

**Western Townships Utilities Authority**  
**REGULAR MEETING**  
Monday, November 22, 2004  
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 22, 2004 in the WTUA Middle Rouge Conference Room, 40905 Joy Road, Canton, Michigan 48187. The meeting was called to order at 3:14 p.m. by the Chairperson, Thomas J. Yack.

Present:  
Thomas Yack  
Richard Reaume

Absent:  
Mark Abbo

Also present were:  
Robert Biga            WTUA  
Aaron Sprague        WTUA  
Cindy Cezat           WTUA  
Jack Polhill           OMI  
Tim Faas                Canton Township  
Steve Mann             Plymouth Township

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

Richard Reaume was introduced as the new WTUA Treasurer and the Supervisor of Plymouth Township and a gift was presented to Steven Mann in appreciation for his service on the WTUA Board of Commissioners.

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

R-04-11-122        Resolved to approve the agenda as amended, adding Item #VIII  
(d) New WTUA Treasurer.

Ayes: Yack, Reaume  
Nays: None  
Absent: Abbo

The next order of business was acceptance of the minutes of the regular meeting of October 25, 2004: Following discussion and upon motion by Reaume, supported by Yack; it was

R-04-11-123        Resolved to approve the minutes of the regular meeting of  
October 25, 2004 as presented.

Ayes: Yack, Reaume  
Nays: None  
Absent: Abbo

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

R-04-11-124 Resolved to approve the schedule of disbursements for November 2004 of \$458,434.58 and pre-approved payroll for December of \$24,007.79.

Ayes: Yack, Reaume

Nays: None

Absent: Abbo

The next order of business was Operations and Maintenance Monthly Report. Following discussion and upon motion by Reaume, supported by Yack; it was

R-04-11-125 Resolved that the Operations and Maintenance Report for the month of October 2004 be received and filed.

Ayes: Yack, Reaume

Nays: None

Absent: Abbo

The next order of business was Directors Report for the month of November 2004. Following discussion and upon motion by Reaume, supported by Yack; it was

R-04-11-126 Resolved to receive and file the Directors report for the month of November 2004.

Ayes: Yack, Reaume

Nays: None

Absent: Abbo

The next order of business was Financial Statements for the Year Ended September 30, 2004. Financial reports are submitted quarterly to apprise the Board of Commissioners of the Authority's ongoing financial position. Following discussion and upon motion by Reaume, supported by Yack; it was

R-04-11-127 Resolved to receive and file the financial statements for the year ended September 30, 2004.

Ayes: Yack, Reaume

Nays: None

Absent: Abbo

The next order of business was Director of Operations Vacancy. On November 2<sup>nd</sup>, Robert Biga announced his voluntary termination of employment after roughly eight (8) months as the Director of Operations. Given the fact that the recruitment was less than a year ago, coupled with the leadership demonstrated by Aaron Sprague while the position was vacant, the Planning Committee has unanimously recommended that the Board promote Aaron into the position of Director of Operations, effective November 27, 2004. Following discussion and upon motion by Reaume, supported by Yack; it was

R-04-11-128 Resolved to concur with the recommendation of the Planning Committee to promote Aaron Sprague to the position of Director of Operations effective November 27, 2004; and

Further, that the other recommendation of the Planning Committee as shown below, also be approved.

- 1.) WTUA will not fill the vacant Operations Specialist position until an assessment recommending such is performed by the Planning Committee, together with the Finance Committee, no sooner than September 2005.
- 2.) The Planning Committee will assume a more regular role in oversight of WTUA operations during the probationary period, meeting monthly as apposed to quarterly.
- 3.) The annual salary for the twelve (12) month period shall be set at \$72,000 plus fringe benefits in accordance with existing WTUA policies.
- 4.) The WTUA Administration staff is authorized to make any other necessary administrative changes to facilitate the promotion, some of which may require further Board action in December.

Ayes: Yack, Reaume

Nays: None

Absent: Abbo

The next order of business was WTUA Checking Account Signature Cards Update. On November 22, 2004 Richard Reaume will be sworn in as Supervisor for the Charter Township of Plymouth, replacing former Supervisor and WTUA Commissioner Steve Mann. Pursuant to Article V of the WTUA By-laws, the Board of Commissioners is made up of the Supervisor's of each constituent municipality. Robert Biga, Director of Operations has accepted a position with the City of Livonia and will no longer be with WTUA after November 26<sup>th</sup>. Aaron Sprague will be the new Director of Operations. Consequently, the signature cards must be revised to reflect the names and signatures of WTUA's current Commissioners and Director of Operations. Following discussion and upon motion by Reaume supported by Yack; it was

R-04-11-129 Resolved to concur with the recommendation of the Director of Operations to approve the revision to the WTUA operating checking account card to reflect the current members of the Board of Commissioners and Director of Operations.

Ayes: Yack, Reaume

Nays: None

Absent: Abbo

The next order of business was Appointment of 401(a) and 457 Plans Trustee – Robert Biga has accepted a position with the City of Livonia and will no longer be employed by WTUA after November 26, 2004. Aaron Sprague will be the New Director of Operations for WTUA; therefore, the Board should appoint Aaron Sprague as the trustee for the 401(a) and 457 Plans. Following discussion and upon motion by Reaume, supported by Yack; it was

R-04-11-130 Resolved to approve that Aaron Sprague be appointed the trustee of both the WTUA 401 (a) Pension Plan and Trust and the WTUA Eligible 457 Plan, replacing Robert Biga as trustee.

Ayes: Yack, Reaume

Nays: None

Absent: Abbo

The next order of business was New WTUA Treasurer: Following discussion and upon motion by Yack, supported by Reaume; it was

R-04-11-131 Resolved elect Richard Reaume as new WTUA Treasurer of WTUA Board of Commissioners.

Ayes: Yack, Reaume

Nays: None

Absent: Abbo

The next order of business was YCUA Plan Expansion Update: Following discussion and upon motion by Reaume, supported by Yack; it was

R-04-11-132 Resolved to receive and file the update report on the YCUA plan expansion project from the Director of Operations.

Ayes: Yack, Reaume

Nays: None

Absent: Abbo

The next order of business was Design Budget for Variable Frequency Drives; Lower Rouge. In June the Board approved the invitation for the replacement of the VFD's at Lower Rouge. ALN&M was used to prepare the invitations for bids, including providing the design drawings as well as analyzing and providing a recommendation to WTUA. At the July Board meeting, the Board awarded the replacement of the VFD contract to McNaughton-McKay Electric Company, approving that ALNM to be involved in the execution of the contract documents. The resolutions did not provide a budget for the ALNM fees. Following discussion and upon motion by Reaume, supported by Yack; it was

R-04-11-133 Resolved to approve that the capital improvement program budget for the replacement of the Variable Frequency Drives (VFD's) at Lower Rouge be increased by \$19,500 to bring the total budget to \$322,000.00.

Ayes: Yack, Reaume

Nays: None

Absent: Abbo

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 meeting was adjourned at 3:50 p.m.

Respectfully submitted,

Thomas J. Yack  
Chairperson