



Minutes

**YPSILANTI COMMUNITY UTILITIES AUTHORITY
BOARD OF COMMISSIONERS MEETING
Wednesday, December 19, 2018 – 4:00 p.m.
YCUA Administration Building
2777 State Road
Ypsilanti, MI 48198-9112**

Members Present: Brenda L. Stumbo, Michael Bodary, and Larry J. Doe.

Members Absent: Jon R. Ichesco and Keith P. Jason.

1. **CALL TO ORDER:** Ms. Stumbo called the meeting to order at 4:00 p.m.
2. **MINUTES OF THE PREVIOUS MEETING:** Motion by Doe to receive and file the minutes of the November 28, 2018 (Open & Closed Sessions) meeting as presented. Support by Bodary. In favor: All. Opposed: None. (Motion carried.)
3. **NEW BUSINESS:**
 - A. **Request to Approve - Tetra Tech Construction Engineering Proposal re: Willow Run Pump Station Generator Replacement in the Not-to-Exceed Amount of \$55,000 (O & M Expense Account No. 901-555) – Scott D. Westover**

Motion by Bodary to approve Tetra Tech Construction Engineering Proposal re: Willow Run Pump Station Generator Replacement in the Not-to-Exceed Amount of \$55,000 (O & M Expense Account No. 901-555). Support by Doe.

Mr. Westover advised the Board that this is in conjunction with the construction contract that they awarded in November. He indicated that this proposal will assure that the generator is installed to specifications.

In favor: All. Opposed: None. (Motion carried.)
 - B. **Request to Approve - Telephone System / Network Infrastructure Upgrades in the Amount of \$130,095.08 (O & M Expense Account No. 901-590) – Stewart Carroll**

Motion by Bodary to approve the Telephone System / Network Infrastructure Upgrades in the Amount of \$130,095.08 (O & M Expense Account No. 901-590). Support by Doe.

Mr. Carroll advised the Board that it has been ten years since the current phone system was installed. He indicated that this will replace 77 desktop phone systems as well as the server software and network switches. Mr. Carroll explained that Great Lakes Telecom, which has been YCUA's vendor for almost 40 years, supplied pricing in partnership with BSB Communications and was obtained through a cooperative purchasing program called Sourcewell. He pointed out that this is pre-negotiated government pricing so the Board can be confident that this is the best price available.

Ms. Stumbo inquired as to whether the new system will be substantially different in features and whether training will be included. Mr. Carroll responded that it will be familiar in that it is an upgraded MITEL system that will have more modern functionality such as a desktop app and will offer more mobility options. He further advised that this is a total turnkey solution that will include training.

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

C. Fund Balance Report – Dwayne Harrigan

Informational only; no motion from the Board required.

D. Financial Report – Authority Net Assets – Dwayne Harrigan

Informational only; no motion from the Board required.

E. Usage Report – Consumption Report – Jeff Castro

Informational only; no motion from the Board required.

F. Attorney's Report – Thomas E. Daniels

There was no Attorney's Report for the month.

G. Human Resources Report – Kevin M. Welch

Mr. Welch advised the Board that seven employees have received new certifications this month, which doesn't include wastewater staff, whose results are still pending. He indicated that this month's training included 10 or 12 safety training sessions including active shooter training that took place earlier that day.

H. Director's Report - Jeff Castro

There was no Director's Report for the month.

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 Doe to pay the current month's bills in the amount of \$2,000,361.12. Support by Bodary. In favor: All. Opposed: None. (Motion carried.)

7. **PUBLIC COMMENTS:** There were no Public Comments for the month. Ms. Stumbo wished everyone a Merry Christmas and Happy New Year and thanked them for all their hard work, which is appreciated throughout the year.
8. **ADJOURNMENT:** Motion by Bodary to adjourn the meeting at 4:07 p.m. Support by Doe. In favor: All. Opposed: None. (Motion carried.)



Respectfully submitted,



MIKE BODARY, Vice Chair