Members Present: Brenda L. Stumbo, Edward B. Koryzno, Jr., Larry J. Doe, Karen Lovejoy Roe, and Peter J. Murdock

Members Absent: None.

1. CALL TO ORDER: Brenda L. Stumbo called the meeting to order at 3:01 p.m.

2. MINUTES OF THE PREVIOUS MEETING: Motion by Roe to receive and file the minutes of the October 28, 2003 meeting. Support by Koryzno. In favor: All. Opposed: None. (Motion carried)

3. NEW BUSINESS:

   A. Request to Approve – Administrative Consent Order - Larry R. Thomas

   Mr. Thomas directed the Board’s attention to a copy of an Administrative Consent Order (ACO) regarding a sanitary sewer overflow that occurred on October 11, 2002 at the South Golfside Lift Station. He reminded them that all three pumps at the station became clogged with debris. Mr. Thomas also explained that efforts to clear the pumps, including pumping sewage into tanker trunks, did not alleviate the problem. He pointed out that YCUA staff determined that a backup of sewage into basements was imminent and the Authority chose to pump from the wet well into Paint Creek to avoid the backups. Mr. Thomas explained that this ACO represents a settlement with MDEQ regarding the sanitary sewer overflow. He further advised that the ACO requires YCUA to improve the pump station with bypass piping (to
allow YCUA to bypass the station with portable pumps in the future) and to increase the size of the pumps at the station. Mr. Thomas stated that Authority staff has already accomplished those improvements. He acknowledged that there is also a penalty of $6,000 due to MDEQ in settlement of the issue. Mr. Thomas confirmed that MDEQ requires that the Authority enter into an ACO to prevent recurrence of this situation. He explained that the improvements are completed and had been budgeted for this fiscal year. Mr. Thomas pointed out that the $6,000 penalty would be paid out of operation and maintenance funds.

Mr. Thomas recommended approval of the request for authorization for the director to sign the Administrative Consent Order and for the penalty of $6,000 due to MDEQ in settlement of the issue be paid out of operation and maintenance funds.

Edward B. Koryzno, Jr. commended the group that was involved in the negotiations for bringing this issue to closure and to YCUA staff for resolving the issues that allowed the overflow to happen in the first place.

Karen Lovejoy Roe asked if all of YCUA’s stations have been converted to bypass pumping. Mr. Thomas responded that, as part of the recent District Compliance Agreement entered into with MDEQ, the Authority is in the process of adding bypass pumping capabilities to the stations that do not have nearby gravity sewer facilities.

Brenda L. Stumbo interjected that she participated with Larry R. Thomas and Thomas E. Daniels in the negotiations over the amount of the fine. She commented that she felt the decision to divert the sewer overflow into Paint Creek and away from residents’ basements was a sound one and that a fine was unwarranted but that, even though that argument did not prevail, YCUA was able to have the fine reduced substantially. She also commended Mr. Daniels for his efforts.

Motion by Roe to accept Mr. Thomas’s recommendation for approval of the request for authorization for the director to sign the Administrative Consent Order and for the penalty of $6,000 due to MDEQ in settlement of the issue to be paid out of operation and maintenance funds. Support by Doe. In favor: All. Opposed: None. (Motion carried)

B. Request to Approve – Sludge Hauling Contract – Perry M. Thomas

Mr. Thomas reminded the Board that the Authority is anticipating the sewage
sludge incinerator to go off line in January. He indicated that, at that point, the sludge generated in the YCUA wastewater treatment plant would be landfill until the replacement incinerator is constructed and operational.

Mr. Thomas also explained that the Authority recently sent out RFPs for sludge hauling for that period and received six proposals. He pointed out that the low bid was from Environmental and Technical Controls, Inc. in the amount of $4.32 per ton. Mr. Thomas explained that their bid was deemed non-conforming, as they have not followed the bidding procedures. He further advised that the next lowest bid was from Disposal Management in the amount of $5.45 per ton. Mr. Thomas stated that Staff is recommending award of the contract for sludge hauling to Disposal Management. He acknowledged that the Authority needs to enter into a contract to haul sludge for an estimated two-year period. Mr. Thomas confirmed that the expenses associated with the sludge hauling are part of the wastewater treatment plant operation and maintenance budget.

Mr. Thomas recommended approval of the request for authorization for the director to enter into a contract with Disposal Management for sludge hauling services at $5.45 per ton to be paid out of the wastewater treatment plant operation and maintenance budget.

Motion by Roe to accept Mr. Thomas’s recommendation for approval of the request for authorization for the director to enter into a contract with Disposal Management for sludge hauling services at $5.45 per ton to be paid out of the wastewater treatment plant operation and maintenance budget. Support by Koryzno. In favor: All. Opposed: None. (Motion carried)

C. Request to Approve – Ash Line Repair - T. Michael Jessee

Mr. Thomas directed the Board’s attention to a memo from Mike Jessee to me regarding the emergency repair of the incinerator – ash discharge line. He indicated that, because Christman had some subcontractors on site with the expertise to do this repair, the Authority elected to have Christman direct their subcontractors in the repair. Mr. Thomas also explained that the ash lagoon line needed repair so that the plant construction could continue in a timely manner. He pointed out that the repair cost $18,481, which is an operation and maintenance expense.

Mr. Thomas recommended approval of the request for Christman to perform the emergency ash line repair in an amount of $18,481 to be paid out of the operation and maintenance budget.
Motion by Roe to accept Mr. Thomas’s recommendation for approval of the request for Christman to perform the emergency ash line repair in an amount of $18,481 to be paid out of the operation and maintenance budget. Support by Doe. In favor: All. Opposed: None. (Motion carried)

D. Request to Approve – Budget Amendment Request re: College Heights Water Main Improvements - Larry R. Thomas

Mr. Thomas directed the Board’s attention to two letters from Scott Westover regarding the engineering services budget for the College Heights Water Main Improvements Project in the city. He indicated that the revised budget increases the total from $432,500 to $529,660. YCUA and City of Ypsilanti staffs have examined the request and both groups are in agreement that the increased budgets are justified. Mr. Thomas also explained that increased engineering costs were required for this project as are detailed in the letter of October 3, 2003. He pointed out that these expenses are DWRF eligible.

Mr. Thomas recommended approval of the request for a fee increase by Orchard, Hiltz, and McCliment for the College Heights Water Main Improvements Project in the amount of $97,160 to be paid with DWRF funds.

Motion by Koryzno to accept Mr. Thomas’s recommendation for approval of the request for a fee increase by Orchard, Hiltz, and McCliment for the College Heights Water Main Improvements Project in the amount of $97,160 to be paid with DWRF funds. Support by Roe. In favor: All. Opposed: None. (Motion carried)

E. Request to Approve – Budget Amendment Request re: Normal Park Water Main Improvements - Larry R. Thomas

Mr. Thomas directed the Board’s attention to two letters from Scott Westover regarding the engineering services budget for the Normal Park Water Main Improvements Project in the city. He indicated that the revised budget increases the total from $367,900 to $447,900. YCUA and City of Ypsilanti staffs have examined the request and both groups are in agreement that the increased budgets are justified. Mr. Thomas also explained that increased engineering costs were required for this project as are detailed in the letter of October 16, 2003. He pointed out that these expenses are DWRF eligible.

Mr. Thomas recommended approval of the request for a fee increase by Orchard, Hiltz, and McCliment for the Normal Park Water Main
Improvements Project in the amount of $80,000 to be paid with DWRF funds.

Motion by Doe to accept Mr. Thomas’s recommendation for approval of the request for a fee increase by Orchard, Hiltz, and McCliment for the Normal Park Water Main Improvements Project in the amount of $80,000 to be paid with DWRF funds. Support by Koryzno. In favor: All. Opposed: None. (Motion carried)

F. Request to Approve – Budget Amendment Request re: Northeast Area Water Main Improvements - Larry R. Thomas

Mr. Thomas directed the Board’s attention to two letters from Scott Westover regarding the engineering services budget for the Northeast Area Water Main Improvements Project in the city. He indicated that the revised budget increases the total from $168,350 to $202,380. YCUA and City of Ypsilanti staffs have examined the request and both groups are in agreement that the increased budgets are justified. Mr. Thomas also explained that increased engineering costs were required for this project as are detailed in the letter of October 16, 2003. He pointed out that these expenses are DWRF eligible.

Mr. Thomas recommended approval of the request for a fee increase by Orchard, Hiltz, and McCliment for the Northeast Area Water Main Improvements Project in the amount of $34,030 to be paid with DWRF funds.

Motion by Koryzno to accept Mr. Thomas’s recommendation for approval of the request for a fee increase by Orchard, Hiltz, and McCliment for the Northeast Area Water Main Improvements Project in the amount of $34,030 to be paid with DWRF funds. Support by Doe. In favor: All. Opposed: None. (Motion carried)

G. Request to Approve – Budget Amendment Request re: Summit Street Water Main Improvements - Larry R. Thomas

Mr. Thomas directed the Board’s attention to two letters from Scott Westover regarding the engineering services budget for the Summit Street Water Main Improvements Project in the city. He indicated that the revised budget increases the total from $35,900 to $60,825. YCUA and City of Ypsilanti staffs have examined the request and both groups are in agreement that the increased budgets are justified. Mr. Thomas also explained that increased engineering costs were required for this project as are detailed in the letter of
October 21, 2003. He pointed out that these expenses are DWRF eligible.

Mr. Thomas recommended approval of the request for a fee increase by Orchard, Hiltz, and McCliment for the Summit Street Water Main Improvements Project in the amount of $24,925 to be paid with DWRF funds.

Motion by Doe to accept Mr. Thomas’s recommendation for approval of the request for a fee increase by Orchard, Hiltz, and McCliment for the Summit Street Water Main Improvements Project in the amount of $24,925 to be paid with DWRF funds. Support by Koryzno. In favor: All. Opposed: None. (Motion carried)

H. Request to Approve – Engineering Budget re: WWTP Expansion/Improvements Project - Larry R. Thomas

Mr. Thomas directed the Board’s attention to a letter from Tom Allbaugh and Joh Kang regarding additional engineering effort for the Wastewater Treatment Plant Expansion/Improvements Project. He indicated that the first item is requesting additional SCADA training for the YCUA maintenance staff so that Authority employees will be able to maintain the programming required in the future. Mr. Thomas also explained that the second item deals with additional testing and analysis required because certain soil on the grounds was found to be contaminated. He pointed out that the third and fourth items deal with the change in odor control systems from the biofilter technology in the original design to the air ionization system, which staff is now recommending. Mr. Thomas explained that the final item deals with selecting an alternate progressive cavity pump after bidding was complete. He further advised that the total additional cost of this request is $315,000. Mr. Thomas stated that these are all changes in scope in engineering services differing from those originally authorized in the construction phase service contract. He acknowledged that these increases would be paid from the trust fund.

Mr. Thomas recommended approval of the request for an increase in the engineering budget by Tetra Tech MPS for the Wastewater Treatment Plant Expansion/Improvements Project in the amount of $315,000 to be paid out of the trust fund.

Karen Lovejoy Roe inquired as to the source of the contamination. Joh Kang responded that it was caused by naturally occurring selenium, which was barely over the detectible limit.
Brenda L. Stumbo commented that this figure is substantial and asked where YCUA stands on its contingencies. Mr. Thomas responded that, while he had no specific figures available, the Authority is presently nowhere near exhausting those contingencies.

Edward B. Koryzno, Jr. inquired as to whether these costs will be split with WTUA according to the previously determined percentages. Mr. Thomas responded that it would. Dr. Kang confirmed that this has been discussed with WTUA and that they are in agreement with the same.

Motion by Roe to accept Mr. Thomas’s recommendation for approval of the request for an increase in the engineering budget by Tetra Tech MPS for the Wastewater Treatment Plant Expansion/Improvements Project in the amount of $315,000 to be paid out of the trust fund. Support by Koryzno. In favor: All. Opposed: None. (Motion carried)

I. Request to Approve – Final Change Order No. 4 re: Willow Run Interceptor Replacement Project - Larry R. Thomas

Mr. Thomas directed the Board’s attention to the final change order for the Willow Run Interceptor Replacement Project. He indicated that this change order balances the quantities estimated in the original contract with the quantities of materials actually used. Mr. Thomas also explained that the net on the change order is an increase of $55,918.96. He pointed out that YCUA staff has reviewed the change order and is recommending approval. Mr. Thomas explained the balancing change order is required to account for materials actually used. He further advised that the change order is to be paid out of project funds.

Mr. Thomas recommended approval of Final Change Order No. 4 re: Willow Run Interceptor Replacement Project in the amount of $55,918.96 to be paid out of project funds.

Motion by Roe to accept Mr. Thomas’s recommendation for approval of Final Change Order No. 4 re: Willow Run Interceptor Replacement Project in the amount of $55,918.96 to be paid out of project funds. Support by Doe. In favor: All. Opposed: None. (Motion carried)

J. Request to Approve – Final Change Order No. 1 re: Eastlawn Pump Station Project - Larry R. Thomas

Mr. Thomas directed the Board’s attention to the final change order for the
Eastlawn Pump Station Project. He indicated that this change order balances the quantities estimated in the original contract with the quantities of materials actually used. Mr. Thomas also explained that the net on the change order is a decrease of $864.63. He pointed out that YCUA staff has reviewed the change order and is recommending approval. Mr. Thomas explained that the balancing change order is required to account for materials actually used. He further advised that the change order is to be paid out of project funds.

Mr. Thomas recommended approval of Final Change Order No. 1 re: Eastlawn Pump Station Project in the amount of -$864.63 to be paid out of project funds.

Motion by Roe to accept Mr. Thomas’s recommendation for approval of Final Change Order No. 1 re: Eastlawn Pump Station Project in the amount of -$864.63 to be paid out of project funds. Support by Doe. In favor: All. Opposed: None. (Motion carried)

K. Request to Approve – Final Change Order No. 1 re: Ypsilanti Township Compost Site Detention Basin - Larry R. Thomas

Mr. Thomas directed the Board’s attention to the final change order for the Ypsilanti Township Compost Site Detention Basin Project. He indicated that this change order balances the quantities estimated in the original contract with the quantities of materials actually used. Mr. Thomas also explained that the net on the change order is an increase of $1,752.50. He pointed out that YCUA staff has reviewed the change order and is recommending approval. Mr. Thomas explained that the balancing change is required in order to account for materials actually used. He further advised that the change order is to be paid out of project funds.

Mr. Thomas recommended approval of Final Change Order No. 1 re: Ypsilanti Township Compost Site Detention Basin in the amount of $1,752.50 to be paid out of project funds.

Motion by Roe to accept Mr. Thomas’s recommendation for approval of Final Change Order No. 1 re: Ypsilanti Township Compost Site Detention Basin in the amount of $1,752.50 to be paid out of project funds. Support by Koryzno. In favor: All. Opposed: None. (Motion carried)

L. Request to Approve – Change Order No. 3 re: Ultraviolet Disinfection Project - Larry R. Thomas
Mr. Thomas directed the Board’s attention to Change Order No. 3 for the Wastewater Treatment Plant Expansion/Improvements Ultraviolet Disinfection Project. He indicated that the changes shown are due to clarification of contract requirements, changes in conditions, and changes due to safety and improved operational ability. Mr. Thomas also explained that Authority staff has reviewed the change order and is recommending approval of this change order in the amount of $16,437.03. He pointed out that these are changes needed that were outside the scope of the original project requested by YCUA. Mr. Thomas explained that the change order is to be paid through the trust fund.

Mr. Thomas recommended approval of Change Order No. 3 re: Ultraviolet Disinfection Project in the amount of $16,437.03 to be paid out of the trust fund.

Motion by Roe to accept Mr. Thomas’s recommendation for approval of Change Order No. 3 re: Ultraviolet Disinfection Project in the amount of $16,437.03 to be paid out of the trust fund. Support by Doe. In favor: All. Opposed: None. (Motion carried)

M. Request to Approve – Change Order No. 3 re: South Harris Road Water Main Replacement - Larry R. Thomas

Mr. Thomas directed the Board’s attention to Change Order No. 3 for the South Harris Road Water Main Replacement Project. He indicated that the changes shown in the change order are due to requirements from the Washtenaw County Road Commission and changed conditions in the field. Mr. Thomas also explained that Authority staff has reviewed the change order and is recommending approval of this change order in the amount of $77,650.96. He pointed out that these are changes needed that were outside the scope of the original project requested by YCUA. Mr. Thomas explained that the change order is to be paid through the construction account for the project funded through Authority recent bond sale.

Mr. Thomas recommended approval of Change Order No. 3 re: South Harris Road Water Main Replacement in the amount of $77,650.96 to be paid out of the construction account for the project funded through Authority recent bond sale.

Motion by Roe to accept Mr. Thomas’s recommendation for approval of Change Order No. 3 re: South Harris Road Water Main Replacement in the amount of $77,650.96 to be paid out of the construction account for the
N. Request to Approve – Emergency Repair of Merritt Road Water Transmission Main - Larry R. Thomas

Mr. Thomas directed the Board’s attention to a memo from Scott Martin regarding the emergency repair of the 36” transmission main on Merritt Road. He indicated that a 4” inch line to a blow-off valve was found to be leaking, necessitating immediate repair. Mr. Thomas also explained that the Authority contracted with SBG on a time and material basis to complete the repair. He pointed out that the total cost was $14,105.16. Mr. Thomas explained that the integrity of this main needs to be maintained. He further advised that the repair was done as quickly as possible after the problem was discovered. Mr. Thomas stated that this was paid from the O & M maintenance of mains budget.

Mr. Thomas recommended approval of the request for SBG to perform the emergency Merritt Road Water Transmission Main repair in an amount of $14,105.16 to be paid out of the O & M maintenance of mains budget.

Motion by Roe to accept Mr. Thomas’s recommendation for approval of the request for SBG to perform the emergency Merritt Road Water Transmission Main repair in an amount of $14,105.16 to be paid out of the O & M maintenance of mains budget, contingent upon attorney Thomas E. Daniels making an attempt to recoup those funds from the developer. Support by Koryzno. In favor: All. Opposed: None. (Motion carried)

O. Request to Approve – Odor Control Scrubber Fan No. 2 Replacement - Larry R. Thomas

Mr. Thomas directed the Board’s attention to a memo from John Nowling regarding a problem with the no. 2 scrubber fan in the odor control building in the wastewater treatment plant. He indicated that Maintenance Department personnel examined the fan and found extensive damage to the interior structure of the fan, the fan shaft, and the fan wheel. Mr. Thomas also explained that the Authority obtained quotes for a replacement fiberglass fan or the replacement components of the original fan. He pointed out that, although the fiberglass fan is more expensive, YCUA staff feels it is in Authority’s best interests to replace the present fan with a fiberglass unit. Mr. Thomas explained that the corrosive atmosphere present in the off gases from the air scrubber unit would not attack the fiberglass fan. He further
advised that this $28,490 item is eligible to be funded from the wastewater treatment plant improvement fund. Mr. Thomas stated that a new odor control scrubber fan is not budgeted for this year.

Mr. Thomas recommended approval of the request to purchase the Hartzell industrial fiberglass fan for $28,490 to be paid through the wastewater treatment plant improvement fund.

Motion by Roe to accept Mr. Thomas’s recommendation for approval of the request to purchase the Hartzell industrial fiberglass fan for $28,490 to be paid through the wastewater treatment plant improvement fund. Support by Doe. In favor: All. Opposed: None. (Motion carried)

P. **Fund Balance Report** - Larry R. Thomas

Mr. Thomas advised the Board that the fund balance report is enclosed in your packets. He indicated that this report is being reinstated to keep the Board updated on the fund balances in the two divisions.

Informational only; no motion from the Board required.


Mr. Thomas advised the Board that the financial report - receiving saving analysis is enclosed in your packets. He indicated that this report has been created to keep the Board advised on the cash flow at the Authority.

Informational only; no motion from the Board required.

R. **Director’s Report** - Larry R. Thomas

Mr. Thomas reminded the Board that the annual ash removal project was awarded to Disposal Management at the previous month’s meeting. He advised them, however, that YCUA cannot take all the ash to the Onyx Landfill in the timeframe in which Disposal Management bid the project. He stated that, because of situations at the landfill, they can only dispose of 750 tons per day and Disposal Management planned to move the entire amount of the ash lagoon in one week. Therefore, he indicated, the Authority has made arrangements for that ash to go to Sauk Trails, which will increase the cost of the project. Mr. Thomas further advised that YCUA will retain the extra available space at Onyx Landfill, which will be used when the incinerator is shut down in the near future.
Informational only; no motion from the Board required.

4. **OLD BUSINESS:**

There was no other business for the month.

5. **OTHER BUSINESS:**

Edward B. Koryzno inquired as to when water lead testing was done. Mr. Thomas responded that he believes the testing is done at the beginning of the year.

6. **STATEMENTS AND CHECKS:** Motion by Doe to pay the bills in the amount of $1,782,258.14 plus an addendum in the amount of $6,221,089.37. Support by Roe. In favor: All. Opposed: None. (Motion carried)

7. **PUBLIC COMMENTS:**

There was no public comments for the month.
8. **ADJOURNMENT:** Motion by Roe to adjourn the meeting at 3:32 p.m. Support by Doe.
   In favor: All. Opposed: None. (Motion carried)

Respectfully submitted,

LARRY J. DOE, Secretary/Treasurer