

FIFE LAKE AREA UTILITY AUTHORITY (FLAUA)

Regular Meeting - Minutes

**Thursday, April 19, 2018, 6:00 p.m. 231-879-3565
Fife Lake Village Hall, 616 East Bates Street, Fife Lake, MI 49633**

CALL TO ORDER: President Tom Gray called the meeting to order at 6:01 p.m.

ROLL CALL: President Gray called Roll.

Present: Tom Gray-President, Marilyn Hayes-Vice President, Jodi Velez-Treasurer, Leigh Gifford-Secretary, and Commissioners Ron Broering, Cathy Sorrow, Jim Gifford, Dave McGough, and David Gill.

Absent: None.

Others in Attendance: Mr. Ray Ravary, FLAUA Compliance Officer. Member of the Public.

APPROVAL OF AGENDA: Additions requested:

Old Business: Return of FLAUA Property

New Business: Hook-up Bonding Requirements

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

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

ACCEPTANCE OF MINUTES:

Acceptance of Regular Meeting Minutes of March 15, 2018:

Ms. Gifford made a motion to accept the Minutes of the March 15, 2018, Regular Meeting as presented. Ms. Hayes seconded the motion. Mr. Broering abstained from the vote as he was not present at the March meeting.

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

TREASURER'S REPORT:

Treasurer's Report – Financial Report of March 31, 2018, and Payment of Bills:

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

ACTION ITEMS FROM H&R BLOCK:

Re: 299 Woodsedge – is a spec house that has sold. Closing is on 4/27; hook-up to follow.

Re: 399 Woodsedge – believed to be paying under a different account number.

Re: 344 Woodsedge – construction is not complete.

Ms. Velez will investigate the status of each property and follow-up with Ms. Hayes.

Regarding late fee waiver request by resident M. Kitchen: Her father (property owner) passed away and she is assuming the bills; however, payment was received late. Late fees are not waived.

Board Action:

Mr. Broering made a motion for H&R Block to prepare and send letter to client (M. Kitchen) denying waiver of late fee request. Mr. McGough seconded the motion. VOTE: YEAS: All. NAYES: None.

Treasurer Velez reported the Natural Gas adjustment has not yet been made in the accounting.

Board Action:

Mr. Gill made a motion to approve the Financial Report as presented. Mr. Gifford seconded the motion.

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

Payment of Bills: Re: Overhead Door for \$216.37. Re: Cummings Bridgeway for \$501.64

Mr. Ravary reported it appears the generator may be fixed; no more antifreeze is leaking. Mr. Ravary doesn't believe we should receive a bill for this as it only has 14 hours on it. Bridgeway has charged \$501.64 for two oil changes during repair and he believes this should be part of the warranty service.

Regarding the \$216.37 Overhead Door invoice; Mr. Ravary believes these are latent defects and doesn't believe this should be paid. Additionally, the door is still not properly fixed. There was Board discussion on whether this is an Overhead Door or F&V Engineering issue. As Fleis and VandenBrink (F&V) was Project Manager, they should pursue resolution of this issue, not our Compliance Officer.

Ms. Velez will ask H&R Block to hold payment on these invoices at this time.

Re: F&V Operations and two outstanding bills from over a year ago. H&R Block states they were not previously received although they are dated:

- June, 2017 for \$173.50 Professional Services April-May, 2017 (Mr. Ravary was on medical leave).

- Feb-March, 2017 for \$1331.60 (2 site visits during transition of Mr. Ravary taking over operations after licensure)

There is no dispute about the nature of the bills; however, concern that the bills were not received so long ago.

Ms. Velez reported there is a debit card expense to Renewal Support for \$899. Secretary Gifford had received an email stating we required a five-year renewal (\$899) of our SAM Registration, required by the U.S. Government. Ms. Velez called Mr. Blake Smith at USDA who agreed we are no longer required to carry this and are only required to have SAM Registration during the period of time we were receiving funding from the federal government. He indicated Renewal Support is a re-seller of this product. Ms. Velez contacted Renewal Support and acquired a \$600 credit for four years; however, they are still charging \$299 for the first year. She asked the Board for approval to pursue this further as a potential fraudulent issue and attempt to recoup the \$299. She will work with Forest Area Credit Union on this.

Board Action: March, 2018, Bills Payable:

Mr. Broering made a motion to approve the March, 2018 bills as amended; i.e., withhold payment to Overhead Door for \$216.37 and Cummings Bridgeway LLC for \$501.64, and continue to pursue a \$299 refund from Renewal Support. Mr. Gill seconded the motion.

ROLL CALL VOTE: Hayes-Y, Velez-Y, Broering-Y, Gray-Y, L. Gifford-Y, J. Gifford-Y, Sorrow-Y, McGough-Y, Gill-Y.
Motion carried.

GUEST: Mr. Jerry Gaultier of Boardman Valley Construction.

Mr. Gaultier inquired about contractor liability limits and bonding requirements. Board discussion followed. Secretary Gifford will research this matter and whether our policy on bonds and liability requirements needs to be modified.

COMMITTEE REPORTS:

Personnel Committee: There was no Personnel Committee meeting or Committee report. The Committee will meet in early May to discuss interviewing potential candidates for the part-time position.

Steering and Operations Committee: No meeting, no report. The Committee will coordinate a meeting. Mr. Dave McGough joined the Committee.

Compliance Officer/FVOP Report: The Compliance Officer Report was distributed prior to the meeting. In addition to his report, Mr. Ravary noted the following:

The work truck needs to be repaired after the accident in the snow.

Board Action: Mr. Broering made a motion to authorize repair to the work truck. Mr. Gifford seconded the motion.

VOTE: YEAS: All. NAYES: None.

Mr. Ravary will coordinate with Mr. Paul Olson of Municipal Underwriters of Michigan (MUM) on truck insurance coverage.

Mr. Ravary also reported that Forest Area Credit Union will be tying in to the system soon; we should receive their application shortly.

Mr. Ravary stated the hydraulic pump on the jetter is still gushing oil after the repair; it may be a bad bearing. He will work on it again.

There was Board consensus that Mr. Ravary is allowed to bring his dog to the plant to help chase away the geese which are causing a lot of problems. However, he is not allowed to travel with the dog in his truck.

Re: Habitat for Humanity home tie-in. Their permit application and payment for connection fee and capital connection charge (\$1,670 total) have been received. The Board needs to vote on approval for their sewer connection application.

Board Action:

Ms. Sorrow made a motion to approve the Habitat for Humanity application for sewer connection. Mr. Broering seconded the motion. VOTE: YEAS: All. NAYES: None. Motion carried.

After the recent unexpected death of his son, Mr. Ravary noted there is no Bereavement Time in his benefit package and requested the Board discuss this for future consideration as it is a common benefit. The Personnel Committee will also discuss this at their meeting.

Mr. Ravary participated in a MissDig class at Cherryland Electric recently, and it was very informative.

CITIZEN COMMENT: None.

NEW BUSINESS:

Website: Ms. Velez is maintaining the FLAUA website and will continue to post monthly minutes.

FOIA Request: This request has been completed.

Hook-up Bonding Requirement: The Operations Committee will meet to discuss whether contractors are required to be bonded and their liability limits (per earlier discussion above).

OLD BUSINESS: None.

Return of FLAUA Property:

Per prior meeting discussions about the return of FLAUA property (computer, hard drive, keys, gate control, etc.) from the Past President, Mr. McGough spoke with Grand Traverse County Prosecutor, Bob Cooney, who stated it is considered a crime and suggested we take the matter to the FLAUA attorney. Mr. Broering will contact the Past President first in another effort to retrieve the items. If there is no success, Mr. McGough will follow-up through legal channels.

Ms. Velez stated Mr. Jerry DaFoe still has a gate remote and key; Mr. Ravary will follow-up with Mr. DaFoe.

COMMUNICATIONS: None.

CITIZEN COMMENT: None.

BOARD COMMENT:

Ms. Velez reported we received the AT&T \$99 installation fee rebate in the form of a VISA Gift Card. There was Board consensus for Mr. Ravary to use it at the local hardware when purchasing items.

Ms. Velez reported the audit was completed April 16 and 17. She will be receiving a report. Ms. Charity Sawyer of H&R Block expressed that it seemed to go well with no problems.

A sympathy card and gift from the Board were provided to Mr. Ravary, along with deep condolences on the sudden loss of his son. His dedication to ensuring things were covered at the plant during this time was most appreciated.

Mr. Broering expressed thanks to Treasurer Velez for her tireless efforts managing the financial tasks for FLAUA.

ADJOURNMENT: Mr. Gray made a motion to adjourn the meeting. Ms. Hayes seconded the motion. The meeting adjourned at 7:05 p.m.

Submitted by: Kay Z. Held, Recording Secretary