



# Minutes

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**YPSILANTI COMMUNITY UTILITIES AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
Tuesday, April 22, 2008 – 4:00 p.m.  
YCUA Administration Building  
2777 State Road  
Ypsilanti, MI 48198-9112**

**Members Present:** J. Ray Scott, Mark Namatevs, Deedra Climer Bass, Larry J. Doe, and Gregory A. Peoples.

**Members Absent:** None.

1. **CALL TO ORDER:** Scott called the meeting to order at 4:01 p.m.
2. **MINUTES OF THE PREVIOUS MEETINGS:** Motion by Doe to receive and file the minutes of the March 25, 2008 meeting as presented. Support by Bass. In favor: All. Opposed: None. (Motion carried.)
3. **NEW BUSINESS:**
  - A. **Request to Approve – YCUA Resolution No. 08-2 re: Retirement of Debbie Iles – Larry R. Thomas**

Mr. Thomas advised the Board that Debbie Iles has worked for the Authority for 35 years in various positions and is currently one of the laboratory technicians in the wastewater treatment plant. He indicated that Ms. Iles is no. 1 on the seniority list. Mr. Thomas also explained that she has requested a retirement date of May 23, 2008. He pointed out that a retirement resolution was enclosed in the Board members' packets, which commends Ms. Iles for her years of service to YCUA.

Mr. Thomas recommended approval of YCUA Resolution No. 08-2.

Motion by Doe to approve YCUA Resolution No. 08-2. Support by Bass. In favor: All. Opposed: None. (Motion carried)

**B. Request to Approve – YCUA Resolution No. 08-3 re: Retirement of Ron Jackson – Larry R. Thomas**

Mr. Thomas advised the Board that the second employee who has requested retirement is Ron Jackson. He indicated that Mr. Jackson has worked for the Authority for 19 years, most of which has been as a wastewater treatment plant operator. Mr. Thomas also explained that Mr. Jackson has requested retirement as of April 25, 2008. He pointed out that a retirement resolution was included in the Board members' packets, which commends Mr. Jackson for his years of service to YCUA.

Mr. Thomas recommended approval of YCUA Resolution No. 08-3.

Motion by Bass to approve YCUA Resolution No. 08-3. Support by Peoples. In favor: All. Opposed: None. (Motion carried)

**C. Request to Approve – YCUA Resolution No. 08-4 re: DWRF Project Plan – T. Michael Jessee**

Mr. Jessee advised the Board that this resolution will formally adopt the Amended Drinking Water Revolving Project plan. He indicated that the plan includes a schedule of 64 separate improvement projects from now through the year 2030. Mr. Jessee also explained that it also formally adopts the project plan amendment and agrees to implement the selected alternatives stated in the project plan. He pointed out that the resolution also appoints Larry R. Thomas as the designated and authorized representative for all activities associated with the project.

Mr. Jessee recommended approval of YCUA Resolution No. 08-4 regarding the DWRF Project Plan.

Motion by Doe to approve YCUA Resolution No. 08-4 regarding the DWRF Project Plan. Support by Peoples. In favor: All. Opposed: None. (Motion carried)

**D. Request to Approve – YCUA Resolution re: Bank Signature Cards – Larry R. Thomas**

Mr. Thomas advised the Board that, since the Board officers recently changed, the Authority has notified the various banks with which it has accounts in order for them to supply the appropriate resolutions and signature cards for the new officers. He indicated that he anticipated some to be ready in time for the April meeting, but that none have been received as of yet. Mr. Thomas also explained that there is no action to be taken at

this time. He pointed out that this item will return on future agendas until all of the banks have received the proper resolutions.

Motion by Peoples to remove this item from the agenda. Support by Doe. In favor: All. Opposed: None. (Motion carried)

**E. Request to Approve – Time Change for YCUA Board Meeting Schedule – Larry R. Thomas**

Mr. Thomas advised the Board that a Board member has requested a time change for the regular monthly meeting. He indicated that the present 4:00 p.m. commencement time is proving to be very difficult due to a change in employment. Mr. Thomas also explained that the Personnel Committee met via telephone conference call and is recommending a change to 8:00 a.m. on the fourth Tuesday of the month rather than 4:00 p.m.

Mark Namatevs interjected that 8:00 a.m. does not work for him.

Motion by Peoples to approve the commencement time change for the YCUA Board meeting to 8:00 a.m. Support by Doe. In favor: All. Opposed: None. (Motion carried)

Ms. Bass interjected that she was the individual requesting the time change because she works in Detroit and lives in Ypsilanti. She explained that it is frequently difficult for her to stop what she is doing in the midst of a work day to drive from Detroit for the YCUA Board meetings. She further advised that the residents are not getting her full effort since she is frequently absent or shows up late due to her employment commitments. Ms. Bass stated that first thing in the morning is better because she can make the stop at YCUA on the way into her office. She acknowledged that if 9:00 a.m. works, she can do that as well. Ms. Bass confirmed that the difficulty in making the afternoon commute from Detroit will only worsen once the winter weather comes.

Mr. Scott added that the focus of this discussion should be how to maintain the solidarity of the Board membership by making sure that they can all attend. He indicated that the Board meetings were originally moved from 3:00 p.m. to 4:00 p.m. when YCUA experienced its personnel audit so that the employees would have the opportunity to attend and participate in the meetings. Mr. Scott also explained that, in the beginning, there was some vested interested but that once the issues at the time were examined and satisfied, the employees no longer attended. He pointed out that a move back to 3:00 p.m. has been discussed previously but was rejected because the Board did not want to appear to be rescinding

a concession that was given out of courtesy to the employees. Mr. Scott explained that what takes precedence over this concern is the need to keep the Board together. He further advised that there is a plan in the works which will allow employees the opportunity to be excused from work in order to attend the morning meetings.

Gwyn Belcher interjected the Chief Stewards of both unions will be offered release time in order to attend the monthly meetings. She indicated that the Teamster steward has indicated to her that his membership gets Board updates each month at the Supervisory Team meeting. She stated that, since the AFSCME membership does not participate in that committee, having their Chief Steward attend the Board meetings is the best way to relay Board information to them. Ms. Belcher also reminded the Board that employees have ample personal / vacation time available if they would like to attend.

Mr. Namatevs stated that 9:00 a.m. will work into his schedule well as long as it does not create a difficulty for ancillary attendees such as the consulting engineers and YCUA counsel.

Amended motion by Namatevs to approve the commencement time change for the YCUA Board meeting to 9:00 a.m. Support by Bass. In favor: All. Opposed: None. (Motion carried)

**F. Request for Final Acceptance – OHM Design Proposal re: Hewitt Water Main Replacement Project – T. Michael Jessee**

Mr. Jessee advised the Board that YCUA was notified by the Washtenaw County Road Commission that they were planning a mill overlay of Hewitt Road from Packard to Washtenaw. He indicated that the road project is federally funded and that it will be bid through MDOT. Mr. Jessee also explained that YCUA notified the WCRC with the intention of replacing the water main between Packard and Washtenaw, which is approximately 1,500 feet of 50-year-old 8-inch water main. He pointed out that the Authority hopes to replace the aging main with 10-inch pipe.

Mr. Jessee explained that in order to prepare the proper bidding documents by late summer or early fall when the bidding will take place through MDOT, YCUA contacted OHM for a proposal for the design work. He further advised that they responded with a lump sum proposal in the amount of \$46,500, which includes all of the design work necessary to prepare the bidding documents and move the Authority forward in the project. Mr. Jessee stated that also included in the project is the in-house

televising of the sanitary portion to assure that there is no need for any corrective action there.

Mr. Jessee recommended approval of a budget in the amount of \$46,500 for OHM to do the design work on the Hewitt Road Water Main Project.

Larry J. Doe inquired as to whether this amount includes engineering and installation. Mr. Jessee responded that it does not. He acknowledged that the engineering construction phase will come to the Board for approval sometime after the job is bid, probably in November or December.

Motion by Peoples to approve the OHM Design Proposal re: Hewitt Water Main Replacement Project. Support by Namatevs. In favor: All. Opposed: None. (Motion carried)

**G. Request for Final Acceptance – Mega-Net Radio Meter Read Project**  
– T. Michael Jessee

Mr. Jessee advised the Board that, sometime last year, YCUA entered into a pilot program with Hydro Meter System for a radio-read water meter program. He indicated that several customers from various locations in the service area were selected for this program. Mr. Jessee also explained that Hydro Meter supplied YCUA with the Mega-Net system, which included all of the software and hardware as well as the 30 transmitters needed. He pointed out that the pilot program has proved to be very successful. Mr. Jessee explained that all 30 meters now report consumption daily and the data is monitored by the meter department. He further advised that staff is working on a procedure for getting that information automatically entered into the Authority's billing software.

Mr. Jessee stated that the pilot was so successful that the meter department management staff has asked to enter into a full-blown project at a cost of \$29,033.60. He acknowledged that the project will incorporate 270 more meters in the next 12 months. Mr. Jessee confirmed that YCUA will have the ability to add up to 5,000 meters. He explained that it will be a production goal to get as many meters installed as possible each year, hopefully in the neighborhood of 500 – 600 per year. Mr. Jessee pointed out that this eliminates the need for YCUA employees to take manual reads and also makes truck radio-read collection unnecessary.

Mr. Jessee recommended approval of the Mega-Net Radio Read Project in the amount of \$29,033.60.

Larry J. Doe inquired as to whether there is a long-term cost savings attached to this project. Mr. Jessee responded affirmatively but indicated

that those calculations have not yet been made. He added that it is not a plan to reduce meter staff along with this automation because the department is currently running short-handed. Mr. Jessee indicated that the overtime in the meter department is presently within the budget but the main financial benefit from this program lies in the ability to constantly monitor large customers for changes in consumption as well as fuel costs involved in not having vehicles on the road.

Motion by Doe to approve the Mega-Net Radio Meter Read Project. Support by Namatevs. In favor: All. Opposed: None. (Motion carried)

**H. Informational Item – Ypsilanti City Housing Water Main Replacement Project – T. Michael Jessee**

Mr. Jessee advised the Board that the City of Ypsilanti is planning a large project in the City Housing project located on First and Harris Streets. He indicated that the project encompasses Armstrong Court, Armstrong Drive, and First Court. Mr. Jessee also explained that Verdeterre got the bid in the amount of \$597,403 for the total project. He pointed out that the water main portion totals \$346,608. Mr. Jessee explained that the City of Ypsilanti will finance this through the Drinking Water Revolving Fund and YCUA will reimburse the city for the bond payment with O & M monies.

Larry R. Thomas added that a resolution will be brought to the Board revising the current city bond payment agreement in the near future.

Informational only; no motion from the Board required.

**I. Request to Approve – OHM Design Proposal re: Engineering Services for Ypsilanti City Housing Water Main Replacement Project – T. Michael Jessee**

Mr. Jessee advised the Board that, as a part of the aforementioned project, YCUA requires assistance with overseeing the contractor as the water mains, meters, and service leads to the curb boxes are being installed. He indicated that Authority staff contacted OHM to do this work and that they responded with a proposal in the amount of \$59,900 to oversee that project.

Mr. Jessee recommended approval of OHM Design Proposal re: Engineering Services for Ypsilanti City Housing Water Main Replacement Project in the amount of \$59,900.

Motion by Doe to approve the OHM Design Proposal re: Engineering Services for Ypsilanti City Housing Water Main Replacement Project in the amount of \$59,900. Support by Peoples. In favor: All. Opposed: None. (Motion carried)

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

Mr. Thomas directed the Board's attention to the Fund Balance Report for March 31, 2008. 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.

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

Mr. Thomas directed the Board's attention to the Financial Report – Authority Net Assets Report for March 31, 2008. 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. 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 report and answered questions from the Board.

Informational only; no motion from the Board required.

**M. Attorney's Report – Thomas E. Daniels**

Mr. Daniels advised the Board that he has three items to report on but there are no new legal developments since the previous month.

Mr. Daniels advised the Board that the C.A. Hull litigation regarding damage to the sewer main during the sound wall construction project continues with additional discovery including depositions that have recently taken place. He indicated that the Meade Westvaco matter has moved forward with a pretrial telephone conference and a hearing in court as mentioned last month. Mr. Daniels also explained that a scheduling order has also been determined on the WTUA arbitration hearing.

Informational only; no motion from the Board required.

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

Mr. Thomas advised the Board that a job offer has been made for the Finance Director position. He indicated that by next Board meeting, the new Finance Director should be onboard.

Mr. Thomas also reported that Scott Westover ran the Boston Marathon the day before and finished in 2 hours and 49 minutes.

Mr. Thomas stated that included with the Board packets is information on management update regarding the training that Gwyn Belcher is spearheading for the management team. Mark Namatevs commented that the report is well thought out and goes above and beyond what the consultants recommended should be done.

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 other business for the month.

- 6. STATEMENTS AND CHECKS:** Motion by Bass to pay the bills in the amount of \$3,618,011.87 with an addendum of \$1,006.25. Support by Namatevs. 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 4:44 p.m. Support by Bass. In favor: All. Opposed: None. (Motion carried)



Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Deedra Bass', written over a horizontal line.

DEEDRA CLIMER BASS, Secretary/Treasurer

**YCUA RESOLUTION NO. 08-2 ANNOUNCING  
THE RETIREMENT OF DEBBIE ILES AND  
COMMENDING HER FOR HER SERVICE**

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 22<sup>nd</sup> day of April 2008 at 4:00 o'clock p.m., Eastern Daylight Time.

PRESENT: Commissioners J. Ray Scott, Mark Namatevs, Deedra Climer Bass,  
Larry J. Doe, and Gregory A. Peoples.

ABSENT: Commissioners None.

The following preamble and resolution were offered by Commissioner Doe and supported by Commissioner Bass:

WHEREAS, Debbie Iles, an employee of the Ypsilanti Community Utilities Authority, has completed 34 years, 6 months (34.5) years of service to the Authority; and

WHEREAS, Debbie Iles has requested retirement as of May 23, 2008 and

WHEREAS, Debbie Iles demonstrated probity, loyalty, dependability, and dedication to her employment; and

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Commissioners of the Ypsilanti Community Utilities Authority commends Debbie Iles for her accomplishments and years of service to the Authority and expresses its appreciation to her.

BE IT FURTHER RESOLVED THAT a suitably inscribed copy of this Resolution of Retirement be sent to Debbie Iles as an expression of the Board's sincere appreciation for her years of service and the desire to convey its best wishes for good health and happiness in her retirement.

AYES: Commissioners J. Ray Scott, Mark Namatevs, Deedra Climer Bass,  
Larry J. Doe, and Gregory A. Peoples.

NAYS: Commissioners None.

RESOLUTION DECLARED ADOPTED.



  
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DEEDRA CLIMER BASS, 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 22<sup>nd</sup> day of April 2008 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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DEEDRA CLIMER BASS, Secretary - Treasurer

**YCUA RESOLUTION NO. 08-3 ANNOUNCING  
THE RETIREMENT OF RON JACKSON AND  
COMMENDING HIM FOR HIS SERVICE**

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 22<sup>nd</sup> day of April 2008 at 4:00 o'clock p.m., Eastern Daylight Time.

PRESENT: Commissioners J. Ray Scott, Mark Namatevs, Deedra Climer Bass,  
Larry J. Doe, and Gregory A. Peoples.

ABSENT: Commissioners None.

The following preamble and resolution were offered by Commissioner Bass and supported by Commissioner Peoples:

WHEREAS, Ron Jackson, an employee of the Ypsilanti Community Utilities Authority, has completed nineteen (19) years of service to the Authority; and

WHEREAS, Ron Jackson has requested retirement as of April 25, 2008 and

WHEREAS, Ron Jackson demonstrated probity, loyalty, dependability, and dedication to his employment; and

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Commissioners of the Ypsilanti Community Utilities Authority commends Ron Jackson for his accomplishments and years of service to the Authority and expresses its appreciation to him.

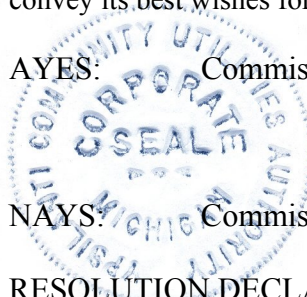
BE IT FURTHER RESOLVED THAT a suitably inscribed copy of this Resolution of Retirement be sent to Ron Jackson as an expression of the Board's sincere appreciation for his years of service and the desire to convey its best wishes for good health and happiness in his retirement.

AYES: Commissioners J. Ray Scott, Mark Namatevs, Deedra Climer Bass,  
Larry J. Doe, and Gregory A. Peoples.

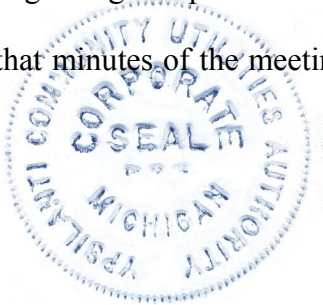
NAYS: Commissioners None.

RESOLUTION DECLARED ADOPTED.

  
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DEEDRA CLIMER BASS, Secretary - Treasurer



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DEEDRA CLIMER BASS, Secretary - Treasurer

**YCUA RESOLUTION NO. 08-4**  
**TO ADOPT THE**  
**YCUA DRINKING WATER REVOLVING FUND PROJECT PLAN**  
**AMENDMENT DATED APRIL 25, 2008**

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 22<sup>nd</sup> day of April 2008 at 4:00 o'clock p.m., Eastern Daylight Time.

PRESENT: Commissioners J. Ray Scott, Mark Namatevs, Deedra Climer Bass,  
Larry J. Doe, and Gregory A. Peoples.

ABSENT: Commissioners None.

The following preamble and resolution were offered by Commissioner Doe and supported by Commissioner Peoples:

WHEREAS, the Ypsilanti Community Utilities Authority recognizes the need to make improvements to its existing water transmission and distribution system; and

WHEREAS, the Ypsilanti Community Utilities Authority prepared an amendment to the Drinking Water Revolving Fund Project Plan, updated and adopted by the Ypsilanti Community Utilities Authority April 24, 2007. The amended Project Plan, for the City of Ypsilanti and Charter Township of Ypsilanti, recommends the implementation of 64 separate improvements by the year 2030; and

WHEREAS, said Project Plan amendment was presented at a Public Hearing held on Thursday, April 17, 2008 and all public comments have been considered and addressed;

NOW THEREFORE BE IT RESOLVED, that the Ypsilanti Community Utilities Authority formally adopts said Project Plan amendment and agrees to implement the selected alternatives stated in the Project Plan.

BE IT FURTHER RESOLVED, that the Director of the Ypsilanti Community Utilities Authority, a position currently held by Larry R. Thomas, is designated as the authorized representative for all activities associated with the project referenced above, including the submittal of said Project Plan update as the first step in applying to the State of Michigan for Drinking Water Revolving Fund Loans to assist in the implementation of the selected alternatives.

AYES: Commissioners J. Ray Scott, Mark Namatevs, Deedra Climer Bass,

Larry J. Doe, and Gregory A. Peoples.

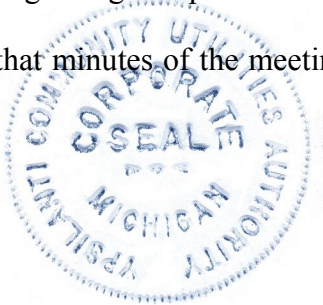
NAYS: Commissioners None.

RESOLUTION DECLARED ADOPTED.



DEEDRA CLIMER BASS, 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 22<sup>nd</sup> day of April 2008 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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DEEDRA CLIMER BASS, Secretary - Treasurer