

FIFE LAKE AREA UTILITY AUTHORITY (FLAUA)

Regular Meeting - Minutes

Thursday, August 23, 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 6:02 p.m.

ROLL CALL: President Gray called Roll.

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

Absent: Commissioners Jim Gifford, Cathy Sorrow, David Gill, and Dave McGough.

Others in Attendance: Mr. Ray Ravary, FLAUA Compliance Officer.

APPROVAL OF AGENDA: Agenda Additions:

New Business: 2017 Audit Approval

Communications: Letter to discuss

Old Business: Outstanding Task List

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

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

ACCEPTANCE OF MINUTES:

Acceptance of Regular Meeting Minutes of July 19, 2018:

Ms. Hayes made a motion to accept the Minutes of the July 19, 2018, Regular Meeting as presented. Mr. Broering seconded the motion. VOTE: YEAS: All. NAYES: None. Motion carried.

TREASURER'S REPORT:

Treasurer's Report – Financial Report of July 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. Ms. Velez additionally reported on the following:

An adjustment will need to be made to the budget on Natural Gas and Uniforms line items.

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

Payment of Bills:

Mr. Ravary heard from Bridgeway Cummings, and they agreed to waive the invoice from which we have been withholding payment. Mr. Ravary has written notification that there is a zero balance on this account and will forward to Ms. Velez. The warranty issue with them remains. Fleis & VandenBrink (F&V) is working on this matter with Bridgeway Cummings.

The Overhead Door bill is resolved after paying the \$40 service call fee. The remainder of balance was written off by Overhead Door. Ms. Velez will confirm with Ms. Charity Sawyer of H&R Block that we receive an adjusted statement.

Ms. Velez reported she received a response from Renewal Support regarding SAM Registration fee of \$299 that we disputed. Renewal Support stated they received approval for this purchase. The Secretary did authorize it; however, was unaware that we did not require renewal of the SAM Registration as we were no longer actively receiving funds from the federal government. Renewal Support has a specific time period to respond. Treasurer Velez will check those dates, confer with Ms. Sorrow, and further contest it if appropriate. A complaint will be lodged with the Consumer Protection Agency due to the questionable nature of their practices.

Board Action: August, 2018, Bills Payable:

Mr. Broering made a motion to approve the August, 2018 bills as presented. Ms. Gifford seconded the motion.
ROLL CALL VOTE: Hayes-Y, Velez-Y, Broering-Y, Gray-Y, L. Gifford-Y. Motion carried.

GUESTS: None.

COMMITTEE REPORTS:

Personnel Committee: No meeting was held; no report.

A Committee meeting needs to be scheduled. The 90-day probationary period will be up at the end of September for the two new part-time employees (Mr. Chris Houghton and Mr. John Vredevelt). Mr. Ravary recommended they be moved to part-time permanent with a wage increase based on their performance.

A performance review also needs to be performed for Mr. Ray Ravary, Compliance Officer.

Steering and Operations Committee: The Committee met to discuss the Deferred Monthly Commodity Charge Policy and distributed recommended corrections/changes to the Board at this evening's meeting. There was Board discussion; members will review and vote to adopt at the September meeting.

President Gray met with Mr. Ben Kladder of F&V Engineering and Compliance Officer Ravary at the plant regarding the GIS system issues we have been having. Mr. Kladder has been very responsive in their efforts to determine and resolve these problems and is working with the GIS provider.

The Board will request Mr. Kladder attend next month's meeting to address and discuss ongoing issues and execute steps for resolution to the GIS problems.

Mr. Ravary provided his list of problem items he has worked on and the time he has spent on the mechanical issues we have had since the system installation. This information will be distributed to the Board for review and discussion.

Compliance Officer/FVOP Report: The Compliance Officer Report was distributed in advance of the meeting and discussed with the Board. Mr. Ravary reported on additional topics:

Mr. Roger Gibson pulled tree stumps. Those areas will need to be seeded September/August. A 50 lb. bag of seed will need to be purchased.

Mr. Ravary believes Vans Lane residents will continue to resist hooking up to the system which may result in legal action. He suggested a By-Law change regarding attorney and litigation fees and that if FLAUA is successful in litigation, these fees are to be responsible by the plaintiff. Mr. Ravary and Ms. Gifford will work on this.

The letter to our attorney regarding the Cummings generator problem at Station A3 has been prepared; however, has not yet been sent. This needs Board resolution.

Paul Birgy still has uniform pants and would like to purchase them. Mr. Ravary needs his last date of employment from Ms. Velez.

Mr. Ravary reported to Board the need for a safety rescue tripod for confined space entry. Use of this is MIOSHA required. He has researched tripods and found one for approximately \$3,300. There are presently multiple needs for this.

Board Action: Mr. Broering made a motion for the purchase of a safety rescue tripod. Ms. Velez seconded the motion.
ROLL CALL VOTE: Velez-Y, Broering-Y, Gray-Y, L. Gifford-Y, Hayes-Y. Motion carried.

CITIZEN COMMENT: None.

NEW BUSINESS:

2017 Audit Report: The 2017 Audit Report was previously presented to the Board for review.

Board Action: Ms. Hayes made a motion to approve the 2017 Audit as presented. Mr. Broering seconded the motion.
VOTE: YEAS: All. NAYES: None. Motion carried.

Ms. Velez will post the 2017 Audit to the FLAUA website.

OLD BUSINESS:

Outstanding Task List Discussion:

Ms. Velez will post the Massey Ferguson tractor on Craigslist tonight and direct calls to Mr. Ravary. The sale will be by sealed bid.

Ms. Velez will project the budget for labor expenses regarding the two part-time employees and present it to the Board at the next meeting.

Discussion for the purchase of gravel was tabled for future review.

Regarding the Fleis & VandenBrink (F&V) invoice for GPS service: we still haven't received a bill for their time in repairing corrupted files. We dispute that FLAUA should be charged for this.

The Operations Committee needs to finalize the Asset Management Plan, Hook-up Policy, Bond Requirements and Liability Limits. Board discussion indicated it would be most beneficial to experience a full year with the new system in operation to best evaluate the Asset Management Plan.

Ms. Velez will verify with Ms. Sawyer of H&R Block that a letter was sent to the Kitchen account denying waiver of late fee.

The Board will revisit the late fee policy regarding no waivers. Mr. Ravary will forward a copy to Commissioner Hayes for distribution to the Board.

The red intake floats are not yet fixed; this issue still needs to be resolved.

Blower #2 safety relief valves still need to be fixed and blowers adjusted. FLAUA believes the vendor should be responsible for ensuring proper operation as they sold us a system that should be working consistently and correctly. Mr. Ben Kladder has been involved in this. Further follow-up is required.

COMMUNICATIONS:

Mr. Gray read aloud a letter from residents Gary and Sharon Burkholder. They expressed thanks, appreciation, and compliments toward Compliance Officer Ray Ravary and employees Chris Houghton and John Vredevelt for their workmanship, professionalism, and polite manner in which they perform their duties, maintain the equipment, and interact with residents.

A copy of the letter will be sent to Secretary Gifford for employee files. Mr. Ravary will also share the letter with Messrs. Houghton and Vredevelt. We appreciate their service.

CITIZEN COMMENT: None.

BOARD COMMENT:

Commissioner Leigh Gifford has given Fife Lake Township a letter of resignation and, consequently, the FLAUA. She anticipates continuing to serve through the end of the year. The Board thanks her for her service.

ADJOURNMENT: Mr. Broering made a motion to adjourn the meeting. Ms. Gifford seconded the motion. The meeting adjourned at 7:30 p.m.

Submitted by: Kay Z. Held, Recording Secretary