Minutes

YPsilanti Community Utilities Authority
Board of Commissioners Meeting
Wednesday, March 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 Doe to receive and file the minutes of the February 22, 2017 meeting as presented.  Support by Jason.  In favor:  All.  Opposed:  None.  (Motion carried.)

3. NEW BUSINESS:

A. Request to Approve – Voluntary Resignation of Luther D. Blackburn– Jeff Castro

Mr. Castro advised the Board that YCUA’s Director of Compliance / Wastewater Operations Luther D. Blackburn will be leaving the Authority on April 14th for another opportunity at the Great Lakes Water Authority (GLWA).  He indicated that Mr. Blackburn has a great rapport with the employees and has been a tremendous asset to YCUA.

Ms. Stumbo concurred that Mr. Blackburn will be greatly missed.

Motion by Jason to approve the Voluntary Resignation of Luther D. Blackburn.  Support by Bodary.  In favor:  All.  Opposed:  None.  (Motion carried.)

B. Request to Approve – Washtenaw County Road Commission Invoice in the Amount of $7,500 (O & M Expense Account 902-120) - Jeff Castro

Motion by Doe to approve the Washtenaw County Road Commission Invoice in the Amount of $7,500 (O & M Expense Account 902-120).  Support by Bodary.  In favor:  All.  Opposed:  None.  (Motion carried.)
C. **Request to Approve – Award of Contract re: 2017 Road Repairs Phase 1 in the Amount of $175,355 (O & M Expense Account No. 902-161)** – Scott D. Westover

Motion by Jason to approve the Award of Contract re: 2017 Road Repairs Phase 1 in the Amount of $175,355 (O & M Expense Account No. 902-161). Support by Bodary.

Mr. Westover advised the Board that this project consists of permanent restoration of pavements disturbed by Authority excavations to operate, maintain, and repair water supply and/or wastewater infrastructure at various locations in both the City of Ypsilanti and Charter Township of Ypsilanti. He indicated that all restoration work will be completed in accordance with the agency having jurisdiction over the right-of-way or easement within which the repair is located.

Mr. Westover explained that the project advertisement was posted on both YCUA’s website and the Michigan Intergovernmental Trade Network and was also provided to several statewide project clearing houses.

He pointed out that, on March 2, 2017, four sealed bids were received with the low, responsible bid from Midwest Pavement Contracting, Inc. Mr. Westover directed the Board’s attention to the bid tabulation also included. He further advised that the Authority has worked with Midwest in the past and feels they are capable of performing the work.

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

D. **Request to Approve – Repair of Willow Run Pump Station Influent Channel Monster Grinder in the Amount of $16,878.50 (O & M Expense Account No. 555-727)** – Stacey L. Reynolds

Motion by Jason to approve the Repair of Willow Run Pump Station Influent Channel Monster Grinder in the Amount of $16,878.50 (O & M Expense Account No. 555-727). Support by Doe.

Mr. Reynolds advised the Board that, during a recent preventative maintenance inspection, it was discovered that a grinder stack of cutter teeth was loose, most likely caused by a seal failure. He indicated that the repairs will consist of upgrading to a new style perforated barrel design, double stacking the cutter teeth, and installation of severe-duty seals in order to extend the service life of the unit. Mr. Reynolds explained that this unit comes with a one-year warranty and servicing is estimated to be required every four years.

He pointed out that, because YCUA has these units at its four largest stations, staff was able to negotiate a special pricing arrangement for repairs at a price of $16,878.50, down from the $30,747.00 that was originally quoted.


Mr. Blackburn advised the Board that sealed bids were received on March 14, 2017 and a copy of the bid tabulation is enclosed. He indicated that the low bidder was Gammie Air Monitoring, LLC.

Mr. Blackburn explained that YCUA’s air permit issued by the Michigan Department of Environmental Quality (MDEQ) requires annual emission testing to demonstrate compliance with permitted pollutants. He pointed out that emission testing, also referred to as performance or stack testing, measures the amount of a specific regulated pollutant or pollutants being emitted from a source unit (e.g. incinerator). Mr. Blackburn also explained that tests are performed in accordance with established Environmental Protection Agency (EPA) procedures and guidelines. He further advised that the Relative Accuracy Test Audit will include temporary placement of an independent monitoring system to collect emissions data in parallel with the YCUA’s on-site monitoring system.

Mr. Blackburn stated that YCUA is required to conduct a Relative Accuracy Test Audit annually as a condition of the monitoring protocol which has been developed to comply with the EPA’s Maximum Achievable Control Technology Standard.

He acknowledged that the emission testing and Relative Accuracy Test Audit include two separate mobilization efforts. Mr. Blackburn confirmed that the initial mobilization effort will be for a Relative Accuracy Test Audit and will be scheduled between April and June of this year. He explained that the second mobilization effort for emission testing will most likely be scheduled in late November or early December. Mr. Blackburn pointed out that, in order to fully evaluate all pricing options and improve logistics, the wastewater department requested bids for performing this required work in 2017 and 2018.

He also stated that YCUA has not previously worked with Gammie Air Monitoring, LLC, but upon review of their qualifications and experience, staff believes that they will be able to successfully perform the required work.

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

F. Fund Balance Report – Dwayne Harrigan

Informational only; no motion from the Board required.
G. **Financial Report – Authority Net Assets** – Dwayne Harrigan

Informational only; no motion from the Board required.

H. **Usage Report – Consumption Report** – Jeff Castro

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

There was no Director’s Report for the month.

4. **OLD BUSINESS:** There was no Old Business for the month.

5. **OTHER BUSINESS:**

K. **Request to Approve - American Center for Mobility EDM Grant Proposed Sanitary Lines** - Jeff Castro

Mr. Castro advised the Board that the American Center for Mobility is moving forward to construct their facility at the former Racer Trust property. He indicated that, for quite some time now, YCUA and ACM have been discussing the replacement of the current (private) water main and sanitary infrastructure that must be upgraded for their new facility. Mr. Castro explained that those discussions have resulted in a conceptual plan that is acceptable to YCUA for proposed water main and sanitary alignments. He pointed out that the Authority is willing to take ownership of these agreed upon upgrades, dedicating them as public.

Mr. Castro also explained that ACM is in the process of applying for an EDA grant to fund the improvement and installation of this infrastructure on the ACM property. He further advised that the EDA grant requires that any party that has an ongoing responsibility to maintain the utilities must be a co-applicant on the EDA grant application.

Mr. Castro stated that he is requesting a motion to authorize YCUA’s participation as a co-applicant on the ACM EDA grant, contingent upon ACM providing documentation that YCUA share no financial responsibilities for any costs related to building out the infrastructure under the EDA grant. He acknowledged that the matter has been reviewed by the Authority’s council.
Motion by Doe to approve the American Center for Mobility EDM Grant Proposed Sanitary Lines. Support by Bodary. In favor: All. Opposed: None. (Motion carried.)

Mr. Castro thanked Mr. Westover for all of his efforts in this matter.

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

6. STATEMENTS AND CHECKS: Motion by Ichesco to pay the bills in the amount of $4,573,137.24. Support by Bodary. 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 4:13 p.m. Support by Jason. In favor: All. Opposed: None. (Motion carried.)

Respectfully submitted,

[Signature]
JON R. ICHESCO, Secretary - Treasurer