

**Western Townships Utilities Authority**  
**REGULAR MEETING**  
Monday, February 23, 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, February 23, 2004 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 Alternate Chairperson, Terry G. Bennett.

Present:

Terry G. Bennett (Canton Township Alternate)  
Steven D. Mann

Absent:

Mark Abbo

Also present were:

Robert Biga	WTUA
Aaron Sprague	WTUA
Cindy Cezat	WTUA
Jack Polhill	OMI

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-04-02-16      Resolved to accept the agenda as presented.

Ayes: Bennett, Mann  
Nays: None  
Absent: Abbo

The next order of business was minutes of the regular meeting of January 26, 2004. Following discussion and upon motion by Mann supported by Bennett; it was

R-04-02-17      Resolved to accept the minutes of the regular meeting of January 26, 2004 as presented.

Ayes: Bennett, Mann  
Nays: None  
Absent: Abbo

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

R-04-02-18      Resolved to approve the schedule of disbursements for February 2004 of \$676,291.56 and pre-approved payroll for March of \$27,679.62.

Ayes: Bennett, Mann

Nays: None

Absent: Abbo

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

R-04-02-19 Resolved that the Operations and Maintenance Report for the month of January 2004 be received and filed.

Ayes: Bennett, Mann

Nays: None

Absent: Abbo

The next order of business was Acting Directors Report for the month of February 2004. Following discussion and upon motion by Bennett supported by Mann; it was

R-04-02-20 Resolved to receive and file the Acting Directors report for the month of February 2004.

Ayes: Bennett, Mann

Nays: None

Absent: Abbo

The next order of business was Financial Statements for the Three Months Ended December 31, 2003. Following discussion and upon motion by Bennett supported by Mann; it was

R-04-02-21 Resolved to receive and file the financial statements for the three months ended December 31, 2003.

Ayes: Bennett, Mann

Nays: None

Absent: Abbo

The next order of business was Yard Waste Composting; 2003 Annual Report. Following discussion and upon motion by Bennett supported by Mann; it was

R-04-02-22 Resolved to receive and file the WTUA 2003 Annual Yard Waste Composting Program Report as presented.

Ayes: Bennett, Mann

Nays: None

Absent: Abbo

The next order of business was Election of Officers. Following discussion and upon motion by Bennett supported by Mann; it was

R-04-02-23 Resolved that the following officers be elected for the next twelve months; Thomas Yack-Chair, Mark Abbo-Vice-Chair/Secretary, Steve Mann-Treasurer, Robert Biga, Assistant Secretary.

Ayes: Bennett, Mann

Nays: None

Absent: Abbo

The next order of business was Cafeteria and Vision Plan Options. Following discussion and upon motion by Bennett supported by Mann; it was

R-04-02-24 Resolved to select option #1 and approve that a separate vision plan be prepared for the employees of WTUA; and

Further, that the Director of Operations have the necessary documents prepared for presentation to the Board as soon as possible.

Ayes: Bennett, Mann

Nays: None

Absent: Abbo

The next order of business was Downstream Control Structure Design; Engineering Services Contract. Following discussion and upon motion by Bennett supported by Mann; it was

R-04-02-25 Resolved to table the downstream control structure design; engineering services contract for further discussion at the next regular meeting.

Ayes: Bennett, Mann

Nays: None

Absent: Abbo

The next order of business was WTUA Checking Account Signature Cards Update. Following discussion and upon motion by Mann supported by Bennett; it was

R-04-02-26 Resolved to approve that Robert Biga, new Director of Operations, be added to the signature card for the operating expenses checking account at National City.

Ayes: Bennett, Mann

Nays: None

Absent: Abbo

The next order of business was Appointment of 401(a) and 457 Plans Trustee. Following discussion and upon motion by Mann supported by Bennett; it was

R-04-02-27 Resolved to approve that Robert Biga be appointed the trustee of both the WTUA 401(a) Pension Plan and Trust and the WTUA Eligible 457 Plan, replacing Aaron Sprague as trustee.

Ayes: Bennett, Mann

Nays: None

Absent: Abbo

The next order of business was 401(a) Pension Plan – Self Direct. Following discussion and upon motion by Bennett supported by Mann; it was

R-04-02-28 Resolved to have the 401(a) Pension Plan for WTUA allow for self-directed investments by employees; and

Further, that the Director of Operations process the necessary documents in order to provide for this change.

Ayes: Bennett, Mann

Nays: None

Absent: Abbo

The next order of business was 457 Eligible Plan – Self Direct. Following discussion and upon motion by Bennett supported by Mann; it was

R-04-02-29 Resolved to have the 457 Eligible Plan for WTUA allow for self-directed investments by employees; and

Further, that the Director of Operations process the necessary documents in order to provide for this change.

Ayes: Bennett, Mann

Nays: None

Absent: Abbo

The next order of business was 2004 SSOM Work Plan Update. Following discussion and upon motion by Bennett supported by Mann; it was

R-04-02-30 Resolved that the annual 2004 SSOM Work Plan Update, prepared by the Acting Director of Operations, be received and filed.

Ayes: Bennett, Mann

Nays: None

Absent: Abbo

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

R-04-02-31 Resolved to receive and file the update report on the YCUA plant expansion project from the Acting Director of Operations.

Ayes: Bennett, Mann

Nays: None

Absent: Abbo

The next order of business was Director of Operations Contract. Following discussion and upon motion by Bennett supported by Mann; it was

R-04-02-32            Resolved to concur with the recommendation of the WTUA Treasurer and accept the contract between Robert Biga and Western Townships Utilities Authority; and

Further, that that Chairperson (Thomas Yack) be authorized to sign the Contract on behalf of WTUA.

Ayes: Bennett, Mann  
Nays: None  
Absent: Abbo

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

The next order of business was Commissioners' Comments: There was none.

There being no further business to come before the Board, the special meeting was adjourned at 3:46 p.m.

Respectfully submitted,

Terry G. Bennett,  
Alternate Chair