Minutes

YPSILANTI COMMUNITY UTILITIES AUTHORITY
BOARD OF COMMISSIONERS MEETING
Tuesday, March 25, 2003 – 3:00 p.m.
YCUA Administration Building
2777 State Road
Ypsilanti, MI  48198-9112


Members Absent:  Peter J. Murdock

1. CALL TO ORDER:  Stumbo called the meeting to order at 3:00 p.m.

2. MINUTES OF THE PREVIOUS MEETING:  Motion by Doe to receive and file the minutes of the February 25, 2003.  Support by Koryzno.  In favor: All.  Opposed: None.  (Motion carried)

3. NEW BUSINESS:

   A. Request to Purchase – Conveyor Chain - T. Michael Jessee

      Mr. Jessee directed the Board’s attend to a letter in their packets concerning the purchase of replacement conveyor chains for YCUA’s sludge dewatering process.  He indicated that the chain is needed to have for possible repairs over the next year while the Authority’s present incinerator continues to operate.  Mr. Jessee also explained that the Authority staff has received a commitment, not only for the cost to purchase the chain, but also to be able to return the chain not used within one year, as the chain will be of no use to the Authority once YCUA’s present incinerator is abandoned.

      He pointed out that the chain may be needed for emergency repairs.  Mr.
Jessee explained that the ability to handle dewatered sludge effectively requires the use of this chain. He further advised that this will be purchased through the O and M Budget.

Mr. Jessee recommended approval of the request to purchase 1,000 feet of conveyor chain from Union UST brand at a price of $17,500 through the O and M Budget.

Motion by Doe to accept Mr. Jessee’s recommendation for approval of the request to purchase 1,000 feet of conveyor chain from Union UST brand at a price of $17,500 through the O and M Budget. Support by Koryzno. In favor: All. Opposed: None. (Motion carried)


Mr. Thomas advised the Board that YCUA has been participating in the Drinking Water Revolving Fund since 1997 and that Authority staff has been successful in qualifying for funding from this program. He indicated that Sam Hu prepared a document for YCUA’s information on the savings that Authority staff has and will be realizing through the use of this low interest loan program. Mr. Thomas directed the Board’s attention to a memorandum enclosed in their packets. Mr. Hu proceeded to give a short presentation to the Board.

C. Request to Approve – Proposal for Engineering Services from OHM re: City of Ypsilanti Central Business District Water Main Improvements - Larry R. Thomas

Mr. Thomas advised the Board that this is a proposal for engineering services for one of the city main replacement projects that will be occurring this construction season. He indicated that this project will be paid out of City Revenue Bonds.

Mr. Thomas recommended approval of the Proposal for Engineering Services from OHM re: City of Ypsilanti Central Business District Water Main Improvements in the amount $237,300 to be paid out of City Revenue Bonds.

Motion by Koryzno to accept Mr. Thomas’s recommendation for approval of the Proposal for Engineering Services from OHM re: City of Ypsilanti Central Business District Water Main Improvements in the amount $237,300
to be paid out of City Revenue Bonds. Support by Doe. In favor: All. Opposed: None. (Motion carried)

D. Request to Approve – Proposal for Engineering Services from OHM re: City of Ypsilanti Clarkesville Area Water Main Improvements - Larry R. Thomas

Mr. Thomas advised the Board that this is a proposal for engineering services for one of the city main replacement projects that will be occurring this construction season. He indicated that this project will be paid out of City Revenue Bonds.

Mr. Thomas recommended approval of the Proposal for Engineering Services from OHM re: City of Ypsilanti Clarkesville Area Water Main Improvements in the amount $249,800 to be paid out of City Revenue Bonds.

Motion by Koryzno to accept Mr. Thomas’s recommendation for approval of the Proposal for Engineering Services from OHM re: City of Ypsilanti Clarkesville Area Water Main Improvements in the amount $249,800 to be paid out of City Revenue Bonds. Support by Doe. In favor: All. Opposed: None. (Motion carried)

E. Request to Approve – Proposal for Engineering Services from OHM re: City of Ypsilanti Gerganoff Subdivision Water Main Improvements - Larry R. Thomas

Mr. Thomas advised the Board that this is a proposal for engineering services for one of the city main replacement projects that will be occurring this construction season. He indicated that this project will be paid out of City Revenue Bonds.

Mr. Thomas recommended approval of the Proposal for Engineering Services from OHM re: City of Ypsilanti Gerganoff Subdivision Water Main Improvements in the amount $188,650 to be paid out of City Revenue Bonds.

Motion by Koryzno to accept Mr. Thomas’s recommendation for approval of the Proposal for Engineering Services from OHM re: City of Ypsilanti Gerganoff Subdivision Water Main Improvements in the amount $188,650 to be paid out of City Revenue Bonds. Support by Doe. In favor: All. Opposed: None. (Motion carried)
F. **Request to Approve – Proposal for Engineering Services from OHM re: City of Ypsilanti Martin Place Water Main Improvements** - Larry R. Thomas

Mr. Thomas advised the Board that this is a proposal for engineering services for one of the city main replacement projects that will be occurring this construction season. He indicated that this project will be paid out of City Revenue Bonds.

Mr. Thomas recommended approval of the Proposal for Engineering Services from OHM re: City of Ypsilanti Martin Place Water Main Improvements in the amount $142,200 to be paid out of City Revenue Bonds.

Motion by Koryzno to accept Mr. Thomas’s recommendation for approval of the Proposal for Engineering Services from OHM re: City of Ypsilanti Martin Place Water Main Improvements in the amount $142,200 to be paid out of City Revenue Bonds. Support by Doe. In favor: All. Opposed: None. (Motion carried)

G. **First Quarterly Report** - Barbara Kreger

Ms. Kreger directed the Board’s attend to the first quarterly report. She then proceeded to give a short presentation to the Board.

Ms. Kreger recommended approval of the First Quarterly Report.

Brenda L. Stumbo inquired as to whether anything unexpected was uncovered as a result of the First Quarterly Report. Ms. Kreger responded that there were no surprises.

Edward B. Koryzno, Jr. recommended that Ms. Kreger change Ford Motor to Visteon on the report and then inquired as to why water and sewer charges appeared for Curtis Paper on the City’s report since they are now closed. Ms. Kreger responded that Curtis Paper still has fire protection on the facility.

Mr. Koryzno then commented that he is still concerned about the amount of unbilled sewage in the City Division. Larry R. Thomas responded that there has been a drastic reduction to date in unbilled sewage compared to last year, when it was well over 10%. Mr. Thomas went on to explain that new meters in the major pump stations have been able to better determine amount of flow from the divisions and that those new meters, as well as some other factors such as an exceptionally dry year last year, have cut down on filtration considerably.
Mr. Koryzno then inquired as to why the pumping stations costs were coming in so high, at 44% of the budget, on the revenue expense page. Mr. Thomas responded that utility bills related to the wastewater treatment plant and water distribution area had been erroneously charged to this line item and were responsible for those high costs. He added that the next quarterly report would have those charges corrected, since the correction wasn’t made until the second quarter.

Mr. Thomas directed the Board’s attention to the Township water purchased versus sold listing on the production sheets. He indicated that the Authority is, once again, in the position of selling more water than it is purchasing, which is indicative of a meter calibration problem at the DWSD connection. Mr. Thomas added that DWSD calibrated the meter last year.

Mr. Koryzno inquired as to the definition of “City and Township Reminders” page 10. Mr. Kreger responded that the term refers to reminder notices indicating that a water bill is late.

Ms. Stumbo inquired as to when a bill is considered delinquent. Ms. Kreger responded that collection letters are mailed out 30 days after the due date.

Mr. Koryzno suggested that future reports should include month-to-month comparisons on the new Maintenance department portion of the report.

Ms. Stumbo suggested that overtime also be included in the Service and Maintenance reports in the future.

Motion by Koryzno to accept Ms. Kreger’s recommendation for approval of the First Quarterly Report. Support by Roe. In favor: All. Opposed: None. (Motion carried)

H. Request to Approve – New Position for Maintenance Department (tabled item) - Gwyn Belcher

Motion by Roe to remove the item from table. Support by Doe. In favor: All. Opposed: None. (Motion carried)

Edward B. Koryzno, speaking on behalf of the YCUA Personnel Committee, indicated that the committee discussed with staff the proposed position and the proposed method of the funding the position for the current fiscal year as well as future fiscal years. He indicated that staff is confident addressing the financial needs of the position and that the position is warranted and recommended.

Mr. Koryzno added that one of his concerns, as expressed by YCUA staff,
that the Authority’s Administrative Consent Order calls for the timely resolution of maintenance items which are presently being neglected due to lack of staffing. He added that the proposed funds to pay for the position would be derived from capital funding, which comes from the operational budget.

Ms. Belcher directed the Board’s attend to a memo in their packets regarding the request for a new position at the Authority, specifically a new maintenance mechanic in the maintenance department. She indicated that, for the reasons stated in the memo, Authority staff is recommending permission to create this new position. Ms. Belcher also explained that YCUA staff met with the personnel committee on March 21st and went over the proposal in more detail. She further advised that workload warrants an additional person. Ms. Belcher stated that a change in the line items of the budget, adding additional funds to maintenance wages from the capital acquisition line, frees up funds needed for this position.

Ms. Belcher recommended approval of the request for a new position for the Maintenance Department.

Motion by Roe to accept Mr. Thomas’s recommendation for approval of the request for a new position for the Maintenance Department. Support by Doe. In favor: All. Opposed: None. (Motion carried)

I. Request to Approve – New Position for Service Center (tabled item) - Gwyn Belcher

Motion by Roe to remove the item from table. Support by Doe. In favor: All. Opposed: None. (Motion carried)

Edward B. Koryzno, speaking on behalf of the YCUA Personnel Committee, indicated that the committee discussed with staff the proposed position and the proposed method of the funding the position for the current fiscal year as well as future fiscal years. He indicated that staff is confident addressing the financial needs of the position and that the position is warranted and recommended.

Ms. Belcher advised the Board that, Authority staff has eliminated one position from the wastewater treatment plant lab. She indicated that staff is recommending that the money saved with the elimination of this position be used for the funding of a new position of line service technician at the service center. Ms. Belcher also explained that this position was covered at the
personnel committee meeting on March 21st. She further advised that workload associated with the sewer preventative maintenance program warrants additional personnel. Mr. Thomas stated that transfer funds from wastewater treatment plant laboratory wages line item to service center wages line item.

Ms. Belcher recommended approval of the request to hire an additional line service technician.

Motion by Roe to accept Mr. Thomas’s recommendation for approval of the request to hire an additional line service technician. Support by Doe. In favor: All. Opposed: None. (Motion carried)

**J. Community Development Projects** - Samuel S. Hu

Mr. Hu presented to the Board the Monthly Community Development Plan Review for March 2003, summarized as follows:

1. **Project Name:** Heritage Falls Condominiums
   **Proj. Location:** Ann Arbor Saline Rd. between Maple and Oak Valley Dr., Pittsfield Township
   **Project Stage:** Detail Engineering and Permit Application (Water and Sewer Permits)
   **Received by YCUA:** January 2, 2003 (Model Water & Sewer)
   **Developer:** Master Key Northern, Inc., Ann Arbor, MI
   **Engineer:** All Season’s Consulting Services, Inc., Ann Arbor, MI
   **Background:** The developer proposes to develop a Single Family Attached Condominium site.
   **Area of Development:** 5.74 acres
   **Number of Units:** 14
   **Number of Buildings:** 7
   **Estimated water use:** 6,300 gpd (450 gpd/unit x 14 units)
   **Estimated sanitary sewer use:** 4,200 gpd (300 gpd/unit x 14 units)
   **Equivalent to:** 14 detached dwelling units

2. **Project Name:** Woodside Meadows Condominiums
   **Proj. Location:** Stone School Rd. between Ellsworth and Morgan Roads, Pittsfield Township
   **Project Stage:** Detail Engineering and Permit Application (Water and Sewer Permits)
   **Received by YCUA:** January 8, 2003 (Model Water & Sewer)
   **Developer:** Seville Homes, Clinton Township, MI
   **Engineer:** Anderson, Eckstein and Westrick, Inc.,
Background: The developer proposes to develop a multi-unit condominium community.

Area of Development: 30.89 acres
Number of Units: 180
Number of Buildings: 18
Estimated water use: 54,000 gpd (300 gpd/unit x 180 units)
Estimated sanitary sewer use: 54,000 gpd (300 gpd/unit x 180 units)
Equivalent to: 120 detached dwelling units

3. Project Name: Washtenaw County Head Start
   Proj. Location: Northwest corner of Clark and LeForge Roads, Superior Township
   Project Stage: Detail Engineering and Permit Application (Water Permit Only)
   Received by YCUA: January 8, 2003 (Model Water & Sewer)
   Developer: Washtenaw County, Ann Arbor, MI
   Engineer: Ayres Lewis, Norris & May, Inc., Ann Arbor MI
   Background: The developer proposes to develop a Head Start preschool, publicly owned and operated facility.

   Area of Development: 10.35 acres
   Number of Staff: 41 (capacity)
   Number of Students: 80 (capacity)
   Number of Parking Spaces: 63
   Estimated water use: 1,936 gpd (16 gpd/person x 121 persons)
   Estimated sanitary sewer use: 1,936 gpd (16 gpd/person x 121 persons)
   Equivalent to: 5 detached dwelling units

Informational only; no motion from the Board required.

K. Director’s Report - Larry R. Thomas

Larry R. Thomas directed the Board’s attention to a letter in their packets from Washtenaw County Planning and Environment to Tom Kmet, congratulating the Authority on being re-certified for the Waste Knot Partner Program once again for 2003.

Mr. Thomas then directed the Board’s attention to the YCUA’s Equal Employment Opportunity Report as presented in their packets.

Mr. Thomas then introduced to the Board two new employees, Val Nelson, Human Resources Administrative Assistant, and Venita Terry, Accountant.

Brenda L. Stumbo interjected that YCUA staff and Township officials met
earlier that day in an attempt to move forward on the water main replacement projects for summer 2003. She indicated that some progress was made and that she anticipated resolution soon. Ms. Stumbo thanked all those who attended.

Informational only; no motion from the Board required.

4. OLD BUSINESS:

There was no old business for the month.

5. OTHER BUSINESS:

There was no old business for the month.

6. STATEMENTS AND CHECKS: Motion by Doe to pay the bills in the amount of $3,812,515.56 plus an addendum in the amount of $1,282,593.26. Support by Roe. In favor: All. Opposed: None. (Motion carried)

7. PUBLIC COMMENTS:

There were no public comments for the month.

8. ADJOURNMENT: Motion by Roe to adjourn the meeting at 3:23 p.m. Support by Doe. In favor: All. Opposed: None. (Motion carried)

Respectfully submitted,

LARRY J. DOE, Secretary/Treasurer