Minutes

YPSILANTI COMMUNITY UTILITIES AUTHORITY
BOARD OF COMMISSIONERS MEETING
Wednesday, September 25, 2013 – 4:00 p.m.
YCUA Administration Building
2777 State Road
Ypsilanti, MI  48198-9112

Members Present:  Brenda L. Stumbo, Michael Bodary, Andrew Cameron, Larry J. Doe, and Keith P. Jason.

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 August 28, 2013 meeting (open and executive sessions) as presented. Support by Doe.  In favor: All.  Opposed: None.  (Motion carried.)

3.  NEW BUSINESS:

A.  Request to Approve - Michigan Municipal League Liability and Property Pool 2013 Director Election – Jeff Castro

Motion by Doe to approve the Michigan Municipal League Liability and Property Pool 2013 Director Election.  Support by Bodary.

Mr. Castro advised the Board that YCUA belongs to the MML Liability and Property Pool and, as such, has a vote in the Board of Directors election.  He indicated that the three incumbents have agreed to serve another term and the MML nominating committee has recommended them.

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

B.  Purchase of Two Replacement Aeration Mixers in the Amount of $22,200 (EPA Fund Expense Account No. 901-550) – Kevin G. Dupuis

Motion by Bodary to approve the Purchase of Two Replacement Aeration Mixers in the Amount of $22,200 (EPA Fund Expense Account No. 901-550).  Support by Cameron.
Mr. Dupuis advised the Board that this is the third aeration mixer purchase request this year due to motor failures. He indicated that purchasing two units at this time will result in a savings of about $900 per unit. Mr. Dupuis explained that the recent history of up to four to five failures per year indicates that another unit will likely need to be replaced in the near future, which further justified purchasing two units.

Mr. Bodary inquired as to the typical life expectancy for these units. Mr. Dupuis responded that he has been unsuccessful in obtaining that information from the supplier and that he is currently devising a method of tracking the run-hours on each unit using SCADA timers.

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

C. Request to Approve – Purchase of Sand, Stone and Cold Patch in the Amount of $62,600 (O & M Expense Account No. 560-806) – Bob Fry

Motion by Jason to approve the Purchase of Sand, Stone and Cold Patch in the Amount of $62,600 from North Star Ranch (O & M Expense Account No. 560-806). Support by Bodary.

Mr. Fry advised the Board that these are the materials used to backfill excavations. He indicated that North Star Ranch was the low bidder at $62,600. Mr. Fry explained that the pricing is done on a per ton basis using estimates based on the previous year.

Mr. Doe inquired as to whether the Authority ever goes in with other organizations to purchase these materials in bulk. Mr. Fry responded that this has not been done in the past but that it is something that could be considered in the future.

Mr. Doe suggested that this be awarded to the local vendor, particularly since they were the next low bidder and came within $500 of North Star Ranch. Ms. Stumbo concurred. Mr. Castro made a recommendation accordingly.

Jason and Bodary rescinded their original motion and support. Motion by Bodary to approve the Purchase of Sand, Stone and Cold Patch in the Amount of $63,100 from Farmer and Underwood (O & M Expense Account No. 560-806). Support by Bodary.

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


Mr. Thomas advised the Board that the bids ranged from a low of $15,275 to a high of $25,900. He indicated that the low bidder also did the testing last year and performed the task well.

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

E. Request to Approve – Award of Contract re: Wastewater Treatment Plant Bulk Chemicals Purchase in the Approximate Amount of $170,588 (O & M Expense Account No. 550-736) – Perry M. Thomas

Motion by Bodary to approve the Award of Contract re: Wastewater Treatment Plant Bulk Chemicals Purchase in the Approximate Amount of $170,588 (O & M Expense Account No. 550-736). Support by Cameron.

Mr. Thomas advised the Board that, even though the two lowest bidders differ by $.01, the difference based on alum usage is likely to result in a savings of $15,000.

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

F. Request to Approve – Authorization to Seek Engineering Proposal re: Wastewater Treatment Plant Grit Handling System Improvements (SRF Project Account No. 902-165) – Scott D. Westover

Motion by Cameron to provide Authorization to Seek Engineering Proposal re: Wastewater Treatment Plant Grit Handling System Improvements (SRF Project Account No. 902-165). Support by Bodary.

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

G. Request to Approve - Authorization to Seek Engineering Proposal re: Big Four Pump Stations Heating and Ventilation Systems Improvements (SRF Project Account No. 901-550) – Scott D. Westover

Motion by Bodary to provide Authorization to Seek Engineering Proposal re: Big Four Pump Stations Heating and Ventilation Systems Improvements (SRF Project Account No. 901-550). Support by Cameron.

In favor: All. Opposed: None. (Motion carried)
H. Authorization to Seek Proposal re: Willow Run Wastewater Treatment Plant Demolition (Environmental Reserve Fund Account No. 902-392) – Scott D. Westover

Motion by Cameron to provide Authorization to Seek Proposal re: Willow Run Wastewater Treatment Plant Demolition (Environmental Reserve Fund Account No. 902-392). Support by Bodary.

Mr. Doe suggested that more than one bid should be solicited in order to keep the targeted vendor competitive. Mr. Westover responded that staff could either do a selective or an open bidding process, depending on the desire of the Board. He added that the vendor already onsite will have no mobilization costs, which will result in considerable savings, but there would be some costs for independent insurance and bonds.

Mr. Bodary commented that he would like to see language included in the bidding documents that as much material as possible must be recycled or repurposed rather than disposed in a landfill.

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

Motion by Cameron to provide Authorization to Seek Proposals re: Willow Run Wastewater Treatment Plant Demolition (Environmental Reserve Fund Account No. 902-392). Support by Doe.

Dr. Joh Kang of Tetra Tech addressed the Board and indicated that a formal open bidding process would be preferable.

Friendly amendment by Cameron to specify a formal opening bidding process in the Motion.

Mr. Doe inquired as to whether the salvage value is likely to bring the cost down considerably. Mr. Westover responded affirmatively.

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

I. Request to Approve - Authorization to Seek Bids re: Metering Program for Wastewater Billing (SAW Grant Funding) – Scott D. Westover

Motion by Jason to provide Authorization to Seek Bids re: Metering Program for Wastewater Billing (SAW Grant Funding). Support by Bodary. In favor: All. Opposed: None. (Motion carried)
J. Request to Approve - Authorization to Seek Bids re: Asset Management Software, Hardware, and Training (SAW Grant Funding) – Scott D. Westover

Motion by Cameron to provide Authorization to Seek Bids re: Asset Management Software, Hardware, and Training (SAW Grant Funding). Support by Jason. In favor: All. Opposed: None. (Motion carried)

K. Request to Approve - Change Order No. 1 re: 2013 Water Main and Paving Improvements in the Deduct Amount of $27,793.96 (Township Division Reserve for Construction Fund Account No. 902-348) – Scott D. Westover

Motion by Bodary to approve Change Order No. 1 re: 2013 Water Main and Paving Improvements in the Deduct Amount of $27,793.96 (Township Division Reserve for Construction Fund Account No. 902-348). Support by Cameron. In favor: All. Opposed: None. (Motion carried)

L. Request to Approve - Change Order No. 1 (Final) re: Wastewater Treatment Plant Galleries Waterproofing in the Deduct Amount of $2,632 (O & M Expense Account No. 901-550) – Scott D. Westover

Motion by Doe to approve Change Order No. 1 (Final) re: Wastewater Treatment Plant Galleries Waterproofing in the Deduct Amount of $2,632 (O & M Expense Account No. 901-550). Support by Cameron. In favor: All. Opposed: None. (Motion carried)

M. Fund Balance Report – Dwayne Harrigan

Informational only; no motion from the Board required.

N. Financial Report – Authority Net Assets – Dwayne Harrigan

Informational only; no motion from the Board required.


Informational only; no motion from the Board required.

P. Attorney’s Report – Thomas E. Daniels

There was no Attorney’s Report for the month.

Q. Environmental Report – Perry M. Thomas

Mr. Thomas advised the Board that YCUA submitted its monthly discharge monitoring and operating reports and is in compliance with all permit requirements and limitations.
He indicated that, according to its permit, the Authority had to perform a whole effluent toxicity test to see if ceriodaphnia and flat head minnows can thrive and reproduce within the effluent. Mr. Thomas explained that the test results indicated 0% toxicity.

He pointed out that, on August 27th, YCUA received a letter from MDEQ terminating the District Compliance Agreement.

Mr. Thomas also explained that staff is continuing the pilot study for the caustic addition into the Venturi scrubber and that it is continuing to show promise in that the sulfur dioxide emission is still decreasing.

He further advised that the National Association of Clean Water Agencies (NACWA) received a victory which will require the EPA to reconsider the limits that it has imposed on sewage sludge incinerators. Mr. Thomas stated that he will keep the Board informed on any forthcoming changes as a result.

Ms. Stumbo inquired as to whether there have been any odor complaints over the last month. Mr. Thomas responded that there was only one, from Betty Ford on Jeff Street. He added that the foreman did not smell anything at the residence but did report some odor on the sludge building’s rooftop ventilation unit. Mr. Thomas indicated that staff is continuing to make improvements in that area. Mr. Castro interjected that there will be little that can be done as the belt press area is, by its very nature, very odorous. Ms. Stumbo asked if there are any filters that can be added. Mr. Thomas indicated that all available methods of treating those odors are already in place.

**R. Stage Two Monitoring Report** – Bob Fry and Mike Shaffer

Mr. Shaffer advised the Board that, in 2007, the EPA required YCUA to begin Stage II sampling, which requires a monitoring plan for disinfection byproducts such as trihalomethanes and haloacetic acids. He indicated that these byproducts are formed when chlorine reacts with naturally occurring organic matter found in water such as decaying vegetation.

Mr. Shaffer explained that YCUA’s initial quarterly monitoring plan started with 16 sample sites throughout the water system, which was reduced to four sample sites in 2012 and reduced again to two in 2013. He pointed out that the most recent quarter’s sampling event was missed and that the Authority was in violation of not taking these samples for 25 days due to do a misunderstanding with the newly revised schedule. Mr. Shaffer also explained that the sampling was taken and delivered to the MDEQ lab as soon as YCUA staff verified the new monitoring plan for 2013.
Mr. Fry advised the Board that the new monitoring schedule was not clear on when to begin the new sampling, particularly since it referenced 2014. He indicated that MDEQ would not agree to rescind the violation but that they did send out a new schedule that was specific to 2013. Mr. Fry explained that there were no fines involved in the violation. He pointed out that there will be a report relative to this violation in next year’s Consumer Confident Report.

Mr. Cameron inquired as to whether there could be any other repercussions from this violation. Mr. Castro responded that there could be a fine if there is a second event, which he assured the Board would not occur.

S. **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:** There was no other business for the month.

6. **STATEMENTS AND CHECKS:** Motion by Cameron to pay the bills in the amount of $5,854,616.15. 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 4:35 p.m. Support by Bodary. In favor: All. Opposed: None. (Motion carried)

Respectfully submitted,

ANDREW CAMERON, Secretary - Treasurer