

Western Townships Utilities Authority
REGULAR MEETING
Monday, December 15, 2025
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 15, 2025 in the WTUA Middle Rouge Conference Room, 40905 Joy Road, Canton, Michigan 48187. The meeting was called to order at 9:02 a.m. by the Chairperson, Anne Marie Graham-Hudak.

Present:

Anne Marie Graham-Hudak
Mark Abbo
Charles Curmi

Absent:

Also present were:

Aaron Sprague
Suzanne Balan
Alex Steffensky
Mark Houle

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-25-12-86 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 17, 2025. Following discussion and upon motion by Abbo and supported by Curmi; it was

R-25-12-87 Resolved to accept the minutes of the regular meeting of November 17, 2025

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 Curmi, supported by Abbo; it was

R-25-12-88 Resolved to approve the schedule of disbursements for December 2025 of \$849,423.72 and pre-approved payroll for January 2026 of \$35,856.70.

Ayes: Graham-Hudak, Abbo, Curmi

Nays: None

Absent: None

The next order of business was the Operations and Maintenance Report for the month of November 2025. Following discussion and upon motion by Abbo, supported by Curmi, it was

R-25-12-89 Resolved to receive and file the Operations and Maintenance Report for the month of November 2025.

Ayes: Graham-Hudak, Abbo, Curmi

Nays: None

Absent: None

The next order of business was the Directors Report for the month of December 2025: Following discussion and upon motion by Abbo, supported by Curmi; it was

R-25-12-90 Resolved to receive and file the Directors Report for the month of December 2025.

Ayes: Graham-Hudak, Abbo, Curmi

Nays: None

Absent: None

The next order of business was Financial Statements for the Twelve Months Ended September 30, 2025: Following discussion and upon motion by Abbo supported by Curmi, it was

R-25-12-91 Resolved to receive and file the financial statements for the twelve months ended September 30, 2025.

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 3 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-25-12-92 Resolved to approve that the annual salary of the Director of Operations be increased by 3 percent to \$135,896 based on a 26 week pay cycle, effective with the pay period beginning December 22, 2025 to be paid on January 9, 2026; and Further, that the Chairperson sign the employment contract on behalf of the Authority.

Ayes: Graham-Hudak, Abbo, Curmi

Nays: None

Absent: None

The next order of business was Operations Specialist Contract Renewal: WTUA hired Jack Polhill as its Operations Specialist in April, when he retired from Jacobs after serving as the Jacobs Project Manager for WTUA project for almost 30 years. Jack is an exempt, at-will employee and has an employment contract (similar to the Director of Operations position); as such, his compensation was not adjusted by the Board's action last month for staff compensation increase (similar, again, to the Director of Operations). This year, I am recommending a 3% increase for Jack, in line with the increase the Board provided to staff (Suzi and Meredith). Following discussion and upon motion by Abbo, supported by Curmi; it was

R-25-12-93 Resolved to concur with the recommendation of the Director of Operations to increase the salary of the Operations Specialist by 3 percent.

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 Curmi, it was

R-25-12-94 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 JACOBS Contract Amendment #15: 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. A new ten (10) year term was established in 2020, and we executed a mid-year amendment this year eliminating a position (coinciding with hiring Jack directly). The contract includes an annual escalation clause, should the parties not be able to come to an agreement on the fee adjustment; this escalation clause is a blend of the CPI and ECI. This year, Jacobs and I have agreed to 3.0913%, equal to the contractual escalation clause. This is less than that included in the approved FY25/26 Budget, and represents an increase of \$18,097 for the upcoming year. There are no other proposed changes to the contract. Following discussion and upon motion by Abbo supported by Curmi, it was resolved to

R-25-12-95 Concur with the recommendation of the Director of Operations to approve the Amendment No. 15 to the Operations, Maintenance and Management Services Agreement, effective January 1, 2026; and

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

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-25-12-96 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 Five Mile Sewer Construction Stantec Amendment: Construction of the 5 Mile Corridor Sewer was substantially completed in December of 2024. A bit of restoration and completion of the punch list items (only recently provided to CI) remains. Northville Township requested that Stantec design an extension of the project across 5 Mile Road, and that CI be provided with a Bulletin to complete that extension under the current contract. Stantec completed the design and permitting earlier this year, and CI has provided a quote for the work, which was added and approved in May. Stantec provided the Construction Administration for the work (preconstruction services, survey layout, construction observation, etc.) and was awarded an initial budget of \$110,719. That budget, however, was based on an estimated 12 weeks of construction. The additional work (extension of the force main across 5 Mile Road) occurred well after the initial completion of work (the proposal estimated 130 calendar days for construction; the actual duration was 406 days due to delays in commencement of the additional work); as such, Stantec is requesting additional budget for completion of the work (the work has been completed but has not been invoiced as the budget has been reached). Due to the delayed start of the extension, I am requesting an increase in the budget of \$10,000 (approximately 9%) to \$120,719. It should be noted that the construction contract was decreased last month by approximately \$47,000. Following discussion and upon motion by Abbo, supported by Curmi; it was

R-25-12-97 Resolved to concur with the recommendation of the Director of Operations to increase Stantec's budget for Construction Administration services for the 5 Mile Road Sewer Construction by \$10,000, to a new total budget of \$120,719.

Ayes: Graham-Hudak, Abbo, Curmi

Nays: None

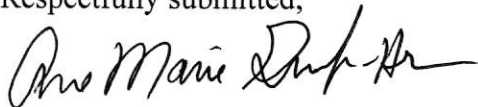
Absent: None

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 10:16 a.m.

Respectfully submitted,



Anne Marie Graham-Hudak,
Chairperson