

FIFE LAKE AREA UTILITY AUTHORITY (FLAUA)

**Regular Meeting
Minutes**

**Thursday, April 20, 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 6:02 p.m.

ROLL CALL: President Lisa Leedy called Roll.

Present: Lisa Leedy-President, Tom Gray-Vice President and Commissioners Marilyn Hayes, Leigh Gifford and Jim Gifford.

Absent: Jodi Velez-Treasurer and Commissioners Ron Broering, Linda Forwerck, and Jonathan Rose.

Others in Attendance:

Mr. Ben Kladder, Fleis & VandenBrink Engineering.
Mr. Ray Ravary, FLAUA Compliance Officer.
Members of the Public.

APPROVAL OF AGENDA:

Board Action: Mr. Gray made a motion to approve the Agenda as presented. Ms. Hayes seconded the motion.
VOTE: YEAS: All. NAYES: None. Motion carried.

SPECIAL ORDER: None.

ACCEPTANCE OF MINUTES:

Acceptance of Regular Meeting Minutes of February 16, 2017:

Mr. Gifford made a motion to accept the Minutes of the February 16, 2017, Regular Meeting. Ms. Hayes seconded the motion. VOTE: YEAS: All. NAYES: None. Motion carried.

Acceptance of Regular Meeting Minutes of March 16, 2017:

Mr. Gray made a motion to accept the Minutes of the March 16, 2017, Regular Meeting. Ms. Gifford seconded the motion. VOTE: YEAS: All. NAYES: None. Motion carried.

NOTE: Ms. Forwerck arrived at 6:05 p.m.

OFFICERS' REPORTS:

Treasurer's Report – Financial Report of March 31, 2017, and Payment of Bills:

The Treasurer's Report was previously distributed to the Board.

Board Action: Ms. Gifford made a motion to accept the Financial Report as presented. Mr. Gray seconded the motion.
VOTE: YEAS: All. NAYES: None. Motion carried.

Payment of Bills: In Treasurer Velez's absence, Mr. Gray provided an updated A/P list.

Board Action: Mr. Gray made a motion pay the bills as presented. Ms. Forwerck seconded the motion.
ROLL CALL VOTE: Hayes-Y, Leedy-Y, Forwerck-Y, Gray-Y, L. Gifford-Y, J. Gifford-Y. Motion carried.

NOTE: Mr. Rose arrived at 6:10 p.m.

Construction Draw Request #11:

Ms. Leedy reported our SAM and CAGE number needs to be renewed by April 28. Mr. Ben Kladder of F&V will assist in this matter and verify whether there is a fee. It is believed there is no fee to renew.

Board Action: Ms. Gifford made a motion to approve payment of Construction Draw Request #11 in the amount of \$161,550.60. Ms. Forwerck seconded the motion.

ROLL CALL VOTE: Leedy-Y, Forwerck-Y, Gray-Y, L. Gifford-Y, J. Gifford-Y, Hayes-Y, Rose-Y. Motion carried.

COMMITTEE REPORTS:

Personnel Committee: None.

Steering Committee / Operations Committee:

Mr. Kladder and Mr. Ravary reported there was a problem on 3/21/17 with aerators shifting locations and throwing up sand. They explained the issues in detail to the Board and have involved the contractor and manufacturer to review the equipment and design. This issue will be rectified by the contractor.

There was damage to the baffle with last night's high winds. This will also be repaired by the contractor.

Regarding the restoration schedule, Elmer's is expected to finish up within the next couple of weeks. Central Michigan's exact timeline is uncertain.

Mr. Kladder expects to close out Contract #1 within next two weeks. He also reports the SCADA controls have had multiple alarms and glitches. Mr. Kladder is working with the controls contractor, ICI, to resolve these issues.

Franklin Howard will not be paid any additional funds until we are 30 days without system problems and the company is responsive to issues; approximately \$70,000 in payments is currently being withheld.

Compliance Officer/FVOP Report:

The Compliance Officer's Report was previously distributed to the Board. There was no FVOP report in the meeting packet.

Mr. Ravary reported we are awaiting additional candidates from Kelly Services to replace Mr. Gerald Dafoe as he has resigned to accept full-time employment.

There are some two-man jobs to be completed but he cannot do them until he has assistance.

There were higher operations costs last month for the Ferric Chloride, which will be reimbursed by the USDA.

Ms. Leedy is resolving the company credit card issue so that internet service can be restored at the plant.

Mr. Ravary indicated he needs to have a way to lock the generator and other equipment to prevent theft. He has quotes for a welding resolution. This is within his spending authority.

Mr. Ravary submitted an invoice from Mr. Ray Garchow for the completed repair of the Massey Ferguson.

He presented an offer of \$600 from Mr. Garchow for purchase of the old generator. There are additional offers. He will present a list.

He presented bids for repair of the backhoe between \$4,500 and \$6,000. He recommended Mr. Birgy be hired for the service.

He got the snow tires swapped out at a cost of \$60; however sensors were broken in the process. He has a quote for \$700 for rims and sensors with a payback of five years.

Board Action:

Mr. Gray made a motion to authorize Mr. Birgy pick up and repair the backhoe, not to exceed \$5,000 in cost. Mr. Rose seconded the motion.

ROLL CALL VOTE: Forwerck-Y, Gray-Y, L. Gifford-Y, J. Gifford-Y, Hayes-Y, Rose-Y, Leedy-Y. Motion carried.

Board Action:

Mr. Gray made a motion to pay Mr. Ray Garchow of GTR Industrial Systems \$1,150 for repair of the Massey Ferguson tractor. Mr. Gifford seconded the motion.

ROLL CALL VOTE: Gray-Y, L. Gifford-Y, J. Gifford-Y, Hayes-Y, Rose-Y, Leedy-Y, Forwerck-Y. Motion carried.

Mr. Ravary received notification in the mail from DEQ regarding requirements for an Asset Management Plan; Ms. Leedy reported our plan was recently completed as part of the SAW Grant and in compliance with the USDA.

The setback thermostats are installed. He is awaiting the cell phone booster.

CITIZEN COMMENT:

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

Ms. Brown reiterated her request to the Board to work with residents on notification of requirement to hook-up to the sewer system. She has gone to Fife Lake Township and Village of Fife Lake meetings regarding information she supplied to FLAUA Board last month.

Mr. Michael Birgy, 417 Howard Street, Fife Lake, MI

Mr. Birgy received a letter from Ms. Charity Sawyer of H&R Block regarding his request for waiver of late fee. He presented the check he sent out February 7, with corresponding South Carolina postmark. The Board reviewed packet letter from H&R Block regarding seven payments that were postmarked between February 17-23, 2017, all of which were received by H&R Block on March 23, 2017. While FLAUA has a policy of not waiving late fees, Ms. Sawyer and the Board agreed this situation was very out of the ordinary and considered crediting these accounts the \$5.50 late fee.

Treasurer Velez checked with the Postmaster about this issue; they could not provide any information locally. Secretary Gifford will send correspondence to the Traverse City Distribution Center of the U.S. Postal Service.

Board Action:

Mr. Rose made motion to refund late fees on the seven accounts specified in H&R Block's letter due to an obvious postal issue. Ms. Hayes seconded the motion. This does not change our late fee policy.

ROLL CALL VOTE: L. Gifford-Y, J. Gifford-Y, Hayes-Y, Rose-Y, Leedy-Y, Forwerck-Y, Gray-Y. Motion carried.

Per prior meeting discussion, Ms. Forwerck will prepare and distribute to the Board a standardized letter for non-waiver of late fees for Ms. Charity Sawyer of H&R Block to send in response to customer requests.

NEW BUSINESS: None.

OLD BUSINESS: None.

COMMUNICATIONS:

A letter from Fife Lake Township was presented to the Board by Mrs. Forwerck regarding their suggestions and comments on the matter of Vans Lane properties and commercial establishments impacted by the mandated hookups.

Ms. Leedy emailed Mr. Brian Lee's (F&V) report to the Board today. Mr. Gray referenced FLAUA's plan to terminate the F&V contract May 1 with Mr. Ravary taking over as the Operator of License. Ms. Gifford and Ms. Leedy will collaborate on this.

CITIZEN COMMENT:

Ms. Sharon Brown requested to be on the Agenda for the May meeting.

Mr. Dave McGough, 514 Bates, Fife Lake, MI:

Mr. McGough inquired of Ms. Leedy her location of residency. She replied she resides at 125 Morgan Street, Fife Lake, MI. He indicated Fife Lake Village Board will be providing a letter of support to the FLAUA Board regarding Ms. Brown's concerns about mandated hookups.

ADJOURNMENT:

Mr. Gray made a motion to adjourn the meeting. The meeting adjourned at 7:01 p.m.

Submitted by: Kay Z. Held, Recording Secretary