

YPSILANTI COMMUNITY UTILITIES AUTHORITY

BY-LAWS

ARTICLE I

NAME

The name of this organization shall be the Ypsilanti Community Utilities Authority, hereinafter referred to as the "Authority". The principle office of the Authority will be located at 7200 South Huron River Drive, Ypsilanti, Michigan, 48197.

ARTICLE II

PURPOSE

The principle purpose of the Authority shall be to acquire, own, improve, enlarge, extend and operate a sewage disposal system and a water supply system in accordance with the authorization of Act 233, Public Acts of Michigan, 1955, as amended.

ARTICLE III

DUTIES

In addition to the duties implicit in the statement of purpose, Article II, the Authority's duties shall encompass but not be limited to the following:

1. To operate, administer, manage and maintain a utility system in conjunction with the Township of Ypsilanti and the City of Ypsilanti and such other persons as may hereinafter be designated as constituent members.

2. To cause a system of water supply to be planned and instituted which will adequately and efficiently serve the Township of Ypsilanti and the City of Ypsilanti and all of their residents and such other persons as may contract with the Authority.

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3. To cause a waste water treatment system to be planned and instituted that will adequately and efficiently serve all the residents of the Township of Ypsilanti, the City of Ypsilanti and such other persons as may contract with the Authority.

4. To hire and maintain employees and to perform those necessary functions instrumental in continuing to maintain an employee force for purposes of serving the Ypsilanti Community Utilities Authority and its constituent members and persons with whom it may contract for service.

5. To engage in any other necessary and attendant involvement, including planning, construction, or other function necessary to maintain a continuing service of water and sewer to the Ypsilanti Community.

ARTICLE IV

COMMITTEES

There is hereby created the following committees:

1. Operations: The duty of the Operations Committee shall be to observe, advise, assist, and give direction to the manager and management personnel of the Authority in the absence of the full Y.C.U.A. Board.
2. Finance: The Finance Committee shall be responsible for drafting proposed rates and coordinating the same with the Township and City and coordinating all bonded indebtedness of the Authority and to generally oversee the financial structure of the Authority.
3. Planning and Construction: The Planning and Construction Committee shall be responsible for causing a planned development of the Authority's systems for water and sewer service and for the review and overseeing of construction.

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4. Personnel and Community Relations: The Personnel and Community Relations Committee is responsible for advising and assisting the manager in the personnel problems that may exist within the Authority, including but not limited to union negotiations, review of personnel requirements, advice relative to salaries and other related matters involving personnel.

Further, the said committee is responsible for insuring that the communities of Ypsilanti Township and Ypsilanti City and all other governmental agencies are fully advised of the Authority's plans, functions, and other matters that would insure that the constituent communities and other governmental agencies and the public in general are fully advised of all Y.C.U.A. information.

5. Ordinance, By-Laws, and Contracts: The Ordinance, By-Laws, and Contracts Committee shall be responsible for coordinating ordinances between the two constituent communities, review amendments to the By-Laws from time to time and for reviewing and advising the commission relative to all contracts within which the Y.C.U.A. may become involved.

ARTICLE V

MEMBERSHIP

Membership shall be based upon constituent allocation:

1. Township: The Township of Ypsilanti is to have three appointed members to the governing commission of the Y.C.U.A.
2. City: The City of Ypsilanti is to have two appointed members to the governing commission of the Y.C.U.A.
3. Voting: Each commissioner shall have one (1) vote.

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ARTICLE VI

OFFICERS

The Commission shall have the following Officers:

1. Chairman: The Chairman shall preside at all meetings, appoint such committees as shall be deemed necessary, including the standing committees, and ad hoc or special committees that shall be deemed necessary by the Chairman. The Chairman shall oversee the work of the paid staff where required. The Chairman shall have the full right to propose motions, second motions, and vote on all motions and resolution. The Chairman shall be an ex-officio member of all committees.
2. Vice-Chairman: The Vice-Chairman shall preside in the absence or disability of the Chairman and perform such other duties as may be delegated by the Committee from time to time.
3. Secretary-Treasurer: The Secretary-Treasurer shall keep a record of the minutes of all meetings of the Committee, keep an accurate record of all receipts and disbursements, keep a record of all records, plans, etc. brought before the committee, notify the membership of meetings and provide agendas prepared by the Chairman, and generally perform the duties of this office. The duties of the Secretary-Treasurer may be delegated to the manager of the Y.C.U.A. or to the Chairman of the Commission.

ARTICLE VII

ELECTION OF OFFICERS

Section 1. Election of officers of the Commission shall be held at the annual meeting in September of each year.

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Section 2. The term of office shall be one year from the date of election.

ARTICLE VIII

MEETINGS

Section 1. Regular Meetings: Regular Meetings of the Commission shall be held each month, the time, date and place to be set by resolution of the Commission.

Section 2. Special Meetings: Special Meetings may be called by the Chairman of the Commission or any three commissioners, by serving written notice of the time, place and purpose thereof upon each commissioner, personally or by leaving it at his place of residence, at least twenty-four (24) hours prior to the time of such meeting, or by depositing the same in a United States Post Office or mail box within the limits of the Authority, at least seventy-two hours prior to the time of such meeting, enclosed in a sealed envelope properly addressed to him at his home or office addressed with postage fully prepaid.

Section 3. A Quorum consists of three members of the Commission and an affirmative vote of a majority of members present and voting shall be necessary for the adoption of any motion or resolution.

Section 4. Notices of all regular meetings, including an agenda of business to be transacted, shall be mailed to all members not less than 5 days before such meetings. The commission shall be entitled to act upon items on the agenda and any other business that may come before them at regular meetings.

Section 5. All meetings shall be open to the public.

Section 6. In the event a regular meeting shall fall upon a holiday, a substitute date shall be set by the resolution of the Commission.

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Section 7. Cancellation of regularly scheduled meetings shall be communicated to members as promptly as possible by the same method as is required to set up a special meeting.

Section 8. The annual organization meeting of the commission shall be held in September of each year.

ARTICLE IX

FUNDS AND BUDGET

Section 1: All monies accruing to the Commission through any source shall be deposited in such member bank of the Federal Deposit Insurance Corporation as the committee shall select by resolution.

Section 2. The signatures of any two of the three elected officers of the Commission shall be required to withdraw commission funds. Requests for payment shall be approved by the Commission at a regular meeting when such payment amount is in excess of \$100.00.

Section 3. A petty cash fund in the amount of \$100.00 shall be available for the chairman's and managers use, reimbursable upon submittal of a statement of expenses.

Section 4. Payroll and discount utility payments shall be payable by the manager of the Authority on his signature (notwithstanding the provisions of Section 2 of this Article), and a report of such payments shall be made in detail to the commission at its next regular scheduled meeting from the date of payment.

Section 5. The commission shall annually adopt a budget and present the same for public observation on or before September 1 of each year.

ARTICLE X

RULES

Section 1. Robert's Rules of Orders shall be applicable to the commission's meetings, regular and special and all

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committee meetings subject only to such deviations as is required by the Articles of Incorporation and By-Laws of the said Authority.

ARTICLE XI

AMENDMENTS

These By-Laws and Rules of procedure may be amended or altered at any regular meeting by a majority vote of the members present and voting, providing the proposed changes have been read at a preceding meeting and said proposed changes incorporated in the minutes of that meeting.

Adopted this 26 day of SEPTEMBER, 1974, at a specially scheduled meeting of the Ypsilanti Community Utilities Authority Commission.

YPSILANTI COMMUNITY UTILITIES AUTHORITY

BY: William K. Ligon

Richard D. Green
Member

James E. Linnard
Member

Henry J. Sturza
Secretary-Treasurer

James B. Curran
Vice-Chairman

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YPSILANTI COMMUNITY UTILITIES AUTHORITY

BY-LAWS--ARTICLE VII, AS AMENDED

ELECTION OF OFFICERS

Section 1. Election of officers of the Commission shall be held at the annual meeting in February of each year.

Section 2. The term of office shall be one year from the date of election.

Adopted this 2nd day of October, 1975, at the regular meeting of the Ypsilanti Community Utilities Authority.

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YPSILANTI COMMUNITY UTILITIES AUTHORITY
BY-LAWS--ARTICLE IV, AS AMENDED

COMMITTEES

1. There are hereby created the following standing committees:
 - A. Operations: The duty of the Operations Committee shall be to observe, advise, assist, and give direction to the manager and management personnel of the Authority in the absence of the full Y.C.U.A. Board.
 - B. Finance: The Finance Committee shall be responsible for drafting proposed rates and coordinating the same with the Township and City and coordinating all bonded indebtedness of the Authority and to generally oversee the financial structure of the Authority.
 - C. Planning: The Planning Committee shall be responsible for causing a planned development of the Authority's systems for water and sewer service.
 - D. Public Relations and Grant Acceptance: The Public Relations and Grant Acceptance Committee shall be responsible for insuring that the communities of Ypsilanti Township and Ypsilanti City and all other governmental agencies are fully advised of the Authority's plans, functions, and other matters that would insure that the constituent communities, other governmental agencies and the public in general are fully advised of all Y.C.U.A. information. The Committee shall further be responsible for overseeing all grant applications.
 - E. Personnel: The Personnel Committee shall be responsible for advising and assisting the manager in the personnel problems that may exist within the Authority, including, but not limited to, union negotiations, review of personnel

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requirements, advice relative to salaries and other related matters involving personnel.

2. The Chairman of Y.C.U.A. shall have the authority to establish whatever additional temporary committees are needed in his discretion.
3. The Chairman of Y.C.U.A. shall appoint the Chairman and members of the standing committees and the temporary committees.

Adopted this 21 day of October, 1976, at a regular meeting of the Ypsilanti Community Utilities Authority.



YPSILANTI COMMUNITY UTILITIES AUTHORITY
BY-LAWS – ARTICLE IV, AS AMENDED

COMMITTEES

1. There are hereby created the following standing committees:
 - A. Operations: The duty of the Operations Committee shall be to observe, advise, assist, and give direction to the manager and management personnel of the Authority in the absence of the full YCUA Board.
 - B. Finance: The Finance Committee shall be responsible for drafting proposed rates and coordinating the same with the Township and City and coordinating all bonded indebtedness of the Authority and to generally oversee the financial structure of the Authority.
 - C. Planning: The Planning Committee shall be responsible for causing a planned development of the Authority's systems for water and sewer service.
 - D. Public Relations and Grant Acceptance: The Public Relations and Grant Acceptance Committee shall be responsible for insuring that the communities of Ypsilanti Township and Ypsilanti City and all other governmental agencies are fully advised of the Authority's plans, functions, and other matters that would insure that the constituent communities, other governmental agencies and the public in general are fully advised of all YCUA information. The committee shall further be responsible for overseeing all grant applications.
 - E. Personnel: The Personnel Committee shall be responsible for advising and assisting the manager in the personnel problems that may exist within the Authority, including, but not limited to, union negotiations, review of personnel requirements, advice relative to salaries and other related matters involving personnel.
 - F. Wastewater Operating Committee: The Wastewater Operating Committee shall serve to improve and increase the efficiency and cost effectiveness of the Wastewater Treatment Plant (WWTP), consistent with the provisions of YCUA'S Plant Capacity and Discharge Pipe Lease, Plant Expansion Agreement and Wastewater Disposal Agreement with the Western Townships Utilities Authority (WTUA), dated October 17, 2000.
2. The Chairman of YCUA shall have the authority to establish whatever additional temporary committees needed at his/her discretion.
3. The Chairman of YCUA shall appoint the Chairman and members of the standing committees and the temporary committees.

4. The Wastewater Operating Committee shall consist of six (6) members, three (3) of whom shall represent YCUA and three (3) of whom shall represent WTUA. The Chairperson shall appoint the members of the Wastewater Operating Committee, including the WTUA representatives, upon WTUA's designation of its representatives thereon.

Adopted this 22nd day of December 2000, at the regular meeting of the Ypsilanti Community Utilities Authority.