

Western Townships Utilities Authority
REGULAR MEETING
MONDAY, SEPTEMBER 22, 2003
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, September 22, 2003 in the WTUA Middle Rouge Conference Room, 40905 Joy Road, Canton, Michigan 48187. The meeting was called to order at 3:05 p.m. by Chairperson, Thomas J. Yack.

Present:

Thomas J. Yack
Richard Henningsen (Northville Township Alternate)
Steve D. Mann

Absent:

Mark Abbo

Also present were:

Tim Faas WTUA
Aaron Sprague 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-03-09-144 Resolved to accept the agenda as presented.

Ayes: Yack, Mann, Henningsen

Nays: None

Absent: Abbo

The next order of business was minutes of the regular meeting of August 25, 2003: Following discussion and upon hearing no objections; it was

R-03-09-145 Resolved to accept the minutes of the regular meeting of August 25, 2003 as presented.

Ayes: Yack, Mann, Henningsen

Nays: None

Absent: Abbo

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

R-03-09-146 Resolved to approve the schedule of disbursements for August 2003 of \$870,294.41 and pre-approved payroll for October 2003 of \$43,135.93.

Ayes: Yack, Mann, Henningsen

Nays: None

Absent: Abbo

The next order of business was Operations and Maintenance Report for the month of August 2003: Following discussion and upon motion by Henningsen, supported by Mann; it was

R-03-09-147 Resolved to receive and file the Operations and Maintenance Report for the month of August 2003.

Ayes: Yack, Mann, Henningsen

Nays: None

Absent: Abbo

The next order of business was Director's Report: Following discussion and upon motion by Henningsen, supported by Mann; it was

R-03-09-148 Resolved to receive and file the Director's Report for the month of September 2003.

Ayes: Yack, Mann, Henningsen

Nays: None

Absent: Abbo

The next order of business was Pump Station Instrumentation System Upgrade; Design Services: Following discussion and upon motion by Henningsen, supported by Mann; it was

R-03-09-149 Resolved to concur with the recommendation of the Director of Operations to engage the services of Ayres, Lewis, Norris & May, Inc. (ALNM) for the design of the pump station instrumentation system upgrade design project at a budget cost not to exceed \$5,000; and

Further, to waive the requirement to advertise for proposals for these professional services given the anticipated savings and expertise of using the firm who designed the original system; and

Finally, that the Chairperson sign the attached letter of engagement to ALNM on behalf of the Authority.

Ayes: Yack, Mann, Henningsen

Nays: None

Absent: Abbo

The next order of business was Proposal on Analysis of Lower Rouge Switch Gear Equipment: Following discussion and upon motion by Henningsen, supported by Mann; it was

R-03-09-150 Resolved to concur with the recommendation of the Director of Operations to accept the proposal from Utilities Instrumentation Services (UIS) dated August 22, 2003 for analysis and correction of the problem with the switch gear at Lower Rouge.

Ayes: Yack, Mann, Henningsen

Nays: None

Absent: Abbo

The next order of business was Transfer/Sale of Capacity Team Representation: Following discussion and upon motion by Henningsen, supported by Mann; it was

R-03-09-151 Resolved to concur with the recommendation of the Director of Operations to retain the professional services of Tim Cronin to represent WTUA community interests in future sale of capacity discussions; and

Further, that the Sale of Capacity Team members remain as Tim Faas, Chuck Barbieri, Tony Minghine and Tim Cronin.

Ayes: Yack, Mann, Henningsen

Nays: None

Absent: Abbo

The next order of business was Fiscal Year 2002/2003 Audit Engagement Letter: Following discussion and upon motion by Henningsen, supported by Mann; it was

R-03-09-152 Resolved to concur with the recommendation of the Director of Operations that;
WHEREAS, Public Act II of 1968 requires an annual audit of the Authority's financial statements; and
WHEREAS, Plante & Moran has offered to provide such a service under generally accepted standards; and
WHEREAS, Plante & Moran agreed to perform such work and send directly to the State of Michigan three (3) copies of the financial report along with Plante & Moran's official letter of comments; and

THEREFORE BE IT RESOLVED that Plante & Moran is authorized to perform such work as outlined in their letter of September 12, 2003, at a cost not to exceed \$8,230.00; and

FURTHER, that the Director of Operations sign the engagement letter on behalf of the Authority.

Ayes: Yack, Mann, Henningsen

Nays: None

Absent: Abbo

The next order of business was Fiscal Year-End Budget Amendment (FY 02/03): Following discussion and upon motion by Henningsen, supported by Mann; it was resolved that

R-03-09-153 Whereas, the Michigan Uniform Budgeting and Account Act, being Act 621 of the Public Acts of 1978, requires that the budget appropriations be amended during the year to reflect necessary changes in order to maintain a balanced budget; and

Whereas, an amended budget has been prepared;

Therefore, be it resolved that the amended budget for the Western Townships Utilities Authority for the fiscal year ended September 30, 2003 be approved.

Ayes: Yack, Mann, Henningsen

Nays: None

Absent: Abbo

The next order of business was Administrative Procedures Update: Following discussion and upon motion by Henningsen, supported by Mann; it was

R-03-09-154 Resolved to approve the updated Administrative Procedures Manual as presented.

Ayes: Yack, Mann, Henningsen

Nays: None

Absent: Abbo

The next order of business was OMI Service Contract Renewal: Following discussion and upon motion by Henningsen, supported by Mann; it was

R-03-09-155 Resolved to concur with the recommendation of the Director of Operations to approve the OMI Service Contract as presented; and

Further, to authorize the Chairperson to sign the agreement on behalf of the Authority.

Ayes: Yack, Mann, Henningsen

Nays: None

Absent: Abbo

The next order of business was Computer Technologies, Inc., Contract Renewal: Following discussion and upon motion by Henningsen, supported by Mann; it was

R-03-09-156 Resolved to concur with the recommendation of the Director of Operations to approve the support contract renewal with Computer Technologies, Inc., of Troy, Michigan; and
Further, that the Chairperson sign the Agreement on behalf of the Authority.

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

The next order of business was MMRMA Insurance Policy Renewal: Following discussion and upon motion by Henningsen, supported by Mann; it was

R-03-09-157 Resolved to concur with the recommendation of the Director of Operations to approve the insurance policy with MMRMA for the 2003/2004 coverage period at an annual premium of \$89,642; and
Further, that the Director of Operations sign the policy on behalf of the Authority as the member representative.

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

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

R-03-09-158 Resolved to receive and file the update report on the YCUA plant expansion project from the Director of Operations.

Ayes: Yack, Mann, Henningsen
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 regular meeting was adjourned at 4:07 p.m.

Respectfully submitted,

Thomas J. Yack,
Chairperson