



# Minutes

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**YPSILANTI COMMUNITY UTILITIES AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
Tuesday, February 27, 2007 – 4:00 p.m.  
YCUA Administration Building  
2777 State Road  
Ypsilanti, MI 48198-9112**

**Members Present:** Larry J. Doe, Edward B. Koryzno, Jr., Mark Namatevs, and Philip W. Wagner.

**Members Absent:** J. Ray Scott.

1. **CALL TO ORDER:** Doe called the meeting to order at 4:04 p.m.
2. **MINUTES OF THE PREVIOUS MEETING:** Motion by Koryzno to receive and file the minutes of the January 23, 2007 meeting. Support by Wagner. In favor: All. Opposed: None. (Motion carried.)
3. **NEW BUSINESS:**
  - A. **Request to Approve – Committee Member Appointments - Larry R. Thomas**

Mr. Thomas advised the Board that the bylaws of the Authority require that committee appointments be made each year in February. He indicated that appointments are done by the chair however, historically, the Board members have discussed which committee appointments they would prefer.

Mr. Thomas also explained that the committee positions requiring appointments are the Personnel Committee (2), the Finance Committee (2), and the two hearing officers for resolution of disputes with customers. He pointed out that the present committee members are listed in the Board packet.

Larry J. Doe recommended a motion to leave all committee appointments as they are.

Motion by Koryzno to leave all committee appointments as they are. Support by Wagner. In favor: All. Opposed: None. (Motion carried)

**B. Request to Approve – YCUA Attorney Agreement - Larry R. Thomas**

Mr. Thomas directed the Board's attention to a letter from YCUA's attorney Tom Daniels regarding his request for an increase in rates. He indicated that Mr. Daniels began work as YCUA's legal counsel in July of 1998 at the rate of \$130 per hour. Mr. Thomas also explained that, effective September 1, 2004, the rate was increased to \$150 per hour for general legal work. He pointed out that, one year earlier, beginning September 1, 2003, the rate increased to \$150 for plant expansion work only.

Mr. Thomas explained that, at this time, Tom is requesting an increase to \$175 per hour. He further advised that the Finance Committee has reviewed this request and is supportive of the increase. Mr. Thomas stated that Tom Daniels's work for the Authority has been of excellent quality. He acknowledged that the recently approved budget included a potential increase in the line item for Authority legal work to cover this rate increase.

Mr. Thomas recommended approval of the hourly rate of \$175 for attorney Tom Daniels effective February 1, 2007.

Motion by Namatevs to approve the hourly rate of \$175 for attorney Tom Daniels effective February 1, 2007. Support by Wagner. In favor: All. Opposed: None. (Motion carried)

**C. Request to Approve – YCUA / WTUA Cost Allocation - Larry R. Thomas**

Mr. Thomas directed the Board's attention to a memo sent to the Finance Committee in January. He indicated that he and Mike Jessee met with Aaron Sprague recently and that Aaron is requesting that the costs of the SCADA in the WWTP project be split on a 45% / 55% basis.

Mr. Thomas also explained that WTUA pays 100% of the costs for the project associated with expanding the capacity of the plant. He pointed out that the Authorities share the costs of improvements to the existing plant on a 45% / 55% split YCUA / WTUA ratio. Mr. Thomas explained that, overall, the cost share works out to 28% / 72%. He further advised that this ratio is subject to a look back procedure at the end of the project when the exact amounts paid at 100% and 45% / 55% are determined. Mr. Thomas stated that, in YCUA's agreement with WTUA, engineering expenses are paid at the 28% / 72% split. He acknowledged that this was

agreed upon since engineering expenses to be allocated to YCUA or WTUA would presumably follow the overall ratio of construction costs.

Mr. Thomas confirmed that, in the original cost estimates, SCADA costs were presumed to be split 45% / 55% as they are a shared improvement, i.e., an improvement of existing systems and both YCUA and WTUA share the benefit. He explained that, when the construction and engineering contracts were signed, the expansion team had decided to have Tetra Tech do the SCADA work as there are limited companies capable of doing the work and it was felt we would get the best product from Tetra Tech. Mr. Thomas pointed out that the effect of this was to have the SCADA work paid at the 28% / 72% split rather than the original projection of the 45% / 55% split. He also stated that this argument has merit and that he advocates for the change. Mr. Thomas advised the Board that the economic effect would be a potential swing of dollars from WTUA's responsibility to YCUA's.

Total SCADA amount authorized to Tetra Tech:	\$820,000
YCUA share at 28% / 72%:	\$229,660
YCUA share at 45% / 54%:	\$369,000
Potential increase in cost to YCUA:	\$139,340

He indicated that, although a significant shift, it is the "fair" thing to do. Mr. Thomas also explained that both City and Township Divisions have sufficient dollars in their lease funds, which are restricted to use on this project at the Board's direction and could appropriately be used to pay this cost.

Mr. Thomas also explained that members of the Finance Committee have indicated that they are in agreement with this shift of responsibility for the SCADA system to a shared cost.

Mr. Thomas recommended approval of the request to treat the SCADA costs in the wastewater treatment plant expansion / improvements project as a 45% / 55% split.

Mark Namatevs advised that the Finance Committee concurs with the recommendation.

Motion by Namatevs to approve the request to treat the SCADA costs in the wastewater treatment plant expansion / improvements project as a 45% / 55% split. Support by Koryzno. In favor: All. Opposed: None. (Motion carried)

**D. Request to Approve – YCUA Resolution No. 07-2 re: Retirement of James Lewis - Larry R. Thomas**

Mr. Thomas advised the Board that James Lewis, who has been a YCUA employee for over 20 years, has retired as of October 6, 2006. He directed the Board's attention to a resolution recognizing his retirement. He indicated that the Board typically approves such a resolution for each retiring employee.

Mr. Thomas recommended approval of Resolution No. 07-2 regarding the retirement of James Lewis.

Motion by Wagner to approve Resolution No. 07-2 regarding the retirement of James Lewis. Support by Koryzno. In favor: All. Opposed: None. (Motion carried)

**E. Request to Request to Approve - LeForge Lift Station Upgrade Project - T. Michael Jessee**

Mr. Jessee advised the Board that YCUA's sanitary sewer pumping station located in the LeForge Villa apartment complex was constructed in the 1960s, is in need of replacement, and upgrading with bypass piping and standby emergency power capabilities. He indicated that the Authority's engineering staff prepared engineering specifications, contractual documents, and conducted the bidding process for the project.

Mr. Jessee also explained that the bidding process complied with YCUA's financial policy. He pointed out that three bids were received and that Midwest Power Systems submitted the lowest bid in the amount of \$178,000. Mr. Jessee explained that he recommends the use of Reserve for Construction funds for this project. He further advised that, with their approval of the use of Reserve for Construction funds, the request will be made to the Ypsilanti Township Board for their approval as these funds are restricted by the Township Board.

Mr. Jessee recommended approval of the project award to Midwest Power Systems, Inc. in the amount of \$178,000 with a contingency amount of \$26,700 for a total project cost of \$204,700 along with a recommendation to the Township Board for the use of Reserve for Construction funds.

Larry J. Doe inquired as to whether there were any plans for temporary pumping while the demolition is being done. Mr. Jessee indicated that the flow will be handled with bypass pumping directly from the wet well to the force main, which is approximately 250 feet to the north. He added that while the bypass pumping is in place, the old pumps will be removed and a temporary submersible pump will be installed so that the station can operate under normal conditions while the rest of the work is completed.

Motion by Koryzno to approve the project award to Midwest Power Systems, Inc. in the amount of \$178,000 with a contingency amount of \$26,700 for a total project cost of \$204,700 along with a recommendation to the Township Board for the use of Reserve for Construction funds. Support by Wagner. In favor: All. Opposed: None. (Motion carried)

**F. Request to Approve - Engineering Construction Services re: LeForge Project - T. Michael Jessee**

Mr. Jessee directed the Board's attention to a proposal from OHM for the engineering construction services associated with the above project. Proposals were requested from OHM, Stantec, and Tetra Tech. He indicated that staff is recommending the OHM proposal in an amount not to exceed \$23,000. Mr. Jessee also explained that this will be added to the request for the use of Reserve for Construction funds.

Mr. Jessee recommended approval of the proposal from OHM for professional construction services for the LeForge project in an amount not to exceed \$23,000 along with a recommendation to the Township Board for the use of Reserve for Construction funds.

Motion by Wagner to approve the proposal from OHM for professional construction services for the LeForge project in an amount not to exceed \$23,000 along with a recommendation to the Township Board for the use of Reserve for Construction funds. Support by Koryzno. In favor: All. Opposed: None. (Motion carried)

**G. Request to Approve - Purchase of D.O. Probes - T. Michael Jessee**

Mr. Jessee directed the Board's attention to his memo with backup material regarding the purchase of dissolved oxygen monitors for the wastewater treatment plant. He indicated that these monitors will be used to replace the monitoring equipment in the existing six aeration tanks.

Mr. Jessee also explained that the new aeration tanks constructed as part of the expansion / improvements project included dissolved oxygen equipment. He pointed out that it was the desire of YCUA staff that all the dissolved oxygen equipment is from the same manufacturer.

Mr. Jessee explained that Dave Ray and Associates, the sole source provider of Insite IG D.O. probes, was contacted and the company submitted a quote for \$14,034. He further advised that this expenditure qualifies for the use of EPA Replacement Reserve funds.

Mr. Jessee recommended approval of the request for authorization to purchase the additional D.O. monitoring probes from Dave Ray and Associates for \$14,034.

Edward B. Koryzno, Jr. inquired as to the lifespan of the D.O. devices. Mr. Jessee responded that, from his experience, the lifespan of similar equipment will run five to seven years without maintenance and 10 to 12 years total with some normal maintenance.

Motion by Koryzno to approve the request for authorization to purchase the additional D.O. monitoring probes from Dave Ray and Associates for \$14,034. Support by Wagner. In favor: All. Opposed: None. (Motion carried)

**H. Request to Approve – Change Order No. 1 re: Bridge Road Demolition - T. Michael Jessee**

Mr. Jessee directed the Board's attention to Change Order No. 1 for the Bridge Road water treatment plant demolition project along with a memo from Mike Jessee. He indicated that the change order covers four items and is in the amount of \$43,618.

Mr. Jessee also explained that conditions discovered after demolition began as well as items that were added have increased the cost of the project by \$43,618. He pointed out that YCUA staff has negotiated with Adamo Demolition Company for these costs and is in agreement with the increases.

Mr. Jessee explained that there is a contingency budget for this project in the amount of \$247,500 and that this is the first time that fund has been used. . He further advised that this change order represents 17.6% of the contingency fund.

Mr. Jessee recommended approval of Change Order No. 1 for the Bridge Road water treatment plant demolition project in the amount of \$43,618.

Mark Namatevs inquired as to how the contractor will dispose of the septic tank materials. Mr. Jessee responded that there were provisions added to the contract that they would be responsible for disposing of any toxic materials should any be found.

Philip W. Wagner asked for information regarding the recent water main situation in this area. Mr. Jessee responded that Adamo broke a 16" water main two weeks ago Thursday and a massive amount of pressure and flow was lost. Mr. Jessee reported that the Rawsonville Ford plant dropped to less than 5 PSI and Lincoln Consolidated Schools experienced problems as well. He indicated that YCUA personnel were immediately deployed and the problem was isolated quickly and efficiently. Mr. Jessee indicated that the entire system was put back into operation by Sunday of that week. He stated that YCUA has prepared an invoice for Adamo for just over \$20,000.

Larry J. Doe inquired as to whether he is correct in his assumption that there are two lines supplying the south side of Ypsilanti Township. Larry R. Thomas responded that there are two lines crossing the river. He added that the low pressure experienced during this particular incident was due to the large amount of water leaking out of the 16" main. Mr. Thomas indicated that the other main is a 24", which is sufficient to supply all the demand this time of year but not during the summer.

Mr. Doe commented that he is disappointed that a change order was issued for the asbestos abatement, particularly with all the time and effort spent researching and preparing for it.

He then inquired as to whether YCUA will receive a credit for the portion of the fencing that Ypsilanti Township has asked be left in place. Mr. Jessee responded that he would research the possibility and get back with the Board.

Motion by Namatevs to approve Change Order No. 1 for the Bridge Road water treatment plant demolition project in the amount of \$43,618. Support by Wagner. In favor: All. Opposed: None. (Motion carried)

**I. Request to Approve - Change Order No. 33 re: Wastewater Treatment Plant Expansion/Improvements Project - T. Michael Jessee**

Mr. Jessee directed the Board's attention to Change Order No. 33 for the WWTP expansion/improvements project as well as a memo from Mike Jessee regarding the change order. He indicated that the change order covers several items addressed in Mike Jessee's memo and represents a decrease in the project cost in the amount of \$12,294.

Mr. Jessee recommended approval of Change Order No. 33 for the Wastewater Treatment Plant Expansion / Improvements project, representing a decrease in the project cost in the amount of \$12,294.

Motion by Koryzno to approve Change Order No. 33 for the Wastewater Treatment Plant Expansion / Improvements project, representing a decrease in the project cost in the amount of \$12,294. Support by Wagner. In favor: All. Opposed: None. (Motion carried)

**J. Request to Approve – OHM Proposal re: Midway Water Main Design - T. Michael Jessee**

Mr. Jessee directed the Board's attention to his memo and a proposal from OHM regarding a project for the replacement of 1,270 feet of water main on Midway Blvd. from Clark Road to Holmes Road. He indicated that YCUA staff requested a proposal from OHM for engineering services for design of the replacement project.

Mr. Jessee also explained that their proposal is for a lump sum of \$46,500. He pointed out that roadwork is expected to be done on Holmes Road next year. Mr. Jessee explained that the connection of this new water main to the Holmes Road water main will mitigate the necessity for future construction activities in the intersection of Midway Blvd. and Holmes Road. He further advised that this engineering fee will be paid through the O & M budget.

Mr. Jessee recommended approval of the OHM proposal for engineering services for the design of Midway Blvd. water main replacement in a lump sum amount of \$46,500.

Edward B. Koryzno, Jr. inquired as to whether this project is Drinking Water Revolving Fund eligible. Mr. Jessee responded that he does not know but that, because of timing issues, staff is hoping to push the project through and get it done.

Motion by Wagner to approve the OHM proposal for engineering services for the design of Midway Blvd. water main replacement in a lump sum amount of \$46,500. Support by Koryzno. In favor: All. Opposed: None. (Motion carried)

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

Mr. Thomas directed the Board's attention to the Fund Balance 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.

**L. Financial Report – Authority Net Assets - Larry R. Thomas**

Mr. Thomas directed the Board's attention to the Financial Report – Authority Net Assets Reports for January. He then proceeded to give a detailed report of the information contained in the reports and answered questions from the Board.

Informational only; no motion from the Board required.

**M. Usage Report – Consumption Report - Larry R. Thomas**

Mr. Thomas directed the Board's attention to the Consumption Report. He then proceeded to give a detailed report of the information contained in the reports and answered questions from the Board.

Informational only; no motion from the Board required.

**N. Director's Report - Larry R. Thomas**

Mr. Thomas provided the Board with before and after photographs recently taken by the new TV truck. He explained that this equipment has proven to be invaluable in preventing sewer backups proactively.

Philip W. Wagner inquired as to whether YCUA could utilize this equipment as a service to surrounding communities and provide source of revenue for the Authority. Mr. Jessee responded that it has been suggested but not yet discussed internally. He stated that the focus of attention has been on getting staff fully trained on the equipment but that, in the future, the possibility can be explored. Mr. Jessee advised that, in years passed, YCUA maintained some pump stations for other communities such as Pittsfield, August, and Superior Townships but that MDEQ asked them to cease that practice in order to avoid abating the liability of those communities in terms of their own infrastructure.

Informational only; no motion from the Board required.

**4. OLD BUSINESS:**

There was no old business for the month.

**5. OTHER BUSINESS:**

**O. Bridge Road Water Treatment Site – T. Michael Jessee**

Mr. Jessee advised the Board that, in conjunction with the Bridge Road water plant demolition, Ypsilanti Township is expanding a park in that location to utilize part of the water plant real estate that will eventually revert back to them. He indicated that, during this process, three issues have been discovered that should be addressed. Mr. Jessee also explained that one is a lime lagoon that is preventing access by the township's contractor to install a bike path. He pointed out that the Authority's contractor has declined to do the work but that the township's contractor has offered to resolve the issue for a cost of \$8,197.95.

Mr. Jessee explained that the second issue is the relocation of the proposed bike path, which was originally going to run over a 24" water main vault. He further advised that YCUA will have to cover the cost of relocating the bike path in the amount of \$1,872.32.

Mr. Jessee stated that the third issue is an overlooked structure approximately 20 feet high that was part of the effluent discharge structure for the old lime lagoons and which must be demolished due to safety concerns with an adjacent bike path. He acknowledged that Adamo has quoted a price of \$18,900 to demolish the structure, which staff feels is unacceptable. Mr. Jessee confirmed that YCUA staff again asked for a

quote from the township's contractor who has offered to demolish the structure, dispose of the materials, and add a catch basin for \$6,476.48.

Mr. Jessee recommended approval of the request to reimburse the Ypsilanti Township park development contract for the cost of the proposed changes in the amount of \$16,546.75.

Motion by Namatevs to approve the request to reimburse the Ypsilanti Township park development contract for the cost of the proposed changes in the amount of \$16,546.75. Support by Wagner. In favor: All. Opposed: None. (Motion carried)

**P. ACEC Award – Philip W. Wagner**

Mr. Wagner advised the Board that, on Saturday, February 24<sup>th</sup>, he and Joh Kang from Tetra Tech attended the American Council on Engineering Companies awards banquet in Mount Pleasant. He indicated that Tetra Tech received an award for the design of the YCUA incinerator. Mr. Wagner also explained that a plaque was provided in conjunction with this award and asked Mr. Kang to join him in presenting the plaque to YCUA.

He pointed out that YCUA has a state-of-the-art facility and that it is the only infrastructure of its kind in the country.

Larry J. Doe interjected that, later this year, YCUA will be recognized with an honorary award in Washington, D.C. as well. Mr. Kang interjected that the national awards ceremony will take place on May 8<sup>th</sup>. He indicated that he hopes YCUA will send some representatives to that event.

Mr. Doe thanked everyone at YCUA, Tetra Tech, and OHM for their hard work on this project. He also commended Philip W. Wagner for taking the time to represent YCUA in Mount Pleasant.

Larry R. Thomas added that the YCUA Board of Commissioners should thank itself for its foresight in choosing incineration and this particular technology. He also thanked Tetra Tech for the design and conception of this system. Joh Kang, in turn, congratulated YCUA for their success.

Philip W. Wagner asked that a press release be prepared regarding this award. Larry R. Thomas responded that a press release is already in the process of being prepared and in the final draft stages.

Informational only; no motion from the Board required.

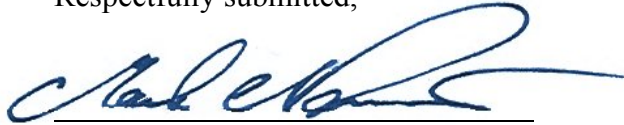
- 6. STATEMENTS AND CHECKS:** Motion by Namatevs to pay the bills in the amount of \$3,175,311.33 plus an addendum in the amount of \$379,289.58. Support by Koryzno. In favor: All. Opposed: None. (Motion carried.)

7. **PUBLIC COMMENTS:**

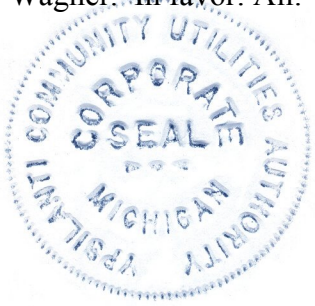
There were no public comments for the month.

8. **ADJOURNMENT:** Motion by Namatevs to adjourn the meeting at 4:56 p.m. Support by Wagner. In favor: All. Opposed: None. (Motion carried)

Respectfully submitted,



MARK NAMATEVS, Secretary/Treasurer



**YCUA RESOLUTION NO. 07-2 ACKNOWLEDGING  
THE RETIREMENT OF JAMES LEWIS**

Minutes of a regular meeting of the Board of Commissioners of the Ypsilanti Community Utilities Authority, County of Washtenaw, Michigan, held in the Authority, on the 27<sup>th</sup> day of February 2007 at 4:00 o'clock p.m., Eastern Standard Time.

PRESENT: Commissioners Larry J. Doe, Edward B. Koryzno, Jr., Mark Namatevs, and  
Philip W. Wagner

ABSENT: Commissioners J. Ray Scott

The following preamble and resolution were offered by Commissioner Wagner and supported by Commissioner Koryzno:

WHEREAS, James Lewis, an employee of the Ypsilanti Community Utilities Authority, has completed over twenty (20) years of service to the Authority; and

WHEREAS, James Lewis retired as of October 6, 2006; and

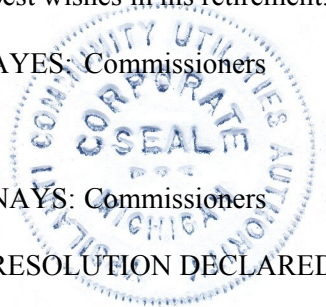
NOW, THEREFORE, BE IT RESOLVED THAT the Board of Commissioners of the Ypsilanti Community Utilities Authority recognizes James Lewis for his years of service to the Authority.

BE IT FURTHER RESOLVED THAT a suitably inscribed copy of this Resolution of Retirement be sent to James Lewis as an expression of the Board's appreciation of his years of service and the desire to convey its best wishes in his retirement.

AYES: Commissioners Larry J. Doe, Edward B. Koryzno, Jr., Mark Namatevs, and  
Philip W. Wagner

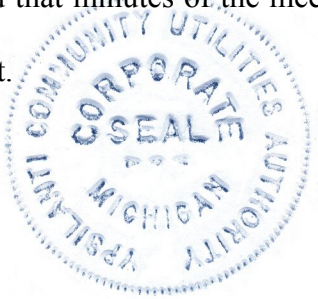
NAYS: Commissioners None.

RESOLUTION DECLARED ADOPTED.



  
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MARK NAMATEVS, Secretary/Treasurer

I hereby certify that the attached is a true and complete copy of a resolution adopted by the Board of Commissioners of the Ypsilanti Community Utilities Authority, County of Washtenaw, State of Michigan, at a regular meeting held on the 27<sup>th</sup> day of February 2007 and that public notice of said meeting was given pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976 and that minutes of the meeting were kept and will be or have been made available as required by said Act.



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MARK NAMATEVS, Secretary/Treasurer