

**Western Townships Utilities Authority**  
**REGULAR MEETING**  
Monday, January 28, 2008  
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 28, 2008 in the WTUA Middle Rouge Conference Room, 40905 Joy Road, Canton, Michigan 48187. The meeting was called to order at 3:36 p.m. by Chairperson, Thomas J. Yack..

Present:

Thomas J. Yack  
Mark Abbo

Absent:

Richard Reaume

Also present were:

Aaron Sprague	WTUA
Cindy Cezat	WTUA
Jack Polhill	CH2MHILL 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-08-01-01	Resolved to accept the agenda as amended; tabling Item #VIII(a) 2008 Goals until the February 2008 regular meeting; and moving Item # IX(a) Audit for the Fiscal Year Ended September 30, 2007 after the Treasurer's Report.
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Ayes: Yack, Abbo  
Nays: None  
Absent: Reaume

The next order of business was minutes of the regular meeting of December 17, 2007. Following discussion and upon motion by Abbo supported by Yack; it was

R-08-01-02	Resolved to accept the minutes of the regular meeting of December 17, 2007 as presented.
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Ayes: Yack, Abbo  
Nays: None  
Absent: Reaume

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

R-08-01-03	Resolved to approve the schedule of disbursements for January 2008 of \$992,438.19 and pre-approved payroll for February of \$26,169.33.
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Ayes: Yack, Abbo

Nays: None

Absent: Reaume

The next order of business was Audit; Fiscal Year Ending September 30, 2007. Joe Heffernan of Plante & Moran was present to answer questions from the Board of Commissioners. Following discussion and upon motion by Abbo, supported by Yack; it was resolved that

R-08-01-04           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, 2007;

Now Therefore Be It Resolved that the audit for the fiscal year ending September 30, 2007, as prepared and presented by Plante & Moran, is hereby accepted.

Ayes: Yack, Abbo

Nays: None

Absent: Reaume

The next order of business was Operations and Maintenance Report for the month of December 2007. Following discussion and upon motion by Abbo supported by Yack; it was

R-08-01-05           Resolved to receive and file the Operations and Maintenance Report for the month of December 2007.

Ayes: Yack, Abbo

Nays: None

Absent: Reaume

The next order of business was Directors Report for the month of January 2008. Following discussion and upon motion by Abbo supported by Yack; it was

R-08-01-06           Resolved to receive and file the Directors Report for the month of January 2008.

Ayes: Yack, Abbo

Nays: None

Absent: Reaume

The next order of business was Quarterly Update; Lower Rouge EQ Basin Expansion Design Report. Following discussion and upon motion by Abbo, supported by Yack; it was

R-08-01-07 Resolved to receive and file the quarterly report on the Lower Rouge EQ Basin Expansion Design.

Ayes: Yack, Abbo

Nays: None

Absent: Reaume

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 shall be presented to the Board summarizing the investment performance of the funds in the Trust. Following discussion and upon motion by Abbo, supported by Yack; it was

R-08-01-08 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, Abbo

Nays: None

Absent: Reaume

The next order of business was 2007 CH2MHILL OMI Annual Report. Jack Polhill, Project Manager for CH2MHILL OMI gave a presentation to the Board summarizing the accomplishments of the past year. Following discussion and upon motion by Abbo, supported by Yack; it was

R-08-01-09 Resolved to concur with the recommendation of the Director of Operations to receive and file the 2007 CH2MHILL OMI Annual Report.

Ayes: Yack, Abbo

Nays: None

Absent: Reaume

The next order of business was 2008 Goals: Annually WTUA undertakes a collaborative process to establish organizational goals for the year. The 2008 Goals has been distributed to the Planning Committee for their review and comments. Following discussion and upon motion by Abbo supported by Yack; it was

R-08-01-10 Resolved to concur with the recommendation of the Director of Operations to table the 2008 Goals until the February 2008 regular meeting, upon comments from the Planning Committee.

Ayes: Yack, Abbo

Nays: None

Absent: Reaume

The next order of business Spare Flow Meters The Authority maintains many meters in order to calculate and analyze the sewage flow from the Townships. Currently WTUA has 11 Sigma meters and 10 ISCO meters installed, many of which are reaching the end of their expected life. 1 Sigma meter became unrepairable in the last month and we did have 3 spare ISCO meters, which were being used in temporary locations for analysis and these will now be considered permanent meters in those locations. Due to the aging of the meters, having only 3 spares will not be adequate for the number of meters in use. The Operations budget for FY 07/08 included \$40,000 for the purchase of flow meters. Two meters were purchased in November. WTUA would like to purchase two additional sigma meters at this time for a total cost of \$8,554.00. Following discussion and upon motion by Abbo supported by Yack; it was

R-08-01-11 Resolved to concur with the recommendation of the Director of Operations to approve the purchase of two spare meters for \$8,554.00.

Ayes: Yack, Abbo

Nays: None

Absent: Reaume

The next order of business was Middle Rouge Flow Metering Modifications: Since the operations of the new pump at Middle Rouge, there have been problems with the flume meters reading correctly due to volatility of the flow. OMI has tried methods to try to smooth out the flow, but the meters still appear to be reading incorrectly. It is important that the amount of flow leaving the pump station be measured accurately. Two ISCO spare meters were installed in the Middle Rouge facility yard to test out new sites for flow measurements. The data from the ISCO meters has been much more reliable than the flumes. WTUA would like to wire these ISCO meters to the SCADA system to replace the flume meters (FE-1, FE-2 and FE-3) which will no longer be used. The flume meters will be retained for spare parts for the remaining two flume meters at Middle Rouge which are used for the EQ drains. OMI has already installed the conduit for the wiring. The quote from Martin Controls is for the required equipment and installation, but there may be some additional costs associated with the SCADA reprogramming, if needed. Following discussion and upon motion by Abbo supported by Yack; it was

R-08-01-12 Resolved to concur with the recommendation of the Director of Operations to approve the purchase of the equipment, including installation from Martin Control Services for \$9,100.00.

Ayes: Yack, Abbo

Nays: None

Absent: Reaume

The next order of business was Middle Rouge EFSP Replacement Phase III; Gantry Purchase: Phases 1 and II of the Enclosed Flight Screw Pump (EFSP) Replacement Project did not include a means for removal and/or reinstallation of the new style of pumps, due to the fact that pumps #3 &4 remain in place following these phases. Equipment for removal of all six (6) of the new pumps had been intended to be installed as part of the Phase III project.

A gantry was rented previously with the removal of pumps #2 & 6 when they had to be returned for warranty repairs. The first of the repaired pumps has been returned to WTUA and the factory is still waiting delivery of a replacement part for the second pump. As such, in order to avoid multiple rental charges for a gantry (due to the staggered return of the pumps) as well as to facilitate reinstallation of the pumps as soon as practicable, WTUA has ordered, for purchase, a new gantry. The gantry will replace the intended removal equipment budgeted for in the CIP as part of the Phase III Project and will be charged as part of the capital improvement costs budgeted for Phase III. Following discussion and upon motion by Abbo supported by Yack; it was

R-08-01-13 Resolved to concur with the recommendation of the Director of Operations to authorize payment to Lifting Gear Hire Corporation for the purchase of a new gantry for a total cost of \$4,936.00 plus delivery.

Ayes: Yack, Abbo

Nays: None

Absent: Reaume

The next order of business was Lower Rouge Expansion Construction – Pay Application and Change Order Process:: Canton Township completed a Sanitary Sewer Master Plan Update in 2005, which included a local system flow metering study. The 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 needs to be expanded from 5.5 million gallons (MG) to 11 MG. Additional pumping capacity (to equalization) is also needed. Canton Township has established a Construction Trust through the sale of bonds. Because this Trust represents the pooled resources necessary for multiple projects, the payments related to the expansion project will be made directly from the Trust funds by Canton Township. WTUA and Canton Township staff met on a few occasions to outline the preferred process for both payments from the Trust and Change Orders. Following discussion and upon motion by Abbo supported by Yack; it was

R-08-01-14 Resolved to concur with the recommendation of the Director of Operations to adopt the following procedures for the Lower Rouge Expansion project for approval of payments from the construction trust and change orders.

- Applications for payment (or other invoices) will be reviewed and approved by both the WTUA Director and the Assistant Township Engineer, prior to payment (which will be made via transfer directly from the Trust Funds);
- Change Orders will be presented to the WTUA Board of Commissioners for approval, following review and approval by both the WTUA Director and the Assistant Township Engineer;

- WTUA will establish a Retainage Account with one signature required for transfers from the account (same listing of authorized signatories as the WTUA checking account).

Ayes: Yack, Abbo

Nays: None

Absent: Reaume

The next order of business was Contract #8; Sanitary Sewer Maintenance Contract Renewal: At the April 2003 regular meeting, approval was obtained to advertise for proposals for sewer system maintenance for Phase 1 of a five (5) year cycle. Based on a combination of price and qualifications, the proposal from OMI/CH2MHILL-Downunder Municipal Services (OMI/CH2MHILL and DMS) was given the highest score. A contract was awarded and has expired. Based on the work performance of OMI/CH2MHILL-DMS, I would recommend that the contract be renewed for another five (5) year term.

OMI/CH2MHILL/DMS have provided a rate schedule for the renewal. The proposed rates include some increases and some decreases; the net change compares favorably with the rate of inflation since the original contract was developed and executed (as compared with CPI for the period). Following discussion and upon motion by Abbo supported by Yack; it was

R-08-01-15

Resolved to concur with the recommendation of the Director of Operations to accept the proposal from OMI/CH2MHILL-Downunder Municipal Services for extension of the sanitary sewer system maintenance contract 8 for an additional five (5) years; and

Further, that the total aggregate value of the contract be no greater than \$500,000 over the new five (5) year cycle; and

Finally, that the Director of Operations and WTUA Attorney amend the agreement as necessary and the Director execute the Amendment.

Ayes: Yack, Abbo

Nays: None

Absent: Reaume

The next order of business was Michigan Department of Transportation (MDOT) Performance Resolution: Each year WTUA completes an annual MDOT application and permit to conduct underground utility maintenance in the State right-of-ways. MDOT requires that a Performance Resolution be completed. MDOT requires an updated Performance Resolution to be signed every couple of years, or whenever the authorized representative changes. The MDOT Performance Resolution needs to be signed by the Chairman of the governmental agency. Following discussion and upon motion by Abbo supported by Yack; it was

R-08-01-16 Resolved to concur with the recommendation of the Director of Operations to approve the Performance Resolution required by the Michigan Department of Transportation (MDOT); and

Further, that the Chairperson sign the Performance Resolution on behalf of the Authority, assigning Aaron Sprague as authorized representative.

Ayes: Yack, Abbo

Nays: None

Absent: Reaume

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

R-08-01-17 Resolved to receive and file the report on the YCUA expansion project from the Director of Operations .

Ayes: Yack, Abbo

Nays: None

Absent: Reaume

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 4:19 p.m.

Respectfully submitted,

Thomas J. Yack  
Chairperson