

**Western Townships Utilities Authority**  
**REGULAR MEETING**  
Monday, January 28, 2019  
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, 2019 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 the Chairperson, Robert Nix.

Present:

Robert Nix  
Kurt Heise  
Pat Williams

Absent:

Also present were:

Aaron Sprague  
Suzanne Reel  
Jack Polhill  
Martin Olejnik  
Keith Szymanski  
2 People from Absopure

WTUA  
WTUA  
JACOBS/OMI  
Plante & Moran  
Plante & Moran

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

R-19-01-01 Resolved to accept the agenda as presented:

Ayes: Nix, Williams, Heise  
Nays: None  
Absent: None

The next order of business was the minutes of the regular meeting of December 17, 2018. Following discussion and upon motion by Williams, supported by Heise; it was

R-19-01-02 Resolved to accept the minutes of the regular meeting of December 17, 2019.

Ayes: Nix, Williams, Heise  
Nays: None  
Absent: None

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

R-19-01-03 Resolved to approve the schedule of disbursements for January 2019 of \$838,362.85 and pre-approved payroll for February 2019 of \$22,112.83.

Ayes: Nix, Williams, Heise

Nays: None

Absent: None

The next order of business was the Operations and Maintenance Report for the month of December 2018. Following discussion and upon motion by Williams supported by Heise, it was

R-19-01-04 Resolved to receive and file the Operations and Maintenance Report for the month of December 2018.

Ayes: Nix, Williams, Heise

Nays: None

Absent: None

The next order of business was the Directors Report for the month of January 2019: During the Directors Report, discussion on Absopure and their sewer charges was brought up. Following discussion and upon motion by Williams supported by Heise; it was

R-19-01-05 Resolved to receive and file the Directors Report for the month of January 2019; and

Further, that the Director of Operations move forward on having the WTUA Technical Committee and WTUA Finance Committee along with the WTUA Chairman and WTUA Attorney, Charles Barbieri review issues brought up by Absopure.

Ayes: Nix, Williams, Heise

Nays: None

Absent: None

The next order of business was RVIS Termination Update: Following discussion and upon motion by Williams supported by Heise; it was

R-19-01-06 Resolved to receive and file the RVIS Termination Update for the month of January 2019.

Ayes: Nix, Williams, Heise

Nays: None

Absent: None

The next order of business was 2018 JACOBS Annual Report. Following discussion and upon motion by Heise supported by Williams; it was

R-19-01-07 Resolved to receive and file the 2018 Annual Report by Jack Polhill, JACOBS/OMI Project Manager.

Ayes: Nix, Williams, Heise  
Nays: None  
Absent: None

The next order of business was Audit; Fiscal Year Ending September 30, 2018: On June 25, 2018, Plante & Moran was authorized by the WTUA Board of Commissioners to perform an audit for the fiscal year ending September 30, 2018. Plante & Moran has completed the Audit and it was reviewed by the Finance Committee on January 15, 2019. The Auditors Communication letter was provided to the Board, and there were no issues noted by the Auditors. Keith Szymanski and Martin Olejnik of Plante & Moran were present to answer questions from the Board. Following discussion and upon motion by Williams supported by Heise it was resolved that

R-19-01-08 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, 2018; and

Now, therefore be it resolved, that the audit for the fiscal year ending September 30, 2018, as prepared and presented by Plante & Moran, is hereby accepted.

Ayes: Nix, Heise, Williams  
Nays: None  
Absent: None

The next order of business was 2019 SSOM Work Plan Update: Since 1992, WTUA is required to update the annual Sanitary Sewer Operations & Maintenance (SSOM) Program Work Plan under the Abatement Order by February 1<sup>st</sup> of each year. The SSOM is a guidance document in performing maintenance on the WTUA system and providing general information on procedures should a sanitary sewer overflow (SSO) discharge ever occur in the system. Following discussion and upon motion by Heise supported by Williams; it was

R-19-01-09 Moved to receive and file the annual 2019 SSOM Work Plan Update prepared by the Director of Operations.

Ayes: Nix, Heise, Williams  
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. When first presented, the software was not yet fully developed, as such, we were provided a temporary license to use the limited capabilities. In late 2015 the software was finally capable of performing all (or nearly all) of the functions we had 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 of 2016. The annual renewal cost for this software is \$12,500.00 (the same as last year). Following discussion and upon motion by Williams supported by Heise; it was

R-19-01-10 Resolved to concur with the recommendation of the Director of Operations to renew our H2O Metrics annual subscription for a cost of \$12,500.00.

Ayes: Nix, Heise, Williams

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 4:04p.m.

Respectfully submitted,

*Robert Nix*

Robert Nix,  
Chairperson

*(Marilyn D. Barner)*