

FIFE LAKE AREA UTILITY AUTHORITY (FLAUA)

**Regular Meeting
Minutes**

**Thursday, September 21, 2017, 6:00 p.m. 231-879-3565
Fife Lake Village Hall, 616 East Bates Street, Fife Lake, MI 49633**

CALL TO ORDER: Vice President Tom Gray called the meeting to order at 6:07 p.m.

ROLL CALL: Vice President Tom Gray called Roll.

Present: Tom Gray-Vice President, Jodi Velez-Treasurer, Leigh Gifford-Secretary, and Commissioners Marilyn Hayes, and Ron Broering.

Absent: Lisa Leedy, President. Commissioner Linda Forwerck, Jonathan Rose, and Jim Gifford.

Others in Attendance:

Mr. Ben Kladder, Fleis & VandenBrink Engineering.

Mr. Ray Ravary, FLAUA Compliance Officer.

Members of the Public.

APPROVAL OF AGENDA:

Additions to Agenda:

- Mr. Ray Birgy (231-642-7767) would like to bid on hay field mowing.
- Discuss who is responsible for updating the website.
- Note on bottom of agenda should be corrected to read "Next Meeting October 19, 2017."

Board Action: Ms. Velez made a motion to approve the Agenda as amended. Ms. Hayes seconded the motion.

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

NOTE: COMMISSIONER LINDA FORWERCK ARRIVED AT 6:11 p.m.

ACCEPTANCE OF MINUTES:

Acceptance of Regular Meeting Minutes of August 17, 2017:

Ms. Hayes made a motion to accept the Minutes of the August 17, 2017, Regular Meeting as presented. Ms. Gifford seconded the motion. VOTE: YEAS: All. NAYES: None. Motion carried.

Mr. Gray inquired whether the Strobridge letter was sent informing him that his request for waiver of fees was denied. Secretary Gifford will send it.

Ms. Forwerck indicated the County had approved the Vans Lane work and Mr. Kladder confirmed the gravel has been spread and graded. He reported the Road Commission had spread 6-8" of pebbles and left the road in better condition than prior. Ms. Forwerck stated residents were concerned about boulders being removed from the road resulting in problems in its condition. Mr. Kladder was unaware of any boulders being removed.

The letter to property owners regarding hook-up requirements was not yet sent. Secretary Gifford will be meeting with Mr. Ravary tonight and will send it. Mr. Ravary stated he would like the FLAUA hard drive to access the form letter but that Ms. Leedy has it.

CITIZEN COMMENT: None.

TREASURER'S REPORT:

Treasurer's Report – Financial Report of August 30, 2017, and Payment of Bills:

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

Ms. Velez inquired of Mr. Ravary about the \$1,100 expense to Grand Traverse Analytical; this is for monitoring well samples.

Mr. Ravary reported there is an outstanding invoice of upwards of \$500 from Michigan State Soil Lab for soil sampling results. This must be paid before they will release the results.

Board Action: Mr. Broering made a motion to authorize Mr. Ravary to pay up to \$600 to Michigan State Soil Lab for soil sampling results with the FLAUA credit card. Ms. Forwerck seconded the motion.

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

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

Payment of Bills:

Mr. Ravary inquired about AT&T land line and AT&T internet invoices. It is believed that services should have been terminated last September, 2016; however, we continue to receive invoices. Ms. Velez will contact AT&T to research the last usage on each line and whether AT&T was previously contacted about it. She will report her findings at next month's meeting.

Board Action: Mr. Broering made a motion to pay the bills as presented. Ms. Forwerck seconded the motion.

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

Ms. Velez stated the Chemical Bank SAW account has residual monies in it until it was verified that all parties were paid. The balance of this account, \$12,949.01 will be transferred to our Operating Account at Forest Area Federal Credit Union.

COMMITTEE REPORTS:

Personnel Committee: No Personnel meeting has been held since the last Board meeting. Ms. Velez noted that we will need to search for a new part-time employee to assist Mr. Ravary as Mr. Burfield will be leaving due to an extended surgical recovery. He is open to considering returning next summer if we have a need. Ms. Velez will contact Kelly Services to inquire about candidate availability.

Operations Committee: No report.

Fleis & VandenBrink Report on Ray Ravary List:

Mr. Ben Kladder reported most punch list items have been resolved and the remaining items have been discussed with the contractors and are in process. The 11-month official warranty letter will be sent out in the next couple of weeks. Any items not resolved will be put on warranty notice and copied to the USDA. He reported that erosion and drainage problems were taken care of by Elmer's.

Mr. Ravary disagreed and expressed concern that some of the issues are serious and unacceptable. He invited Board Members to visit the plant. Problems include SCADA reporting and a duck weed problem on the pond. Mr. Kladder respectfully took issue with Mr. Ravary's perception that there are serious problems; any outstanding items are in the process of being resolved. Mr. Kladder suggested the Operations Committee, F&V, FLAUA President and Mr. Ravary meet to look at each area of Ray's concern. If there are issues, F&V will resolve them. He strongly reiterated F&V's commitment to the project.

There was extensive Board discussion regarding outstanding items, MiWaters report delinquency, SCADA data, and other issues. Mr. Ravary stated all reports are current. Mr. Kladder agreed the SCADA data is an issue and F&V is frustrated with Integrated Controls; he has contacted Mr. Jay Norris several times.

Mr. Ravary stated there is blow by on the irrigation valves, they do not work properly and he is not able to accurately measure how much water is going on the fields. He believes they have not worked properly since day one and stated he has brought this to F&V and the Board's attention several times. Mr. Gray will meet with Mr. Ravary in the fields tomorrow morning. Mr. Kladder stated the valves do work; he has spoken with Ian Neerken of F&V who looked at the valves with Jeff Saxton of Elmer's and flushed all five valves.

The Board was concerned with Mr. Ravary's statement that he has a "long list" of things that do not work properly. Ms. Hayes requested that every item of concern should be in writing in his monthly Compliance Officer Report as most Board

Members were unaware of his concerns. The Board agreed that all parties need to see these concerns, meet to discuss each one, and get them resolved.

Regarding an email in the meeting packet from President Leedy that Mr. Ravary believes the plant has made him ill:
There was Board discussion regarding an email outlining opinions of our attorney, engineers, and insurance carrier regarding Mr. Ravary's concerns that conditions at the plant are making him ill. A copy of this email is included in these Minutes (both electronic and hard copies).

The Board and Mr. Ravary discussed each item in the email and professional recommendations.

Mr. Kladder recommended residents be reminded in writing what NOT to put down their sewer system as this remains an ongoing problem.

The Board reached consensus we use Fleis & VandenBrink Operations to audit the processes used by our staff with a report containing recommendations for better practices. (Note: F&V Operations is a separate entity from F&V Engineering.) The Board would like an independent physical exam for Mr. Ravary. The Board also discussed disallowing dogs and smoking on all FLAUA property.

Board Action:

Mr. Broering made a motion to adopt policy additions per the attorney recommendations:

- 1) remove the screen Ray installed as it is not part of the engineered system. (He can use a pool skimmer type of advice to keep a distance from offending items)
- 2) hire Fleis & VandenBrink Operations to audit the processes used by our staff with a report containing recommendations for better practices
- 3) have our staff receive an independent physical exam immediately to get a second opinion. Additionally, the physical exam should include recommended immunizations.
- 4) disallow dogs on all FLAUA property including but not limited to in the ponds, truck, building, lift stations
- 5) disallow smoking on all FLAUA property including but not limited to in the ponds, truck, building, lift stations

A COPY OF MS. LEEDY'S EMAIL IS ATTACHED per Board Request. Ms. Hayes seconded the motion. VOTE: YEAS: All. NAYES: None. Motion carried.

Compliance Officer/FVOP Report: The Compliance Officer Report was previously distributed to the Board.

Mr. Ravary requested purchasing the two remaining crane bases for lift pumps for the Industrial and Pickerel sites. They are approximately \$260 each. He would also like to purchase two remaining electrical fire extinguishers.

Board Action: Mr. Broering made a motion to authorize Mr. Ravary's purchase of two crane bases for lift pumps for Industrial and Pickerel sites. Ms. Gifford seconded the motion.

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

Board Action: Ms. Hayes made a motion to authorize Mr. Ravary to purchase two electrical fire extinguishers. Mr. Broering seconded the motion.

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

DEQ Reporting -- See MiWaters Notices Printed 9/21/17 in tonight's meeting packet:
Discussed earlier in meeting; see "Fleis & VandenBrink Report on Ray Ravary List" heading.

NEW BUSINESS: Health concerns identified in Compliance Report
Discussed earlier in meeting; see "Fleis & VandenBrink Report on Ray Ravary List" heading.

UNFINISHED BUSINESS:

NSF Policy:

Secretary Gifford will investigate whether there is an NSF policy in place; if not, she will review and provide an example.

Bids on Hay Field Mowing:

- Mr. Tim Birgy would like to bid on mowing the hay field.
- Mr. Dar Zimmerman has a prior contract on this; Secretary Gifford will retrieve it to review the expiration date. If this contract is expired, it will go out for bid and Mr. Birgy will be notified. This item will be on next month's Agenda.

Web Site Updating:

Secretary Gifford will look into who is responsible for updating the website as Minutes have not been added since April.

CITIZEN COMMENT:

FLAUA Commissioner Linda Forwerck, speaking as the Fife Lake Township (FLT) Supervisor, reported that the Township has settled its public access lawsuit, and the DNR will be working there next spring. The FLT has asked that the PortaJohn and rubbish bin be kept near the road so that heavy trucks do not drive near the boat access at the south side of the lake. She asks that FLAUA not drive heavy trucks and machinery there as well.

COMMUNICATIONS: None.

ADJOURNMENT: Mr. Broering made a motion to adjourn the meeting. Ms. Gifford seconded the motion. The meeting adjourned at 7:31 p.m.

Submitted by: Kay Z. Held, Recording Secretary