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

**Regular Meeting**

**Minutes**

**Thursday, March 19, 2015, 6:00 p.m.**

**Fife Lake Village Hall, 616 East Bates Street, Fife Lake, MI 49633**

**CALL TO ORDER:** President William Fisk called the meeting to order at 6:00 p.m.

**ROLL CALL:** President William Fisk called Roll.

**Present:** William Fisk-President, Jodi Velez-Vice President, Lori Ann Rognlie-Secretary, Tom Gray-Treasurer and Commissioners Lisa Leedy, Ron Broering, Brandon Gwizdala, Ricky Hulwick and Terry Street.

**Absent none**.

**Others in Attendance:**

Mr. Joe Burfield, FLAUA Relief Operator

Mr. John DeVol, Fleis & VandenBrink Engineering (F&V)

Members of the Public.

**APPROVAL OF AGENDA:**

**Board Action:**

Mr. Gray made a motion to approve the Agenda as presented. Ms. Leedy seconded the motion.

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

**APPROVAL OF MINUTES:**

**Approval of Minutes, Regular Meeting, 2/19/15:**

President Fisk asked for a motion to approve the 2/19/15 Regular Meeting Minutes.

**Board Action:**

Mr. Gray made a motion to approve the Minutes of the Regular Meeting of 2/19/15. Mr. Gwizdala seconded the motion. Commissioners Street, Leedy and Hulwick requested to abstain from voting as they were absent from the meeting.

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

**OFFICERS’ REPORTS:**

**Approval of Treasurer’s Report for February, 2015:**

The Treasurer’s Report had previously been distributed to the Board. Treasurer Gray discussed the Bond & Interest Payment due and reserve amount available. He also reviewed insurance, utility, fuel, and license expenses, indicating they are presently lower than budgeted or on track with budget.

President Fisk has contacted Continental Linen Services. A contract was in place requiring a one-month notice and return of uniform(s) prior to termination. He will get confirmation from Mr. Joe Burfield, Relief Operator, that uniform(s) have been returned as he has the use of uniforms from his full-time employer. The account with Continental will then be suspended until and if we should have a need for their services.

**Board Action:**

Ms. Leedy made a motion to approve the Treasurer’s Report for February 2015 as presented. Ms. Rognlie supported the motion.

ROLL CALL VOTE: Fisk-Y, Velez-Y, Rognlie-Y, Gray-Y, Broering-Y, Hulwick-Y, Leedy-Y, Street-Y, Gwizdala-Y.

Motion carried.

**Approval of Bills Payable for March 2015:**

Bills Payable had been previously distributed to the Board. Ms. Rognlie clarified the entry indicating a payment to her for $322.66 (Office Supplies & Postage) was printing cost and postage expense for mail distribution.

Mr. Gray noted the F&V Operations expense of $1,886. With wages paid out, average monthly operations cost is $3,000. This is lower than in the past. Summer expenses will be higher given additional needs; i.e., irrigation, mowing, F&V emergency services.

**Board Action:**

Mr. Broering made a motion to approve the Bills Payable for March 2015, as submitted. Mr. Street seconded the motion.

ROLL CALL VOTE: Velez-Y, Rognlie-Y, Gray-Y, Broering-Y, Hulwick-Y, Leedy-Y, Street-Y, Gwizdala-Y, Fisk-Y.

Motion carried.

**PRESIDENT’S REPORT:**

The President’s Report had been previously distributed to the Board. President Fisk reviewed information with the Board. He noted a meeting on 3/2/15 with heads of constituent municipalities (Tom Gray, Lisa Leedy, and Linda Forwerck) to review contractual documents prior to their presentation to the respective Boards for their adoption. Each municipality has or will be reviewing in the very near future.

**COMMITTEE REPORTS:**

**Operations Committee:**

Mr. Fisk discussed receipt of a recommendation and proposal from F&V for the purchase of a Dissolved Oxygen (DO) Meter including ancillary items. F&V has explored pricing and vendors. The recommendations are specific to our needs as a wastewater treatment facility. Their quote is from USA Bluebook and is inclusive of shipping, totaling $1,074.40. An itemized quote is included in the meeting packet.

**Board Action:**

Ms. Leedy made a motion to purchase the recommended DO Meter from USA Bluebook for $1,074.40. Mr. Broering seconded the motion.

ROLL CALL VOTE: Rognlie-Y, Gray-Y, Broering-Y, Hulwick-Y, Leedy-Y, Street-Y, Gwizdala-Y, Fisk-Y, Velez-Y.

Motion carried.

**Personnel Committee:**

Mr. Fisk noted initial discussions held with Kingsley regarding collaboration with their wastewater treatment facility and operations. They asked that Mr. Fisk meet with Wade-Trim, their operator. Kingsley is under a limited timeframe to renew their contract. He also spoke with Mr. Blair Selover of F&V to make a presentation exploring whether a collaborative approach may be a viable option as neither Kingsley nor FLAUA require a full-time operator. Formal assessments support this.

Mr. Fisk recommended FLAUA place an ad for a part-time, interim maintenance person as one of our part-time employees, Jeffrey Hulwick, may be called out of the area for an extended time with his full-time employer. Mr. Hulwick noted that with Mr. Burfield resigning in June, our other part-time employee (Danny) may require support and there will be a need for general maintenance (mowing, irrigation checks, etc.) functions that increase in the summer; i.e., those tasks that do not require a licensed individual. It is not desirable to pay F&V to perform these functions. The Board discussed response time, availability, and weekend/on-call needs.

Ms. Rognlie suggested the Personnel Committee pursue this and return to the Board with recommendations. The Board also discussed the possibility of an on-call stipend for Jeffrey and Danny, as well as the proposed additional part-time, interim person. Ms. Velez suggested exploring a lawn/mowing service; Mr. Hulwick expressed concern about liability at the pond and them operating our equipment. This would need to be discussed with Mr. Paul Olson, our insurance agent.

**Board Action:**

Mr. Hulwick made a motion to place an ad for a part-time maintenance person for approximately 30 hours per week at a wastewater treatment facility. Deadline for applications is 4/6/15. Mr. Broering seconded the motion.

Board discussion followed and encompassed the following: The on-call requirement or pay rate will not be stated in the ad; although the pay range would be approximately $12/hour. The Personnel Committee will present recommendations at the 4/16/15 meeting. Awaiting quote from Record Eagle for the cost of the ad and will not know until. In addition to

newspaper ad, the position will be posted locally and on the FLAUA website.

ROLL CALL VOTE: Gray-Y, Broering-Y, Hulwick-Y, Leedy-Y, Street-Y, Gwizdala-Y, Fisk-Y, Velez-Y, Rognlie-Y.

Motion carried.

**Steering Committee;**

The Steering Committee met with Fleis & VandenBrink Engineering to review flow-monitoring results. Mr. John DeVol of F&V reported to the Board there is more water flowing to the system than the discharge permit allows and other technical information. Their proposal for irrigation field-testing is detailed and was presented to the Board. It follows the Basin Infiltration Method (BIM). They will perform field-testing and pursue approval by the Michigan Department of Environmental Quality (MDEQ) for expansion of the current discharge permit. Continuing with the current infiltration rate is not fiscally feasible. The projected cost of this project is within the rural development project.

**Board Action:**

Mr. Broering made a motion to accept the Fleis & VandenBrink Proposed Scope of Work and Budget Change for Irrigation Field Testing, not to exceed the quoted $31,200. Mr. Hulwick seconded the motion.

ROLL CALL VOTE: Broering-Y, Hulwick-Y, Leedy-Y, Street-Y, Gwizdala-Y, Fisk-Y, Velez-Y, Rognlie-Y, Gray-Y.

Motion carried.

Discussion: Ms. Leedy noted this may delay letting out design bids for construction until we hear from the DEQ. F&V will send them a preliminary work plan.

**SPECIAL ORDERS:**

**Bookkeeping Open Bid Process:**

Sealed bids were opened and reviewed in detail.

* Forest Area Services (FAS) declined to submit a bid.
* Adcock & Gibson did not wish to bid.
* H&R Block/Anthony Temple (Owner), of Kingsley submitted a bid. Their itemized proposal complied with all FLAUA bid requests and outlined multiple services and their respective costs for bookkeeping, payroll, ACH customer payment, audit assistance, attending FLAUA meetings if necessary, etc. The regular monthly fee quote for the same services we used through FAS (monthly billings) is $840 (FLAUA previously paid FAS approximately $1,200/month). An additional, one-time setup fee with QuickBooks Accounting & Payroll software was quoted at $500.

**Board Action:**

Mr. Gray motioned to accept the H&R Block proposal at $840/month plus additions/overcharges. Ms. Rognlie seconded the motion.

ROLL CALL VOTE: Hulwick-Y, Leedy-Y, Street-Y, Gwizdala-Y, Fisk-Y, Velez-Y, Rognlie-Y, Gray-Y, Broering-Y.

Motion carried.

**Board Action:**

Ms. Velez made a motion we authorize our Treasurer to request Forest Area Services (FAS) (our current bookkeeping service) to prepare the April 2015 Customer Billing at current contract rates. If FAS does not agree, we authorize H&R Block to begin billing services immediately under their proposed rates. Mr. Broering seconded the motion.

ROLL CALL VOTE: Leedy-Y, Street-Y, Gwizdala-Y, Fisk-Y, Velez-Y, Rognlie-Y, Gray-Y, Broering-Y, Hulwick-Y.

Motion carried.

Note: FAS had tendered their resignation as our bookkeeping service as of April 1, 2015, upon expiration of their service agreement with FLAUA.

**Board Action:**

Ms. Leedy motioned to accept the H&R Block bid of $500 for a one-time, QuickBooks online setup fee. Mr. Street seconded the motion.

ROLL CALL VOTE: Street-Y, Gwizdala-Y, Fisk-Y, Velez-Y, Rognlie-Y, Gray-Y, Broering-Y, Hulwick-Y, Leedy-Y.

Motion Carried.

**2014 Audit & Payment:**

The Gabridge & Company, PLC, 2014 Audit Report was distributed to the Board in advance of the meeting. Board discussion followed, reviewing its contents.

**Board Action:**

Ms. Leedy made a motion to accept the Gabridge & Company 2014 Audit and authorize payment within the approved bid. Mr. Gwizdala seconded the motion.

ROLL CALL VOTE: Gwizdala-Y, Fisk-Y, Velez-Y, Rognlie-Y, Gray-Y, Broering-Y, Hulwick-Y, Leedy-Y, Street-Y.

Motion carried.

**UNFINISHED BUSINESS:**

FLAUA received the requested written response from Mr. Kevin Jasper regarding his past compaction study and the FLAUA invoice he is disputing. Board discussion followed.

**Board Action**

Mr. Broering acknowledged receipt of Mr. Jasper’s response letter and motioned that FLAUA pursue no further action on the matter. Ms. Rognlie supported the motion.

ROLL CALL VOTE: Fisk-Y, Velez-Y, Rognlie-Y, Gray-Y, Broering-Y, Hulwick-Y, Leedy-Y, Street-Y, Gwizdala-Y.

Motion carried.

**NEW BUSINESS:**

Ms. Rognlie reported she attended an Emergency Management Training Course conducted by Mr. Greg Bird, Grand Traverse County Emergency Supervisor. She stated he is willing to meet with our Board to discuss emergency management protocol in the event of a breach, natural disaster, or other emergency. Board discussion followed. The topic was tabled at this time.

Board discussion encompassed the previously proposed service contract/franchise agreement, past meeting with three constituent municipalities to approve contract and agreement, and input from Roger Swets, Bond Attorney. All three of the constituent municipalities have met or will be meeting shortly to review and vote on this matter.

**Board Action:**

Ms. Leedy made a motion for FLAUA to accept the Sewer System Service Contract and Franchise Agreement. Ms. Rognlie seconded the motion.

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

**Board Action:**

Ms. Leedy made a motion to authorize adoption of FLAUA Resolution 15-04, Sewer System #1 Service Contract, and Franchise Agreement, as presented. Mr. Broering seconded the motion.

ROLL CALL VOTE: Velez-Y, Rognlie-Y, Gray-Y, Broering-Y, Hulwick-Y, Leedy-Y, Street-Y, Gwizdala-Y, Fisk-Y.

Motion carried.

**Other Discussion:**

President Fisk informed the Board that Kay Held, Recording Secretary, should be on vacation in July during the week of the scheduled Regular Meeting. Arrangements will be necessary for recording and preparing that meeting’s Minutes.

**CITIZEN COMMENT:**

Mr. George Gauld noted the generator at the plant still not working properly. He would like it moved to his facility to repair.

**BOARD COMMENT:**

Ms. Leedy inquired about the process for transitioning from Forest Area Services to H&R Block. The President and Treasurer will facilitate this transaction.

Treasurer Gray announced he should be resigning as Treasurer at the April meeting. President Fisk extended his thanks for his service.

**ADJOURNMENT:** Mr. Broering made a motion to adjourn the meeting. Meeting adjourned at 8:38 p.m.

**Submitted by:**

**Kay Z. Held, Recording Secretary**