Minutes

YPSILANTI COMMUNITY UTILITIES AUTHORITY
BOARD OF COMMISSIONERS MEETING
Wednesday, February 22, 2017 – 4:00 p.m.
YCUA Administration Building
2777 State Road
Ypsilanti, MI  48198-9112


Members Absent:  None.

1.  CALL TO ORDER:  Ms. Stumbo called the meeting to order at 4:00 p.m.

2.  MINUTES OF THE PREVIOUS MEETING:  Motion by Bodary to receive and file the minutes of the January 25, 2017 meeting as presented.  Support by Ichesco.  In favor:  All.  Opposed:  None.  (Motion carried.)

3.  NEW BUSINESS:

   A.  Request to Approve – Annual Officer and Committee Member Appointments  - Jeff Castro

       Motion by Jason to approve the Annual Officer and Committee Member Appointments.  Support by Bodary.

       Mr. Castro advised the Board that, if any changes to the current appointments are in order, a motion should be made to that effect.

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

   B.  Request to Approve – Authorization to Seek Bids re: Incinerator Emission Testing and Relative Accuracy Test Audit (O & M Expense Account No. 550- 815) – Luther D. Blackburn

       Motion by Bodary to provide Authorization to Seek Bids re: Incinerator Emission Testing and Relative Accuracy Test Audit (O & M Expense Account No. 550- 815).  Support by Jason.

       Mr. Blackburn advised the Board that this item relates to the annual incinerator emission testing for the parameters found in YCUA’s state air permit as well as the accuracy testing of the continuous emission
monitoring system. He indicated that, under new air regulations, the Authority is required to have an accuracy test of that system once per calendar year.

Mr. Blackburn explained that, for 2016, all of the regulated pollutants under the new clean air act standards will be less than 75% of that limit, which means that YCUA will only have to test for those pollutants every third year. He pointed out that this will cut the Authority’s testing costs by about 40%.

Ms. Stumbo inquired as to the estimated cost. Mr. Blackburn responded that the previous year’s low bid was $55,000 for the full set of parameters with accuracy testing and that the cost in 2015 was $24,900 for the full set of parameters without accuracy testing. He added that these bids can vary greatly but that he would expect this bid to come in between those two figures.

Mr. Blackburn also explained that staff has come to the conclusion that, instead of going out for these bids every year, it would be beneficial to request multi-year bids due to multiple MDEQ deadlines.

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

C. Request to Approve – Authorization to Seek Bids re: Incinerator Granular Activated Carbon Adsorber (GACA) Media and Cassettes (O & M Expense Account No. 550-727) – Luther D. Blackburn

Motion by Doe to provide Authorization to Seek Bids re: Incinerator Granular Activated Carbon Adsorber (GACA) Media and Cassettes (O & M Expense Account No. 550-727). Support by Bodary.

Ms. Stumbo commented that she was under the impression that this is a single source purchase. Mr. Blackburn responded that, since the last purchase in 2013, a second cassette supplier was located in Toronto whose price is significantly higher than the previous supplier. Mr. Blackburn advised that, for the carbon media, there are only two suppliers in Germany that he feels confident in. He indicated that, with this in mind, the cassette purchase will remain essentially a sole source but that the carbon media purchase will require locating future suppliers that can provide the most appropriate media for the Authority’s incinerator. Mr. Blackburn explained that there also needs to be some evaluation by YCUA’s consultants.

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

D. Request to Approve – Purchase of Replacement Cutler Hammer Variable Frequency Drive (VFD) Power Section for Martz Road Pump No. 3 in the Amount of $17,931.43 (Restricted Funds Account No. 901-555) – Stacey L. Reynolds
Motion by Doe to approve the Purchase of Replacement Cutler Hammer Variable Frequency Drive (VFD) Power Section for Martz Road Pump No. 3 in the Amount of $17,931.43 (Restricted Funds Account No. 901-555). Support by Bodary.

Mr. Reynolds advised the Board that replacing the variable frequency drive (VFD) power section is the most cost-effective option for the Authority. He indicated that repairing the existing VFD power section would involve the replacement of both fans, the left fan capacitor, all IGBT Modules, the driver board, and the ASIC and DC bus capacitors at a cost of $23,972. Mr. Reynolds explained that replacing the entire VFD drive with a new Yokogawa unit would cost $20,080 and would require additional fees for engineering, multiple modifications, and tear out / installation time to determine how to adapt the unit to the present enclosure.

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

E. Request to Approve – Purchase of Remote Terminal Unit (RTU) Upgrades in the Amount of $26,525 (O & M Expense Account No. 555-727) – Stacey L. Reynolds

Motion by Jason to approve the Purchase of Remote Terminal Unit (RTU) Upgrades in the Amount of $26,525 (O & M Expense Account No. 555-727). Support by Doe.

Mr. Reynolds advised the Board that RTUs transfer data from the remote pump stations to the control room. He indicated that the existing units are 17 years old with a life-span of 20 - 25 years. Mr. Reynolds explained that the majority of them are still working but there haven’t been parts available for some time, causing the Authority to “live off of spare parts: from an earlier project.

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

F. Fund Balance Report – Dwayne Harrigan

Informational only; no motion from the Board required.


Informational only; no motion from the Board required.


Mr. Castro directed the Board’s attention to the Usage Report – 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.
I. Attorney’s Report – Thomas E. Daniels

There was no Attorney’s Report for the month.

J. Director’s Report - Jeff Castro

Mr. Castro reminded the Board that, at the January meeting, they discussed the $7,500 Washtenaw County Road Commission (WCRC) invoice, which was just received earlier that day. He indicated that he spoke with Roy Townsend, Director of the WCRC, and explained that payment of $7,500 invoice was recommended to the YCUA Board at the January meeting and that a motion was made by Commissioner Bodary to pay the same with protest and the contingency that the WCRC provide proof of a pre-existing policy approved by their Board or the adoption and documentation of a retroactive policy – however, that motion failed.

Mr. Castro explained that Mr. Townsend advised that he will personally be searching for the requested documentation and asked whether the Board will authorize the payment if that documentation is received. Ms. Stumbo responded that payment would require another motion and vote of approval by the YCUA Board. Mr. Daniels concurred that, if the documentation is received, this matter can be approved at the March meeting.

Mr. Castro congratulated YCUA Maintenance Supervisor Ryan Stetler for his selection by the MWEA as the Maintenance Professional of the Year. Applause followed. He indicated that this is quite an accomplishment and that the Authority is very proud of him for representing YCUA so well.

4. OLD BUSINESS: Stumbo thanked staff for their efforts in odor control. She indicated that she knows there is still progress to be made but that there is a huge difference and everyone’s hard work is very much appreciated.

5. OTHER BUSINESS: There was no Other Business for the month.

6. STATEMENTS AND CHECKS: Motion by Ichesco to pay the bills in the amount of $2,561,748.26. 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 4:14 p.m. Support by Jason. In favor: All. Opposed: None. (Motion carried.)

Respectfully submitted,

JON R. ICHESCO, Secretary - Treasurer