

**FIFE LAKE AREA UTILITY AUTHORITY (FLAUA)**

**Regular Meeting  
Minutes**

**Thursday, August 17, 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 Leedy called Roll.

**Present:** Lisa Leedy-President, Tom Gray-Vice President, Jodi Velez-Treasurer, Leigh Gifford-Secretary, and Commissioners Linda Forwerck, Marilyn Hayes, Jim Gifford, Jonathan Rose, and Ron Broering.

**Absent:** None.

**Others in Attendance:**

Mr. Ray Ravary, FLAUA Compliance Officer.  
Members of the Public.

**APPROVAL OF AGENDA:**

**Board Action:** Mr. Broering made a motion to approve the Agenda as presented. Ms. Velez seconded the motion.

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

**SPECIAL ORDERS:** Vans Lane Properties:

The Attorney Opinion from Mr. Kent Gerberding of Running Wise & Ford regarding the Vans Lane property owners' concerns was received by President Leedy.

**Board Action:** Mr. Gray made a motion to make the Running, Wise & Ford attorney opinion letter a matter of public record. Mr. Broering seconded the motion. **VOTE:** YEAS: All. NAYES: None. Motion carried.

The letter was distributed to the Board and members of the public in attendance for review. Ms. Leedy will also distribute the letter to our constituent municipalities.

Board discussion noted that we have now heard from the FLAUA attorney, our Bond attorney, and the State of Michigan that property owners must connect to the system if they are within 200 feet of the sanitary sewer. This is state law. FLAUA has incurred several thousand dollars in expenses in clarifying this matter to residents.

The Board discussed existing state law with regard to sewer hook-up requirements and our original by-laws, as well as procedures we were required to follow in terms of funding the project, rate-setting, and notifying residents of their requirement to hook-up to the new system. It was also noted that without receipt of grant funding, the sewer rate increases would have been prohibitive.

Ms. Gifford read a portion of a motion from the Fife Lake Township Board meeting and their belief that the Boyd Street businesses and Vans Lane residents are not required to hook-up to the new sewer system. This correspondence was distributed to the Board.

Ms. Leedy reported that Mr. Tom Grier was notified of this information and he reported proper due diligence has taken place and that our ordinance requires hook-up.

Mr. Broering indicated the attorney letter clearly verifies required procedures were followed and proper notification made. The formal notification of hook-up letter should be sent at this time because the system is now up and running.

**Board Action:** Mr. Broering made a motion that FLAUA send the official notification letter informing affected property owners that they have 12 months to hook-up to the sewer system. Mr. Gray seconded the motion.

**VOTE:** Hayes-Y, Velez-Y, Broering-Y, Rose-Y, Leedy-Y, Forwerck-N, Gray-Y, L. Gifford-N, J. Gifford-Y.  
(7 YEAS, 2 NAYES) Motion carried.

## **ACCEPTANCE OF MINUTES:**

### **Acceptance of Regular Meeting Minutes of July 20, 2017:**

Ms. Velez made a motion to accept the Minutes of the July 20, 2017, Regular Meeting. Ms. Hayes seconded the motion. VOTE: YEAS: All. NAYES: None. Motion carried.

## **CITIZEN COMMENT:**

Ms. Sharon Brown, 10992 Vans Lane, Fife Lake, MI, representing Fife Lake Vans Lane Property Owners  
Ms. Brown expressed concern that the health and safety of the seven Vans Lane property owners in replacement of the pump was not considered. She believes the FLAUA's extension of the system was conducted in an unacceptable manner and not in compliance with FLAUA by-laws in procuring permission from constituent municipalities. She will be notifying property owners and the other townships. She expressed discourse that the property owners were considered as projected revenue per the attorney opinion letter.

Mr. Stan Patrick, 7461 Blue Road, Fife Lake, MI inquired about the RFP for bookkeeping services. He was informed it is on tonight's Agenda.

## **TREASURER'S REPORT:**

### **Treasurer's Report – Financial Report of July 31, 2017, and Payment of Bills:**

The Treasurer's Report was distributed at the meeting. Ms. Velez distributed an updated A/P Report.

Mr. Broering inquired about the H&R Block notification regarding Mr. James Strobridge's pending requests for reimbursement of \$420 for sewer backup fees and \$500 for insurance deductible. Mr. Ravary indicated video showed mud in their lead, most likely from tree roots. The Strobridge's declined to view the video.

**Board Action:** Mr. Gray made a motion to deny both requests and notify Mr. Strobridge by letter. Mr. Broering seconded the motion. ROLL CALL VOTE: Velez-Y, Broering-Y, Rose-Y, Leedy-Y, Forwerck-Y, Gray-Y, L. Gifford-Y, J. Gifford-Y, Hayes-Y. Motion carried.

Regarding Mr. Dennis Rumble's request for waiver of June and July invoices due to demolition of the structure and the system was capped in June: Mr. Rumble paid the June invoice. Fees ceased July 1; however, a bill was sent.

**Board Action:** Ms. Forwerck made a motion to grant a waiver of fees for July, 2017. Mr. Broering seconded the motion. ROLL CALL VOTE: Broering-Y, Rose-Y, Leedy-Y, Forwerck-Y, Gray-Y, L. Gifford-Y, J. Gifford-Y, Hayes-Y, Velez-Y. Motion carried.

Secretary Gifford will send a notification letter to Mr. Rumble.

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

There was Board discussion about payroll expenses to date.

### **Payment of Bills:**

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

## **COMMITTEE REPORTS:**

**Personnel Committee:** Ms. Velez reported the Personnel Committee met to clarify benefits of Mr. Ravary; i.e., hours, wage, vacation, holidays. He is 40 hours, received his raise 2 months ago, receives 10 vacation days per year, and is paid 7 holidays. Mr. Ravary is considered a non-exempt employee. Board discussion included coverage for on-call service for the hot phone and backup coverage in the case of emergency or if Mr. Ravary is unavailable. Although we are not under contract with Fleis & VandenBrink Engineering (F&V), they will provide service if our Operator is not available or on an emergency basis. Board representatives or Mr. Ravary can contact them directly in such instances.

**Operations Committee:** Ms. Leedy reported the Operations Committee met. A written report was provided to the Board.

Mr. Ravary's DEQ reporting is not up to date; he had a meeting with Mr. Jay Norris of ICI Integrated Controls Inc. A6 is not reporting properly. May, June and July reports are needed for the DEQ. Mr. Ravary reported that Mr. Norris has not provided the data he needs to prepare the report despite multiple requests, and he cannot retrieve the SCADA data. Mr. Ben Kladder of F&V will be contacted to meet with Mr. Norris. He noted the DEQ has been contacted regarding the delay in this reporting.

Ms. Leedy requested a conference call between F&V, Mr. Norris, Mr. Ravary, and the Operations Committee to resolve this matter. Mr. Broering requested a written record be provided indicating the DEQ has been notified of the problem. Mr. Ravary will provide documentation and coordinate a conference call.

**Compliance Officer/FVOP Report:** The Compliance Officer Report was previously distributed to the Board. Mr. Ravary will request generator warranty information from Mr. Ben Kladder of F&V. He suggested annual load testing of generators once the warranty is expired.

Regarding additional fire extinguishers, he was quoted \$1,000 for Clean Guard extinguishers; he found others online for approximately \$500-600. He suggested purchasing two this year and two next year including standard extinguishers. The replacement fire extinguishers have been received; Ms. Leedy will pursue the reimbursement costs from Mahindra.

Mr. Ravary reported that composite soil samples from each field must be taken and sent to MSU for testing annually at a cost of approximately \$80 each according to changes in the permit. This is required by the DEQ. Monitoring wells are to be done quarterly.

**DEQ Reporting:** See above notation in Operations Committee report.

**Tractor Replacement Status:**

A new Mahindra tractor was delivered today; it is a demo with 43 hours on it. It should be subject to a 50-hour maintenance service as the original tractor was. No warranty paperwork was delivered with it; Mr. Ravary understands the warranty starts over upon delivery (8/17/17). No radio remote was delivered with it. Ms. Leedy will follow-up with Scott at Pioneer Diesel on these issues.

**NEW BUSINESS:**

**Audit Presentation:** Mr. Gray reported on the Audit report which is available for review. Ms. Velez indicated she is now required to initial, date, and approve every general journal entry, timesheets, and bank reconciliations for availability to the auditors.

**Board Action:** Ms. Hayes made a motion to accept the audit of 12/31/16. Mr. Broering seconded the motion.  
**VOTE:** YEAS: All. NAYES: None. Motion carried.

**Belts and Blades for Mahindra:**

Mr. Ravary spoke with Scott at Pioneer Diesel to order new belts and extra blades for the Mahindra tractor.

**Board Action:** Ms. Hayes made a motion to approve the purchase of new belts and extra blades for the Mahindra tractor. Mr. Gray seconded the motion.

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

**Odor Control Devices Purchase:**

Mr. Ravary has researched devices and recommends the 3" Peacemaker Vent Filters. He needs 11 units, refill, and flanges for A stations. Total cost will be approximately \$1,000.

**Board Action:** Ms. Forwerck made a motion to authorize Mr. Ravary to purchase the needed vent filters, refill, and flanges for odor control up to \$1,000. Ms. Gifford seconded the motion.

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

Bookkeeping RFP: A Draft RFP was distributed to the Board for distribution in September for bookkeeping services contract, with bids due in October. It will be posted on our website and distributed to multiple vendors. After review of the document, any addendums will be posted on the website.

Board Action: Mr. Broering made a motion to post the bookkeeping RFP with noted corrections. Ms. Gifford seconded the motion. VOTE: YEAS: All. NAYES: None. Motion carried.

Secretary Gifford will distribute the RFP to prospective services.

**UNFINISHED BUSINESS:**

NSF Policy: This item was tabled to next month's meeting.

Ms. Forwerck reported she does not believe the Vans Lane County Road Commission approval was received. She believes the Board needs to have this in writing. Ms. Leedy spoke with Garth from the Road Commission who stated everything with the project was closed. Ms. Forwerck will contact him to verify.

Mr. Ravary will email photos from his phone to FLAUA email address and do cloud backup.

**COMMUNICATIONS:** None.

**CITIZEN COMMENT:**

Mr. Dave McGeogh, 514 Bates Street, Fife Lake, MI

Re: some property of the FLAUA and the Village was vandalized by spray paint. The suspect confessed. Mr. McGeogh would like to know what actions we want to take. Ms. Leedy indicated any crime on FLAUA property requires a police report and asked Mr. Ravary to contact a police officer to file a complaint. That complaint will then reviewed by the prosecuting attorney to determine whether it moves forward.

**ADJOURNMENT:** Ms. Forwerck made a motion to adjourn the meeting. The meeting adjourned at 7:42 p.m.

**Submitted by: Kay Z. Held, Recording Secretary**