



# Minutes

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**YPSILANTI COMMUNITY UTILITIES AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
Wednesday, October 25, 2023 – 3:00 p.m.  
YCUA Administration Building  
2777 State Road  
Ypsilanti, MI 48198-9112**

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

**Members Absent:** None

1. **CALL TO ORDER:** Mr. Bodary called the meeting to order at 3:03 p.m.
2. **MINUTES OF THE PREVIOUS MEETING:** Motion by Doe to receive and file the minutes of the September 27, 2023, meeting as presented. Support by Ostrowski.

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

3. **NEW BUSINESS:**

- A. **Request to Approve – Change Order Number 1 (Final) for 2023 WWTP Site Drainage Improvements (O & M Expense Account No. 550-815) – Scott Westover**

Motion by Ichesco to approve Change Order Number 1 (Final) for 2023 WWTP Site Drainage Improvements. Support by Peterson.

Mr. Westover advised the Board that Change Order Number 1 was included in their packet with three additional items that came up during the course of the project that resulted in an increase of just over eight percent of the original contract bid. These items were unforeseen. The project has been completed and the change order will wrap up the administrative side of the project. Mr. Westover recommended Board approval.

Mr. Bodary inquired for a discussion of the change order. There was none.

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

**B. Request to Approve – Award of Contract re: Ford Lake Park Pump Station Improvements in the amount of \$154,000.00 – Scott Westover**

Motion by Ostrowski to approve Award of Contract re: Ford Lake Park Pump Station Improvements in the amount of \$154,000.00. Support by Ichesco.

Mr. Westover advised the tabulation of bids is included in the packet. Mr. Westover advised these improvements are for the Township pump station which is maintained by Authority staff. Mr. Westover advised only one of four selected bidders submitted a proposal. Mr. Westover advised the Township is willing to move forward with the proposal which will need to be approved by the Township Board.

Mr. Bodary inquired for a discussion of the change order. Mr. Doe inquired to the location of the pump station and Mr. Westover provided the exact location.

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

**C. Request to Approve – Award of Contract re: 2023 Sanitary Sewer Lining in the amount of \$498,233.50 (GL#592-902-318.000) – Scott Westover**

Motion by Ostrowski to approve Award of Contract re: 2023 Sanitary Sewer Lining in the amount of \$498,233.50. Support by Ichesco.

Mr. Westover stated the tabulation of bids for the sanitary sewing lining was included in the packet. Mr. Westover advised there were six bidders. Mr. Westover advised D.V.M. Utilities, Inc., was the low bidder and they have worked for YCUA in the past. Mr. Westover recommended approval to award the contract to D.V.M. Utilities Inc.

Mr. Bodary inquired for a discussion of the contract award. Mr. Ostrowski inquired when the contract would begin. Mr. Westover advised the contract documents would be sent out the next day and if accepted, they would likely get started just after the first of the year once materials are acquired. Mr. Doe inquired how the homeowners would be affected by this work. Mr. Westover responded that the contractor is responsible to provide notice to each homeowner for any affect they might experience with the sewer lining. Mr. Ichesco inquired as to what issues the sewer lining corrects in the pipes. Mr. Westover explained that sewer lining provided many benefits to the sewer pipes from increased pipe integrity, sealing of root intrusion, and lining of sewers located in rear yards and alley ways so that they will not need to be dug up. Mr. Doe inquired of the actual process to insert the liner. Mr. Westover explained the sewer is cleaned and televised with laterals identified, then the liner is installed and the robot then cuts out the laterals.

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

**D. Water Supply System Asset Management Plan – Revised Capital Improvement Plan (Informational Item) – Scott Westover**

Mr. Westover shared a memo dated October 17, 2023, and explained the updated Capital Improvement Plan is part of the application for the state Drinking Water Revolving Fund (DWRF). Mr. Westover explained the Capital Improvement Plan is required as a part of the revised scoring system. Mr. Westover stated this document will be forwarded to EGLE for inclusion with our intent to reply form which is due November 1, 2023. Mr. Westover stated YCUA would then submit a formal project plan to DWRF by May 2024, with award qualification announced in September of 2024.

Informational only; no motion from the Board required.

**E. Request to Approve – Authorization to Seek Bids re: WWTP Bulk Chemicals Purchase (O & M Expense Account No. 550-736) – Luther Blackburn**

Motion by Doe to approve Authorization to Seek Bids re: WWTP Bulk Chemicals Purchase. Support by Ostrowski.

Mr. Blackburn stated the vendors have been unwilling to guarantee pricing for 12 months, therefore, we are rebidding the cost for bulk chemicals. Mr. Bodary inquired if we have a current need for additional chemicals or if we have run out of chemicals. Mr. Blackburn explained that the vendors are not holding prices for a year, therefore we are asking to seek bids for chemicals as our current contract lasts until the end of the calendar year. Mr. Blackburn explained that the request is to seek bids to cover chemical needs for the remainder of the fiscal year.

Mr. Bodary inquired for additional discussion of the request. There was none.

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

**F. Request to Approve - 2023 Michigan Municipal League Liability and Property Pool Director Election – Luther Blackburn**

Motion by Doe to approve 2023 Michigan Municipal League Liability and Property Pool Director Election. Support by Ostrowski.

Mr. Blackburn advised the annual Michigan Municipal League Liability and Property Director Pool election has three open positions with three candidates running. Mr. Blackburn recommended support of the three candidates.

Mr. Bodary inquired for additional discussion. There was none.

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

**G. Request to Approve – Revised Procurement Policy – Luther Blackburn**

Motion by Peterson to approve Revised Procurement Policy. Support by Ostrowski.

Mr. Blackburn stated the procurement policy has not been updated in well over a decade although various items had been individually updated. This revised policy is recommended by our auditor and includes best practices. Mr. Blackburn then began his presentation to highlight the substantive changes to the policy.

Mr. Blackburn advised that the goal is to create a policy that covers the entire scope of procurement while implementing recommendations from our auditor (Rehman) and improving consistency and transparency in all procurement activities.

Mr. Blackburn advised that the purchasing thresholds are updated for Micro Purchases (less than \$10,000) and Standard Purchases (between \$10,000 and \$50,000). Mr. Blackburn stated that Macro Purchases (greater than \$50,000) will continue to be handled in the same manner with RFB or RFP required along with Board approval. Mr. Blackburn advised new language to cover cumulative purchases from a single vendor has been included along with an annual review process.

Mr. Blackburn advised that language has been included for exempt and prohibited purchases, along with a specific process for utilizing a sole source and a professional services exemption. Mr. Blackburn advised the revision includes a suspension and debarment form for all contracts over \$25,000. Mr. Blackburn advised there are revisions for the purchasing card and for both term change orders and monetary change orders. Mr. Blackburn stated there is a new section for equipment disposition and disposal with differing procedures dependent upon the initial cost of the equipment. Lastly, Mr. Blackburn advised of the inclusion of language for sales tax exemption in the newly revised policy.

Mr. Blackburn recommended approval of the revised procurement policy.

Mr. Bodary inquired for additional discussion. Mr. Ostrowski inquired as to any additional policies or procedures to cover the administration of this policy. Mr. Blackburn stated internal SOPs would be written and adapted as needed. Mr. Ostrowski then inquired as to the training needed for YCUA personnel to follow this policy. Mr. Blackburn advised he would begin internal training at his Supervisors Meeting tomorrow morning. Mr. Doe inquired to the year waiting period before a review of the policy. Mr. Harrigan advised he will be continually reviewing compliance with the policy and will also have the yearly report as required.

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

**H. Request for Consideration – Changes to YCUA Board of Commissioners’ 2024 Meeting Schedule re: Thanksgiving and Christmas Holidays – Luther Blackburn**

Motion by Peterson to approve changes to YCUA Board of Commissioners’ 2024 Meeting Schedule re: Thanksgiving and Christmas Holidays. Support by Ostrowski.

Mr. Blackburn requested approval from the Board to move the November and December meeting ahead one week to accommodate the Thanksgiving and Christmas holidays for 2024.

Mr. Bodary inquired for further discussion. Mr. Doe inquired if the change to the schedule could be permanent on the meeting schedule. Mr. Blackburn advised that the meeting dates are governed by the founding documents and it would be exhaustive to make a change to the founding documents.

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

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

Informational only; no motion from the Board required.

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

Informational only; no motion from the Board required

**K. Usage Report – Consumption Report – Luther Blackburn**

Mr. Blackburn advised the Board that the September month-to-month comparison shows that water sales are down 6.8% and sewer sales are up 11.5%. Mr. Blackburn explained that it is the first month of the fiscal year and there are no year to date numbers.

Informational only; no motion from the Board required.

**L. Attorney’s Report – Matthew T. Jane**

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

**M. Human Resources Report – Debra Kinde**

There was no Human Resources Report for the month.

**N. Executive Director’s Report – Luther Blackburn**

Mr. Blackburn thanked Mr. Westover for the work that went into the updated Capital Investment Plan as it is important to the management of the new scoring system for the DWRF application.

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 \$3,572,295.40. Support by Doe. In favor: Doe, Ichesco, Ostrowski, Bodary, and Peterson. Opposed: None. (Motion carried.)
7. **PUBLIC COMMENTS:**

Mr. Bodary invited the public to come forward for public comments.

One public comment was given. The concerns raised were as follows: reinstatement of shut off notices, why hasn't my public comments from last month been addressed, and what is the status of the Nash basement flooding.

Mr. Blackburn advised that the Authority has evaluated the water shut off situation and the Authority will not be doing water shut offs. Mr. Blackburn advised that this policy will not change. Mr. Blackburn advised it would not be standard practice to comment on the complaints of other residents from last month's meeting. Mr. Blackburn advised that the residents with basement flooding situations have turned their paperwork in and it will be handled by the insurance company.

Following Mr. Blackburn's response, a lengthy discussion reference the resident's comment on YCUA's water shut off policy ensued.

Mr. Blackburn advised that he would be available after the meeting to further discuss with residents.

8. **ADJOURNMENT:** Motion by Doe to adjourn the meeting at 4:18 p.m. Support by Peterson. In favor: Doe, Ichesco, Ostrowski, Bodary, and Peterson. Opposed: None. (Motion carried.)

Respectfully submitted,

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Michael Bodary, Chair