



# Minutes

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**YPSILANTI COMMUNITY UTILITIES AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
Tuesday, September 25, 2012 – 9:00 a.m.  
YCUA Administration Building  
2777 State Road  
Ypsilanti, MI 48198-9112**

**Members Present:** Brenda L. Stumbo, Andrew Cameron, Larry J. Doe, Gregory A. Peoples, and Michael Bodary.

**Members Absent:** None.

1. **CALL TO ORDER:** Ms. Stumbo called the meeting to order at 9:00 a.m.
2. **MINUTES OF THE PREVIOUS MEETING:** Motion by Doe to receive and file the minutes of the August 28, 2012 regular meeting as presented. Support by Bodary. In favor: All. Opposed: None. (Motion carried.)
3. **NEW BUSINESS:**
  - A. **Request for Consideration – Change in YCUA Board of Commissioners’ Meeting Schedule – Jeff Castro**

Mr. Castro reminded the Board that there have been several discussions regarding a change to the Board meeting date and time in order to better accommodate the Commissioners’ schedules. He indicated that, as was requested at the August meeting, an email was sent to the Board members asking for their input. Mr. Castro explained that the responses to this correspondence indicate that the fourth Wednesday is the overall preference. He pointed out that two Commissioners prefer 4:30 p.m., one prefers 4 p.m., and two have no preference. Mr. Castro then left the matter open for discussion.

After discussion, the Board decided to move the YCUA Board of Commissioners’ meetings to the fourth Wednesday of each month at 4:00 p.m., effective immediately.

Motion by Bodary to approve the Change in YCUA Board of Commissioners' Meeting Schedule. Support by Doe. In favor: All. Opposed: None. (Motion carried)

**B. Request to Approve – Annual Officer and Committee Member Appointments – Jeff Castro**

Ms. Stumbo advised the Board that there is a vacancy in the position of Vice Chair of the Board, which Mr. Bodary has offered to fill.

Motion by Doe to approve appointment of Michael Bodary as Vice Chair of the YCUA Board of Commissioners. Support by Cameron. In favor: All. Opposed: None. (Motion carried)

**C. Request to Approve - Authorization to Seek Engineering Proposal for WWTP Septage Receiving Station Improvements – Scott D. Westover**

Mr. Westover directed the Board's attention to his memo requesting authorization to seek a proposal for design and bidding phase engineering services from Tetra Tech, Inc. for improvements to the septage receiving station at the wastewater treatment plant (WWTP). He indicated that there have been over 35 pump failures over the last two years, due primarily to a high concentration of debris and other solids in the septage that is brought in by tanker trucks. Mr. Westover explained that the goal is to install some screens that will protect the pumps and minimize or possibly eliminate these failures.

He pointed out that, as a regional wastewater plant, YCUA is required as part of its original permit to accept septage from septic haulers in the area.

Motion by Bodary to approve the Authorization to Seek Engineering Proposal for WWTP Septage Receiving Station Improvements. Support by Cameron.

Ms. Stumbo inquired as to whether there are any MSDS or other standards in place that would apply to this septage. Perry M. Thomas responded that the Authority's septage program is operated by the compliance department and that it is approved by MDEQ. He indicated that the haulers' permits provide domestic septage specifications and that no commercial septage is permitted.

Kevin Dupuis explained the problem in greater detail and stated that he agrees that this purchase should be made at this time. Mr. Westover added that this project is eligible for an SRF loan and, therefore, staff wishes to proceed quickly.

Mr. Bodary inquired as to whether the costs of this upgrade can be recouped through additional fees charged to the septic haulers. Mr.

Thomas responded that YCUA's fees are currently competitive with other facilities in the region and that increasing fees would likely result in a decrease in volume. He indicated that, in 2011, the Authority received about \$150,000 in revenue from septic haulers.

Mr. Westover interjected that the amount of the required debt retirement on the SRF loan could be considered for a potential increase for the septage rate.

Mr. Doe commented that he is concerned about making this \$300,000 investment when there will be additional maintenance costs in the future. Mr. Westover responded that these improvements will result in lower overall maintenance costs.

Ms. Stumbo inquired as to whether these costs could be shared with WTUA. Mr. Westover responded that they cannot.

Ms. Stumbo stated that she wonders if YCUA should proceed immediately without waiting for SRF approval, particularly in light of the fact that this seems to be such a major problem. Mr. Westover and Mr. Castro indicated that an accelerated schedule is something that staff can look into along with researching some possible alternative funding sources.

In favor: All. Opposed: None. (Motion carried)

**D. Request to Approve - Change Order No. 1 re: 2012 Ash Removal – Scott D. Westover**

Mr. Westover directed the Board's attention to his memo requesting authorization to approve change order no. 1 (final) for the 2012 ash removal project in the deduct amount of \$6,226.49. He indicated that the change order includes adjustments for the actual quantity of ash removed from the north lagoon as well as costs for additional items of work. Mr. Westover explained that the majority of the cost increases, approximately \$3,780, result from the need to dewater the material in order to meet the requirements of the receiving landfill.

Motion by Peoples to approve Change Order No. 1 re: 2012 Ash Removal in the deduct amount of \$6,226.49. Support by Cameron. In favor: All. Opposed: None. (Motion carried)

**E. Request to Approve - Purchase of No. 2 Grit Conveyor Repair Material – Kevin Dupuis**

Mr. Dupuis directed the Board's attention to his memo requesting authorization to purchase no. 2 grit conveyor repair material in the amount of \$14,115 plus shipping.

He indicated that the no. 2 grit conveyor is out of service at this time. Mr. Dupuis explained that it is in need of a replacement auger in the amount of \$7,415, a drive shaft in the amount of \$3,600, and a liner in the amount of \$3,100.

He pointed out that, with the loss of the no. 2 grit system, YCUA does not have a backup unit to remove the grit from its wastewater plant influent. Mr. Dupuis also explained that during high flows to the plant, there is a demand to put both grit removal systems online as high flows in the mains tend to remove settled solids collected in them.

He further advised that, due to the urgency of the matter, the parts have been ordered and are expected to be delivered shortly.

Ms. Stumbo interjected that Mr. Castro did make her aware of this emergency purchase, which she supports. Mr. Castro added that, in the future, he can inform each Board member regarding emergency purchases over \$10,000. The Board concurred that such a procedure would be appreciated.

Ms. Stumbo inquired as to whether backup parts should be purchased at this time. Mr. Dupuis responded that these parts are very difficult to find and that he hopes future due diligence on the part of the maintenance department will prevent the need for backup.

Motion by Doe to approve the Purchase of No. 2 Grit Conveyor Repair Material in the amount of \$14,115. Support by Cameron. In favor: All. Opposed: None. (Motion carried)

**F. Request to Approve – Purchase of Document Folder / Inserter for Customer Service Department – Dwayne Harrigan**

Motion by Doe to approve the Purchase of Document Folder / Inserter for Customer Service Department. Support by Cameron.

Mr. Harrigan advised the Board that the customer service department wishes to replace its current Neopost document folder / inserter, which is used for sending bills to the Authority's customers. He indicated that the current machine, which is about seven years old, has required service weekly for the last month and that YCUA spends just under \$5,000 each year on a maintenance agreement to keep it in working order.

Mr. Harrigan also explained that there are only two companies supplying this type of equipment: Neopost and Pitney Bowes. He further advised that YCUA's current machine is a Neopost and that an updated version of it is available for \$11,994.44. Mr. Harrigan stated that the cost of a Pitney Bowes machine is just over \$15,000.

He acknowledged that the price that YCUA received is an extension of some local purchasing agreements through the state and MITN and, therefore, this purchase has gone through the bidding process in other communities.

Mr. Harrigan confirmed that the current machine is on its last leg and that replacement equipment is urgently needed.

In favor: All. Opposed: None. (Motion carried)

**G. Fund Balance Report – Dwayne Harrigan**

Mr. Harrigan directed the Board's attention to the Fund Balance Report for August 30, 2012. He then proceeded to give a detailed report of the information contained in the report and answered questions from the Board.

Informational only; no motion from the Board required.

**H. Financial Report – Authority Net Assets – Dwayne Harrigan**

Mr. Harrigan directed the Board's attention to the Financial Report – Authority Net Assets Report for August 30, 2012. He then proceeded to give a detailed report of the information contained in the report and answered questions from the Board.

Informational only; no motion from the Board required.

**I. Usage Report – Consumption Report – Jeff Castro**

Mr. Castro directed the Board's attention to the Consumption Report. He then proceeded to give a detailed report of the information contained in the report and answered questions from the Board.

Informational only; no motion from the Board required.

**J. Attorney's Report – Thomas E. Daniels**

Mr. Daniels advised the Board that he has no report for the month.

**K. Environmental Report – Perry M. Thomas**

Mr. Thomas advised the Board that YCUA submitted its August discharge monitoring report and complied with all requirements. He indicated that, with assistance from YCUA attorney Thomas Daniels and Tetra Tech, the Authority submitted seven comments to MDEQ regarding the new draft NPDES permit and that staff is currently awaiting MDEQ's reply.

Mr. Thomas explained that, in response to the violation notice received for the sanitary sewer overflow occurring at Michigan Avenue and Huron Street, YCUA is continuing to monitor the sewer districts that discharge

into the Huron Street sewer and that the documents relating to the improvements to the Pearl Street relief sewer are currently being reviewed by YCUA's counsel. He pointed out that, if everything is in order, he expects the contract to be signed and for work to begin during the first part of October. Mr. Thomas also explained that it will take approximately three days to complete the project.

Mr. Thomas stated that the Snow Road improvements project, which is the final item related to the district compliance agreement, is progressing according to schedule and that substantial completion is expected by December 15<sup>th</sup>.

Informational only; no motion from the Board required.

**L. Director's Report – Jeff Castro**

Mr. Castro advised that Board that he wishes to commend the water distribution department on how they operated the Authority's water distribution system during the extremely hot summer that was recently experienced.

He indicated that YCUA has contractual requirements of max day / peak hour parameters that must be maintained during the peak flow months of June, July, and August. Mr. Castro explained that, during peak flow conditions, YCUA's goal is to fill its storage facilities between the hours of 12:00 a.m. and 6:00 a.m. EST when the DWSD system demand has decreased. He pointed out that, beginning at 6:00 a.m. throughout the day and afternoon shifts, the water distribution operators calculate the flow that is needed from the Detroit system, while at the same time utilizing YCUA's storage to reduce the strain on the DWSD system during its peak demand period.

Mr. Castro also explained that the water distribution operators maintained all system flow demand and pressures while adhering to contractual peak hour and max day parameters for the entire peak flow season. He personally thanked Don Asher, Jacques Thompson, Pam Brandy, Sean Knapp, Pete Richardson and Bob Fry for a job well done.

**4. OLD BUSINESS:**

There was no old business for the month.

**5. OTHER BUSINESS:**

There was no other business for the month.

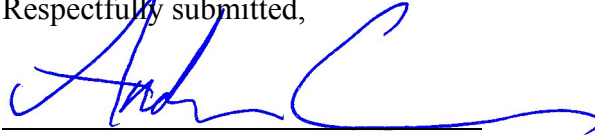
**6. STATEMENTS AND CHECKS:** Motion by Peoples to pay the bills in the amount of \$5,428,768.79. Support by Doe. In favor: All. Opposed: None. (Motion carried)

7. **PUBLIC COMMENTS:**

There were no public comments for the month.

8. **ADJOURNMENT:** Motion by Doe to adjourn the meeting at 9:33 a.m. Support by Bodary. In favor: All. Opposed: None. (Motion carried)

Respectfully submitted,



ANDREW CAMERON, Secretary - Treasurer

