



Minutes

**YPSILANTI COMMUNITY UTILITIES AUTHORITY
BOARD OF COMMISSIONERS MEETING
Friday, February 24, 2023 – 3:00 p.m.
YCUA Administration Building
2777 State Road
Ypsilanti, MI 48198-9112**

Members Present: Michael Bodary, Larry J. Doe, Jon R. Ichesco, and Gloria C. Peterson.

Members Absent: Keith P. Jason.

1. **CALL TO ORDER:** Mr. Bodary called the meeting to order at 3:03 p.m.
2. **MINUTES OF THE PREVIOUS MEETING:** Motion by Ichesco to receive and file the minutes of the January 25, 2023, meeting as presented (Open & Closed Sessions). Support by Doe. In favor: Bodary, Doe, Ichesco, and Peterson. Opposed: None. (Motion carried.)
3. **NEW BUSINESS:**
 - A. **Request to Approve - YCUA Resolution No. 23-01 re: Retirement for Michael Shaffer** – Luther Blackburn

Motion by Doe to approve Request to Approve - YCUA Resolution No. 23-01 re: Retirement for Michael Shaffer. Support by Peterson.

Mr. Blackburn advised the Board that Mr. Shaffer has completed 35 years and 11 months of service to YCUA and is requesting retirement as of March 24th of this year. Mr. Blackburn advised the board that Mr. Shaffer is not only the Director of Service Operations but an invaluable member of the YCUA leadership team. Mr. Blackburn further advised the board that Mr. Shaffer has been instrumental in his own transition as well as in identifying the future leaders within YCUA upon his retirement.

Mr. Knapp then spoke and advised the board that Mr. Shaffer was born in Ypsilanti, graduated from Willow Run High School, and then chose to serve this community for 35+ years. Mr. Knapp further stated that the one quality that stands out with Mr. Shaffer is that of a leader. Mr. Knapp then

provided a quote from Jack Welch. Mr. Knapp then thanked Mr. Shaffer for himself as well as for Keith, Eric, Jeremy, and Terry.

Mr. Bodary then acknowledged his appreciation for Mr. Shaffer and stated that it has been great to work with him. Mr. Shaffer then thanked the board for their kind words.

In favor: Ichesco, Doe, Peterson, and Bodary. Opposed: None. (Motion carried.)

B. Request to Approve – Annual Officer and Committee Member Appointments – Luther Blackburn

Motion by Peterson to approve Annual Officer and Committee Member Appointments. Support by Doe.

Mr. Blackburn advised the Board that YCUA's bylaws require appointments to be reviewed annually in February for any potential changes. Mr. Blackburn advised the board that two (2) committees contained within the bylaws were re-stood up this year. The purpose of these committees, the Public Relations Committee and Wastewater Operating Committee, were explained to the board. Mr. Blackburn then advised the board of the current appointments.

Mr. Bodary asked if there were any questions or comments regarding the re-appointments.

In favor: Bodary, Ichesco, Doe, and Peterson. Opposed: None. (Motion carried.)

C. Request for Final Acceptance – Majestic Lakes as a Public Utility – Scott D. Westover

Motion by Doe to approve Request for Final Acceptance – Majestic Lakes as a Public Utility. Support by Ichesco.

Mr. Blackburn advised the Board that Mr. Westover was on vacation and he would be presenting this agenda item. Mr. Blackburn advised the board that this development has gone through a number of iterations but is ready to be turned over to the Authority. Included in the board packet is a recommendation from OHM indicating that the Authority will be taking over about 11,000' of 10" diameter sanitary sewer as well as about 11,000' of 8" diameter water main, and 325' of 12" diameter water main.

Mr. Blackburn noted that this request also includes a refund for the remaining escrow. The escrow accounts have a total balance of \$33,572. As there is a final invoice from the Township Engineer in the amount of \$3,756.25 due for payment this month, the resulting final balance to be

refunded to the developer is \$29,815.75.

In favor: Bodary, Jason, Ichesco, and Peterson. Opposed: None. (Motion carried.)

D. Request to Approve - Award of Contract re: 2023 Superior Road Pump Station Improvements in the Amount of \$142,100.00 (O & M Expense Account No. 902-230) – Scott D. Westover

Motion by Doe to approve Request to Approve - Award of Contract re: 2023 Superior Road Pump Station Improvements in the Amount of \$142,100.00 (O & M Expense Account No. 902-230). Support by Ichesco.

Mr. Blackburn advised the board that Mr. Stetler was championing this project and would provide an explanation for the technical reasoning behind this project. Mr. Blackburn did note that the board had been provided a corrected bid tabulation since the copy contained within the board packet was missing the 3rd bid. Mr. Blackburn lastly advised the board that the recommendation is to award the bid to Midwest Power Systems out of Milford in the amount of \$142,100.00.

Mr. Stetler advised the board that all the pipework, pumps, and valves from this station are original from the 1960s. A similarly designed station on E. Michigan recently received similar upgrades a couple of years ago. Therefore, improvements are needed to avoid issues moving forward.

Mr. Bodary inquired as to the reasoning for the wide range of bids. Mr. Blackburn stated he would throw out the 3rd bid as exceptionally high. Mr. Blackburn further explained that the other two bids are in line with Mr. Westover's projected cost of \$150,000.

In favor: Bodary, Jason, Ichesco, and Peterson. Opposed: None. (Motion carried.)

E. Fund Balance Report – Dwayne Harrigan

Informational only; no motion from the Board required.

F. Financial Report – Authority Net Assets – Dwayne Harrigan

Informational only; no motion from the Board required.

G. Usage Report – Consumption Report – Luther Blackburn

Mr. Blackburn advised the Board that the month-to-month comparison shows that water sales are down 1.5% and sewer sales are down 6.4%. He

indicated that the year-to-date comparison shows that water sales are down 4.9% and sewer sales are down 23.7%.

Mr. Blackburn advised the board that revenue has been down and that this issue was discussed at length with the Finance Committee.

Informational only; no motion from the Board required.

H. Attorney's Report – Matthew T. Jane

Mr. Jane advised the Board that he has nothing to report.

Informational only; no motion from the Board required.

I. Human Resources Report – Debra Kinde

There was no Human Resources Report for the month.

J. Executive Director's Report – Luther Blackburn

Mr. Blackburn advised the board that the Finance Committee met on the previous day. Mr. Blackburn further advised the board that pursuant to his email and due to logistical issues, the audit would be delayed later than normal. The delays are not a reflection of any findings within the audit but were due to delays in obtaining information.

Mr. Blackburn advised that the audit would be presented to the board in March. Mr. Bodary inquired as to whether there would be any issues with the State. Mr. Blackburn confirmed that the delay would not cause a regulatory issue and is more of a change in past practice.

Mr. Blackburn then advised the board that Mr. Knapp would be taking over as the Director of Service Operations and has been with the Authority for a number of years in a variety of positions. Mr. Blackburn stated that Mr. Knapp is well-spoken, knowledgeable, and routinely leads the Water System Advisory Committee. Mr. Blackburn further stated that Mr. Knapp is knowledgeable on lead service line replacement, LCR requirements, and Clean Water Act issues. Mr. Knapp stated that he is looking forward to working with the commissioners.

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 Ichesco to pay the current month's bills in the amount of \$3,311,988.15. Support by Doe. In favor: Doe, Ichesco, Peterson, and Bodary. 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 3:27 p.m. Support by Peterson. In favor: Ichesco, Doe, Peterson, and Bodary. Opposed: None. (Motion carried.)



Respectfully submitted,

A handwritten signature in blue ink that reads "Michael Bodary". The signature is written in a cursive style and is positioned above a horizontal line.

MICHAEL BODARY, Chair