

Western Townships Utilities Authority
REGULAR MEETING
Monday, May 20, 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, May 20, 2019 in the WTUA Middle Rouge Conference Room, 40905 Joy Road, Canton, Michigan 48187. The meeting was called to order at 3:01 p.m. by the Chairperson, Robert Nix.

Present:

Robert Nix
Pat Williams
Kurt Heise

Absent:

Also present were:

Aaron Sprague
Suzanne Reel
Jack Polhill

WTUA
WTUA
JACOBS/OMI

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

R-19-05-33 Resolved to accept the agenda as amended, adding Item #VIII(b) Flow Meter Purchase:

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

The next order of business was the Minutes of the regular meeting of April 22, 2019. Following discussion and upon motion by Heise, supported by Williams; it was

R-19-05-34 Resolved to accept the Minutes of the regular meeting of April 22, 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 Heise, supported by Williams; it was

R-19-05-35 Resolved to approve the schedule of disbursements for May 2019 of \$986,447.46 and pre-approved payroll for June 2019 of \$22,112.84.

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

The next order of business was the Operations and Maintenance Report for the month of April 2019. Following discussion and upon motion by Williams supported by Heise, it was

R-19-05-36 Resolved to receive and file the Operations and Maintenance Report for the month of April 2019.

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

The next order of business was the Directors Report for the month of May 2019: Following discussion and upon motion by Heise supported by Williams; it was

R-19-05-37 Resolved to receive and file the Directors Report for the month of May 2019.

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

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

R-19-05-38 Resolved to receive and file the RVIS Termination Update for the month of May 2019.

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

The next order of business was Financial Statements for the Six Months Ended March 31, 2019. Following discussion and upon motion by Williams supported by Heise; it was

R-19-05-39 Resolved to receive and file the financial statements for the six months ended March 31, 2019.

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

The next order of business was Fiscal Year 2018/2019 Audit Engagement Letter. WTUA is preparing for the annual audit for the 2018/2019 Fiscal Year, which will be conducted in December. Plante & Moran have audited the Authority's financial statements since incorporation. The charge for the audit last year was \$16,390.00. This year Plante & Moran is asking for a fee in the amount of \$16,880.00. Following discussion and upon motion by Heise supported by Williams; it was

- R-19-05-40 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 has agreed to perform such work and send directly to the State of Michigan an electronic copy of the financial report along with Plante & Moran's official letter of comments, recommendations and their auditing procedures; and
- THEREFORE BE IT RESOLVED that Plante & Moran is authorized to perform such work as outlined in their letter of April 24, 2019 at a cost not to exceed \$16,880.00; and
- FURTHER, that the Director of Operations sign the engagement letter on behalf of the Authority.
- Ayes: Nix, Williams, Heise
Nays: None
Absent: None

The next order of business was Flow Meter Purchase. WTUA uses a network of sanitary flow meters located throughout the system for the purpose of analyzing the flow from each community and billing for WTUA's costs. Historically, each flow meter had a dedicated location and when a flow meter failed, a spare meter was installed at that location while the dedicated flow meter was repaired or replaced. Upon completion of the repair (or receipt of replacement), the spare meter was removed and the dedicated meter was reinstalled. This process resulted in the cost of meter rental as well as additional site visit by meter maintenance staff for the removal of the spare and reinstallation of the dedicated meter. This process was abandoned several years ago and WTUA purchased five (5) spare flow meters to be stored and managed by Martin Control Services (now HESCO). Now when a meter fails, it is replaced immediately from the stock of spares and remains in place. The removed meter is evaluated, repaired and placed into the spare inventory if cost effective. WTUA's spare inventory has been depleted due to meter failures. HESCO has provided a quote for two (2) Hach Flo-dar meters and two (2) sensors for a cost of \$25,070.00. Following discussion and upon motion by Williams supported by Heise; it was

- R-19-05-41 Resolved to concur with the recommendation of the Director of Operations to purchase two (2) Hach Flo-Logger Meters and two (2) Hach Flo Sensors for a total cost of \$25,070.00.
- Ayes: Nix, Williams, Heise
Nays: None
Absent: None

Minutes, May 20, 2019

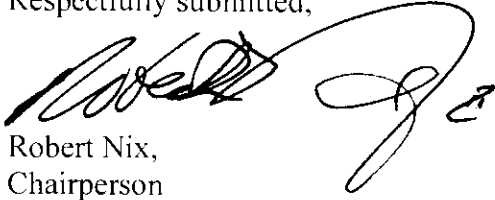
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The next order of business was public comments: There were none.

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 3:32 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Robert Nix', written in a cursive style.

Robert Nix,
Chairperson