

FIFE LAKE AREA UTILITY AUTHORITY (FLAUA)

**Regular Meeting
Minutes**

**Thursday, March 16, 2017, 6:00 p.m. 231-879-3565
Fife Lake Village Hall, 616 East Bates Street, Fife Lake, MI 49633**

CALL TO ORDER: President Lisa Leedy called the meeting to order at 6:07 p.m.

ROLL CALL: President Lisa Leedy called Roll.

Present: Lisa Leedy-President, Tom Gray-Vice President, Jodi Velez-Treasurer and Commissioners Linda Forwerck, Jonathan Rose, and Marilyn Hayes.

Absent: Commissioners Leigh Gifford, Jim Gifford, Ron Broering.

Others in Attendance:

Mr. Ben Kladder, Fleis & VandenBrink Engineering.

Mr. Ray Ravary, FLAUA Compliance Officer.

Members of the Public.

APPROVAL OF AGENDA:

The following additions to will be made to the Agenda:

Disposal of Old Equipment in the New Business section by Ms. Leedy

Correspondence to be added in the Communications section by Ms. Forwerck

Board Action:

Mr. Rose made a motion to approve the Agenda as amended. Ms. Velez seconded the motion.

VOTE: YEAS: All. NAYES: None. Motion carried.

SPECIAL ORDER: Mr. Ben Kladder, Fleis & VandenBrink (F&V) GIS Presentation.

Mr. Kladder delivered an informative presentation on the new GIS system and its capabilities. He demonstrated to the Board many features of the system with regard to its mapping features, televising of pipes, inspections, graphical database, and engineering drawings.

CITIZEN COMMENT:

Ms. Sharon Brown, 10992 Vans Lane, Fife Lake, MI

Ms. Brown distributed an email she received between Mr. Tom Grier and FLAUA President Lisa Leedy regarding FLAUA's statute on notification to the community on hooking up to the new system. She stated she attended Fife Lake Village and Fife Lake Township meetings and provided the same copies of the email to them. Springfield Township Supervisor was in attendance at the FLT meeting.

Ms. Brown reiterated that she had previously asked if there was a specific timeframe when a letter is to be sent to residents regarding mandated sewer hookup and was told there is. She believes proper publication has not been made by FLAUA nor have residents been adequately notified. She is dissatisfied with the way she believes she has been treated after the FLAUA Board previously expressed a desire to assist residents in this matter. She does not believe her question about hookup requirements has been asked of the attorney.

ACCEPTANCE OF MINUTES:

Acceptance of Regular Meeting Minutes of February 17, 2017:

Ms. Leedy indicated there are several changes and corrections be made to the February 17, 2017, Minutes for accuracy and clarity. She distributed suggested changes to the Board for their review. Mr. Gray suggested Board members review these suggestions and provide input at the next meeting before approving the Minutes. Acceptance of the February 17, 2017 minutes was tabled by Board Consensus until the April meeting.

OFFICERS' REPORTS:

Treasurer's Report – Financial Report of February 28, 2017, and Payment of Bills:

The Treasurer's Report was previously distributed to the Board. Ms. Velez reviewed year-to-date budget status.

Board Action:

Ms. Hayes made a motion to accept the Financial Report as presented. Mr. Gray seconded the motion.

VOTE: YEAS: All. NAYES: None. Motion carried.

Bills Payable: Ms. Velez presented additional bills for payment.

Board Action: Mr. Gray made a motion pay the bills as presented. Mr. Rose seconded the motion.

ROLL CALL VOTE: Hayes-Y, Velez-Y, Rose-Y, Leedy-Y, Forwerck-Y, Gray-Y. Motion carried.

Board Action: Ms. Forwerck made a motion to approve payment of Construction Draw Request #10 in the amount of \$38,234.32. Ms. Hayes seconded the motion.

ROLL CALL VOTE: Velez-Y, Rose-Y, Leedy-Y, Forwerck-Y, Gray-Y, Hayes-Y. Motion carried.

COMMITTEE REPORTS:

Personnel Committee:

Ms. Velez reported the Personnel Committee did not meet. She asked Mr. Ravary to report on how Mr. Gerald Dafoe from Manpower is doing on the job.

Mr. Gray suggested the Board consider severing our contract with F&V as Mr. Ravary is licensed and well-versed in the system operations. He also suggested increasing Mr. Ravary to 40 hours per week.

Ms. Leedy suggested F&V provide us feedback to ensure Mr. Ravary is fully knowledgeable of the new system before we sever the F&V contract. Board discussion followed regarding our responsibility for due diligence and to determine if any additional training is required (GIS and SCADA training is planned) of Mr. Ravary before we sever F&V services.

Ms. Forwerck noted that she is confident in Mr. Ravary's ability and believes the transition should happen immediately.

There was Board discussion to increase Mr. Ravary's schedule to 40 hours per week and implement the previously discussed wage increase.

Mr. Ravary stated he has spent 120-140 of additional hours on his own time to review numerous manuals. He expressed confidence in his knowledge of the system and preparedness to step into the position of Operator of License.

Board Action:

Mr. Gray made a motion to approve 40 hours as a standard work week for Mr. Ray Ravary, Compliance Officer. Ms. Forwerck seconded the motion.

ROLL CALL VOTE: Rose-Y, Leedy-Y, Forwerck-Y, Gray-Y, Hayes-Y, Velez-Y. Motion carried.

Board Action:

Ms. Forwerck made a motion to increase Mr. Ravary's wage to \$20 per hour. Mr. Gray seconded the motion.

ROLL CALL VOTE: Leedy-Y, Forwerck-Y, Gray-Y, Hayes-Y, Velez-Y, Rose-Y. Motion carried.

Board Action:

Mr. Gray made a motion targeting May 1, 2017, for Mr. Ravary to take over for all Fleis & VandenBrink operations, and the FLAUA Board is to issue a 30-day notice to F&V to discontinue their services effective May 1, 2017. Ms. Forwerck seconded the motion.

Board members expressed what an asset Fleis & VandenBrink has been to FLAUA and that they have done an excellent job throughout the scope of the project.

VOTE: YEAS: All. NAYES: None. Motion carried.

Steering Committee: N/A

Operations Committee: N/A

Compliance Officer/FVOP Report:

The Compliance Officer's Report and FVOP Report were previously distributed to the Board.

NEW BUSINESS: Regarding equipment:

Mr. Ravary suggested listing the Massey Ferguson and mobile generator for sale. Through Board discussion, there was consensus Mr. Ravary will put them on Craigslist.

Mr. Ravary has received several bids for backhoe repair: AIS: \$6,245 and Brad Birgy: \$4,500. Brad Siddall will also be submitting a bid. We will await the third bid. There was Board consensus to table the decision on whether to repair or sell the backhoe until the next meeting when we have all bids.

We have received the new Mahindra tractor.

There was discussion about entering a cooperative agreement with the Fire Department to share our backup generator. If this moves forward, verbiage would need to be included that any FLAUA needs for its use would be primary.

Board Action:

Ms. Velez made a motion to scrap the plant's old HP 6500 printer, which is inoperable. Mr. Rose seconded the motion.

VOTE: YEAS: All. NAYES: None. Motion carried.

OLD BUSINESS: Janet and Boyd Street Issues:

Ms. Leedy noted she has been in communication with Mr. Tom Grier regarding preparation of letters to recoup the televising costs for those sites. He had been out of the office; however, replied that he will look into the matter and provide feedback. This topic was tabled until next month's meeting through Board consensus.

CITIZEN COMMENT: None.

CORRESPONDENCE:

President Leedy read aloud an email from Ms. Margaret Birgy regarding a payment she stated was sent to H&R Block; however, Block did not receive it by the due date. A late fee had been issued. Ms. Birgy asked for the late fee to be waived. Ms. Birgy expressed frustration with H&R Block and requested FLAUA return its business to Forest Area Federal Credit Union.

Ms. Leedy read aloud an email she received from Ms. Charity Sawyer of H&R Block in response to a conversation with Ms. Birgy which was described as an unpleasant verbal exchange with foul language on the part of Ms. Birgy to Ms. Sawyer. Ms. Sawyer indicated she was not authorized to waive the late fee and she would forward it to the FLAUA Board.

Board discussion addressed the fact that we cannot be responsible for the postal service, there are many ways to remit payment, and residents have approximately three weeks in which to do so. There was Board consensus that Ms. Birgy's late fee will not be waived per our existing by-laws and practices.

Ms. Forwerck will draft a standard letter for distribution to clients regarding non-waiver of late fees. She will email a draft to other Board members for review.

ADJOURNMENT: Mr. Rose made a motion to adjourn the meeting. The meeting adjourned at 7:33 p.m.

Submitted by: Kay Z. Held, Recording Secretary