility maintenance operations in the State right-of-ways. MDOT use to require that a Performance Resolution be completed each year and submitted with the application. However, a Performance Resolution is now only required when there has been a change to the Board Chairperson. This year a new Performance Resolution is required as the WTUA Chairperson has been changed to Anne Marie Graham-Hudak, which was voted and changed at the WTUA November 18, 2024 Board meeting. Although MDOT purportedly made changes in response to WTUA's past concerns, the language of indemnification in the Performance Resolution still creates a concern from a public policy and statutory standpoint. The Performance Resolution, if approved, would be subject to WTUA's counsel's objections as noted in the letter from the WTUA Attorney. 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 Curmi; it was

R-24-12-97 Resolved to concur with the recommendation of the Director of Operations for conditional approval of the MDOT Performance Resolution, incorporating the changes recommended by the WTUA Attorney; and

Further, that the Chairperson be authorized to sign the permit/Resolution on behalf of the Authority, assigning Aaron Sprague as authorized representative.

Ayes: Graham-Hudak, Abbo, Curmi

Nays: None

Absent: None

The next order of business was 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 increase of 4.7 percent (the same percentage WTUA staff was given). The Contract has been modified reflecting the increase. Following discussion and upon motion by Abbo, supported by Curmi; it was

R-24-12-98 Resolved to approve that the annual salary of the Director of Operations be increased by 4.7 percent to \$5074.54 based on a 26 week pay cycle, effective with the pay period beginning December 23, 2024 to be paid on January 10, 2025; and

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

Ayes: Graham-Hudak, Abbo, Curmi

Nays: None

Absent: None

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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 9:55a.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Anne Marie Graham-Hudak". The signature is written in a cursive, flowing style.

Anne Marie Graham-Hudak  
Chairperson