

Western Townships Utilities Authority
REGULAR MEETING
Monday, January 23, 2006
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, January 23, 2006 in the WTUA Middle Rouge Conference Room, 40905 Joy Road, Canton, Michigan 48187. The meeting was called to order at 3:00 p.m. by Chairperson, Thomas J. Yack.

Present:

Thomas J. Yack
Richard Reaume (arrived at 3:05)
Richard Henningsen

Absent:

Mark Abbo

Also present were:

Aaron Sprague	WTUA
Cindy Cezat	WTUA
Frank Morris	OMI
Joe Heffernan	Plante & Moran

The first item of business was public comment, non-agenda items: There was none.

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

R-06-01-01 Resolved to accept the agenda as amended, moving item # IX(a) Audit; Fiscal Year Ended September 30, 2005 to VII(c) and moving item # VII(c) Annual Report for the YCUA Construction Account Trust Funds to VII(d).

Ayes: Yack, Henningsen
Nays: None
Absent: Abbo, Reaume

The next order of business was minutes of the regular meeting of December 19, 2005. Following discussion and upon motion by Henningsen supported by Yack; it was

R-06-01-02 Resolved to accept the minutes of the regular meeting of December 19, 2005 as presented.

Ayes: Yack, Henningsen
Nays: None
Absent: Abbo, Reaume

The next order of business was Treasurer's Report. Following discussion and upon motion by Henningsen supported by Yack; it was

R-06-01-03 Resolved to approve the schedule of disbursements for January 2006 of \$735,538.41 and pre-approved payroll for February of \$20,743.30.

Ayes: Yack, Henningsen

Nays: None

Absent: Abbo, Reaume

The next order of business was Operations and Maintenance Report for the month of December 2005. Following discussion and upon motion by Henningsen supported by Reaume; it was

R-06-01-04 Resolved to receive and file the Operations and Maintenance Report for the month of December 2005.

Ayes: Yack, Reaume, Henningsen

Nays: None

Absent: Abbo

The next order of business was Directors Report for the month of January 2006. Following discussion and upon motion by Henningsen supported by Reaume; it was

R-06-01-05 Resolved to receive and file the Directors Report for the month of January 2006.

Ayes: Yack, Reaume, Henningsen

Nays: None

Absent: Abbo

The next order of business was Audit; Fiscal Year Ending September 30, 2005. Joe Heffernan of Plante & Moran was present to answer questions from the Board of Commissioners. Following discussion and upon motion by Henningsen, supported by Reaume; it was resolved that

R-06-01-06 Whereas, Article IX, Section 5 of the By-Laws of the Western Townships Utilities Authority require that the Authority shall cause an annual audit to be made of its financial transactions by a certified public accountant; and

Whereas, Plante & Moran, certified public accountants, was authorized by the Board of Commissioners to perform such an audit and has prepared and presented to the Authority the audit for the fiscal year ending September 30, 2005;

Now Therefore Be It Resolved that the audit for the fiscal year ending September 30, 2005, as prepared and presented by Plante & Moran, is hereby accepted.

Ayes: Yack, Reaume, Henningsen

Nays: None

Absent: Abbo

The next order of business was Annual Report for the YCUA Construction Account Trust Funds. The Board approved the WTUA Investment Policy for the YCUA Wastewater Treatment Plant Expansion Construction Trust Funds on August 26, 2002. As part of this

investment policy, an annual report is to be presented to the Board summarizing the investment performance of the funds in the Trust. Cindy Cezat, WTUA's Accountant summarized the report, which explains the activity over the past year on how the monies have been invested. Following discussion and upon motion by Henningsen supported by Reaume; it was

R-06-01-07 Resolved to concur with the recommendation of the Director of Operations to receive and file the Annual Report for the YCUA Construction Account Trust Funds.

Ayes: Yack, Reaume, Henningsen

Nays: None

Absent: Abbo

The next order of business was WTUA Checking Account Change: In May of 2005 a counterfeit check was written on WTUA's checking account. In December, 2005, another counterfeit check was written on WTUA's checking account. We are currently in the process of obtaining a credit from National City Bank for this check. Because of this fraudulent activity, WTUA has opened a new account and will close the old account once all outstanding checks have cleared and automatic payment accounts have been transferred. Signature cards for the new account, as well as paperwork for wire transfers need to be signed by the Board members for the new account. Following discussion and upon motion by Reaume supported by Henningsen; it was

R-06-01-08 Resolved to concur with the recommendation of the Director of Operations to approve the opening of a new operating checking account; and

Further, that the Board members and the Director of Operations sign the necessary paperwork to make this change.

Ayes: Yack, Reaume, Henningsen

Nays: None

Absent: Abbo

The next order of business was Use and Disclosure of Social Security Numbers Policy and Procedures. Per Michigan Public Act 454 of 2004, entitled the Social Security Number Privacy Act, all entities that obtain social security numbers in the ordinary course of business, must create a Social Security Number Privacy Policy. The Social Security Number Privacy Act is part of a group of bills enacted to deter identity theft. Its intent is to restrict certain types of use and disclosure of social security numbers in an effort to reduce identity theft. Following discussion and upon motion by Henningsen supported by Reaume; it was

R-06-01-09 Resolved to concur with the recommendation of the Director of Operations to approve the WTUA Use and Disclosure of Social Security Numbers Policy and Procedures and to append the new Policy to the Administrative Procedures Manual.

Ayes: Yack, Reaume, Henningsen

Nays: None

Absent: Abbo

The next order of business was Contract Award; Lower Rouge EQ Basin Expansion Design. Canton Township recently completed a Sanitary Sewer Master Plan Update, which included a local system flow metering study. The flow metering data collected in this study was used to project the overall needs of the local (township) and regional (WTUA) sanitary sewer systems, as well as the wastewater treatment capacity needs of the township. One conclusion of that update was that the equalization facilities at WTUA's Lower Rouge facility need to be expanded from 5.5 million gallons (MG) to 11 MG. Additional pumping capacity (to equalization) is also needed.

WTUA requested qualifications for the design and construction management of these additional facilities, with a deadline for submittal of Statements of Qualifications by 11/4/2005. Six (6) submittals were received by the deadline and all six (6) firms/teams were interviewed by the Selection Committee on December 1st and December 2nd of 2005. Following the interviews, the Selection Committee independently rated each of the proponents. Based on these ratings, the Selection Committee recommended Wade, Trim & Associates, Inc., (WTA) of Taylor, Michigan. Following discussion and upon motion by Reaume, supported by Henningsen; it was

R-06-01-10 Resolved to concur with the recommendation of the Director of Operations to enlist the services of Wade, Trim Associates, Inc., of Taylor, Michigan for design, construction management and startup services for the expansion of the Lower Rouge facility; and

Further, that the Director of Operations and the WTUA Attorney develop an agreement for these services with a budget not to exceed \$1,134,652; and

Further, that the Director of Operations executes said agreement upon its completion; and

Finally, that the Capital improvement Program be amended to reflect an increase in the Design line item of the 2006 Lower Rouge EQ Basin Expansion from \$500,000 to \$650,000 and the 2007 Lower Rouge EQ Basin Expansion from \$0 to \$484,652..

Ayes: Yack, Reaume, Henningsen

Nays: None

Absent: Abbo

The next order of business was YCUA Plant Expansion Update. Following discussion and upon motion by Henningsen supported by Reaume; it was

R-05-01-11 Resolved to receive and file the report on the YCUA expansion project from the Director of Operations .

Ayes: Yack, Reaume, Henningsen

Nays: None

Absent: Abbo

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

The next order of business was Commissioners' Comments: Chairperson Yack commented that the evaluation of the Director of Operations, Aaron Sprague was completed by the WTUA Board of Commissioners and it was agreed that the Director of Operations would be given a three (3%) pay increase, including retroactive pay to November 27, 2005.

There being no further business to come before the Board, the regular meeting was adjourned at 3:59 p.m.

Respectfully submitted,

Thomas J. Yack,
Chairperson