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

**Regular Meeting**

**Minutes**

**Thursday, May 21, 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 6:02 p.m.

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

**Present:** William Fisk-President, Jodi Velez-Vice President, Lori Ann Rognlie-Secretary, and Commissioners Tom Gray and Ron Broering.

**Absent:** Commissioners Ricky Hulwick, Terry Street, and Brandon Gwizdala. Commissioner Lisa Leedy notified President Fisk she would be arriving a few moments late.

**Note:** Ms. Leedy arrived at 6:09 p.m.

**Others in Attendance:**

Mr. Tony Temple, H&R Block Mr. Ray Ravary, new plant employee

Mr. Joe Burfield, FLAUA Relief Operator Mr. Duane Burfield, new plant employee

President Fisk referenced an item in the Minutes of the April 16, 2015 meeting where it was reported during approval of that meeting’s Agenda, a Motion and Second were made; however, no vote had taken place. To ensure OMA compliance, he asked for a vote to formally approve the Agenda of the April 16, 2015 meeting. The motion had originally been made by Ms. Leedy and supported by Ms. Velez.

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

**APPROVAL OF AGENDA:**

Mr. Fisk reported that in regards to the Rogers/Sumner property, he had requested Mr. Rogers forward documentation to FLAUA regarding when the property went from multi- to single-residence. No documentation has been received. This item will be addressed at the next meeting.

Mr. Fisk noted that Mr. Mitchell Foster of the Kingsley Wastewater Treatment System was possibly going to attend this evening’s meeting regarding collaboration of our systems.

Ms. Charity Sawyer of H&R Block had brought to Mr. Gray’s attention a billing that has been going out to a property on Merritt Street for April and May; however, this property has not been active since 2010. Mr. Temple explained that this was an active account in the previous accounting service’s system, which is why the initial billing arrived. Mr. Gray reported there is no residence on the site. Reimbursement of two month’s billing will need to be reimbursed. This will be addressed under New Business.

Mr. Gray reported Ms. Sawyer sent a bill for the new homes being built on Pickerell Lake (Mr. Joe Jones); however, we do not bill on new construction until a Certificate of Occupancy is issued. This will be addressed in New Business.

**Board Action:**

Mr. Gray made a motion to approve the Agenda as amended. Ms. Velez seconded the motion.

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

**APPROVAL OF MINUTES:**

**Approval of Minutes, Regular Meeting, 4-16-15:**

**Board Action:**

Mr. Gray made a motion to approve the Minutes of the Regular Meeting of 4-16-15. Ms. Rognlie seconded the motion.

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

**Approval of Minutes, Special Meeting, 5-8-15:**

**Board Action:**

Mr. Gray made a motion to approve the Minutes of the Special Meeting of 5-8-15. Ms. Rognlie seconded the motion.

Mr. Broering abstained from the vote, as he was not present at the Special Meeting.

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

**OFFICERS’ REPORTS:**

**Treasurer’s Report for April, 2015:**

President Fisk noted adjustments still need to be made regarding accounts as a result of the transition to the new accounting service and software. Mr. Temple indicated three items of note:

1. Regarding the Fleis & VandenBrink (F&V) invoice of 3/15/15: He needs direction from which account to pay this invoice, as it was not set up in the QuickBooks system. President Fisk stated it should be paid from the Forest Area Credit Union account, not the Chemical Bank Account.
2. Regarding prior journal entries 91+ days overdue (from 2010): he will review this with the Auditing firm (Gabridge).
3. Regarding the correction to the Crystal Flash invoice discussed at the last meeting: the sales tax will be credited back to the account, as FLAUA is a tax-exempt organization.

Mr. Gray stated we need to get the USDA accounts to H&R Block. Mr. Fisk has spoken with H&R Block so that Ms. Sawyer can present tracking at the next meeting.

**Approval of Treasurer’s Report:**

**Board Action:**

Ms. Leedy made a motion to approve the Treasurer’s Reportfor April 2015. Ms. Rognlie supported the motion.

ROLL CALL VOTE: Gray-Y, Broering-Y, Leedy-Y, Fisk-Y, Velez-Y, Rognlie-Y. Motion carried.

**Bills Payable for April 2015:**

Mr. Gray spoke with Ms. Sawyer of H&R Block and confirmed the 4/21/15 invoice from Continental Linen is their last invoice. The account is suspended at this time.

Mr. Gray noted it is still difficult to interpret the Running, Wise & Ford (RWF) invoice (most recent invoice is $1,841) and allocation of fees to the SAW Grant, USDA, FLAUA, In-kind monies, etc. Mr. Fisk has spoken with Mr. John DeVol of F&V, who will be working with RWF to itemize their fees. F&V services are allocated to different accounts; Mr. DeVol is tracking this. The two parties are collaborating and future clarification should be in order. H&R Block will also then track to ensure accuracy.

Ms. Rognlie asked Mr. Temple about the April Wages Paid on the Transactions List; there are nine names; however, only eight checks written. Mr. Temple will clarify this with Ms. Sawyer, and she will respond.

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

**Board Action:**

Ms. Leedy made a motion to approve the Bills Payable for April 2015 as amended. Ms. Rognlie seconded the motion.

ROLL CALL VOTE: Broering-Y, Leedy-Y, Fisk-Y, Velez-Y, Rognlie-Y, Gray-Y. Motion carried.

**President’s Report:**

The President’s Report had been previously distributed to the Board.

**COMMITTEE REPORTS:**

**Operations Committee:**

**F&V Operations Report:**

The Fleis & VandenBrink Operations report was distributed to the Board in advance of the meeting.

**Smoke Testing Notice 05-19-15 and Smoke Testing 05-19-15:**

A notice went out to the community prior to the test. There was a brief breakdown in a blower; however, the company will complete it today. No abnormalities were noted as of meeting time. Mr. Gray expressed concerns about illegal hookups and infiltration. He reported the company found one cleanout with a broken cap and would like to speak with them about benefits of the test in homes that have a trap and/or a crawl space. Mr. Fisk will discuss this with the company.

**F&V – FLAUA BIM Results:**

Mr. Fisk reported we passed this test with strong ability for the soil to handle the water. It is now in the hands of the MDEQ to adjust discharge rates to reflect what we are allowed to put into the fields. It is hopeful we will have this information within two months to obtain a revised discharge certificate.

**Groundwater Monitoring Program per DEQ:**

Ms. Rognlie noted this was brought up in November 2014. She does not believe we currently have one on-site at the plant. She asked the Operations Committee pursue this to ensure we are in compliance. Mr. Burfield reported he is not aware of a printed Groundwater Monitoring Program at the plant. Quarterly groundwater testing is completed within the parameters of our permit.

**Personnel Committee:**

**New Hire – Plant Employees:**

President Fisk expressed thanks to the Personnel Committee of Ms. Velez, Mr. Broering, and Mr. Hulwick, along with the assistance of Ms. Rognlie, for their efforts in conducting an employee search for two plant positions (30 hours/week and 15 hours/week). Mr. Broering reported to the Board that all candidates were presented by their initials, rather than their names, at the Special Meeting for Board review.

Mr. Ray Ravary and Mr. Duane Burfield were selected for these positions. They were each introduced and provided a brief history of their background. Due to the short timeframe before Mr. Joe Burfield’s exit, job shadowing has commenced; however, formal hiring is contingent upon the results of the drug testing and signing of the FLAUA Employment Agreement. Ms. Velez has conducted background checks.

The Board expressed thanks to our outgoing Relief Operator, Mr. Joe Burfield, for his dedication and doing an excellent job for FLAUA and the community. Mr. Burfield thanked us for the opportunity.

Ms. Leedy reported she received a message from Mr. Mitchell Foster of Kingsley who indicated he was unable to attend tonight’s meeting. He stated they are interested in sharing an Operator (20 hours each). Mr. Fisk stated Kingsley has a B2 licensed system; ours requires an L2 License. Mr. Fisk has spoken with Mr. Chris Musselman of the Manton Wastewater System. Mr. Musselman will be testing for his L2 license in November and is willing to speak to his organization on the prospect of sharing an Operator. It will be at least one year before Mr. Ravary could test for licensure. Mr. Gray noted for the record our licensed operator is currently with Brian Lee of Fleis & VandenBrink Engineering.

**Employee Manual:**

Ms. Rognlie reported having an Employee Manual remains an open item, which needs to be completed. Running, Wise & Ford submitted a sample employee manual in September 2014. This manual can be edited and customized to our organization. Board discussion included suggestions that both the Personnel and Operations Committee work on this project, with F&V input. Ms. Rognlie offered to assist on the project.

**Steering Committee:**

**Connections & Disconnects:**

Ms. Leedy reported she just received a brief message from Mr. John DeVol of F&V regarding the earlier questions about smoke testing and sump pumps. There was considerable Board discussion about this issue and we will await the formal smoke testing report to pursue further clarification. Ms. Leedy also reported the smoke testing was completed this afternoon, and Plummers will be here Tuesday (5/26/15) to televise the system.

Ms. Leedy noted that F&V has a connect/disconnect policy from which we can work to customize to our needs.

**Auditor Certificate Letter:**

We now have a contract with an Auditor, Gabridge & Co., who is authorized to work with H&R Block. Mr. Fisk will prepare the Auditor Certificate letter to Gabridge.

**Rules & Regulations Publication:**

The FLAUA Rules & Regulations were published in the Traverse City Record Eagle today, 5/21/15. Barring any formal objections, they will become effective 6/20/15.

**USDA – Self-evaluation:**

President Fisk reported we should be required to make our Village Hall compliant with the Americans with Disabilities Act (ADA) per the USDA requirements. He has begun the process of developing a plan. Quotes will need to be procured.

**SPECIAL ORDERS:**

Brian Lee of F&V handled a new timer for the irrigation fields.

**UNFINISHED BUSINESS:**

**Treasurer:** We remain in need of a Board Member to fill this position.

**Board Action:**

Ms. Leedy made a motion to nominate Ms. Jodi Velez as Treasurer. Ms. Rognlie supported the motion.

VOTE: YEAS: All. NAYES: No.

**Board Action:**

Ms. Leedy made a motion to remove former Treasurer, Mr. Gray, from all bank accounts and give signing authority to Ms. Velez, our new Treasurer. Mr. Gray seconded the motion.

ROLL CALL VOTE: Leedy-Y, Fisk-Y, Velez-Y, Rognlie-Y, Gray-Y, Broering-Y. Motion carried.

It was noted we shall also need to put a Resolution in place.

**NEW BUSINESS:**

On the matter of two months of inaccurate billings to the Curran account on the Merritt Street property:

**Board Action:**

Mr. Gray made a motion to reimburse the Merritt Street resident on what she has been incorrectly billed, up to $70. Mr. Broering seconded the motion.

ROLL CALL VOTE: Fisk-Y, Velez-Y, Rognlie-Y, Gray-Y, Broering-Y, Leedy-Y. Motion carried.

On the matter of resident Mr. Joe Jones and his Pickerel Lake property, it is currently under new construction and should not be billed until he has received a Certificate of Occupancy. He has been incorrectly billed for up to two months of service.

**Board Action:**

Mr. Gray made a motion to reimburse Mr. Joe Jones for amounts incorrectly billed (up to $70). Mr. Broering seconded the motion.

ROLL CALL VOTE: Velez-Y, Rognlie-Y, Gray-Y, Broering-Y, Leedy-Y, Fisk-Y. Motion carried.

**CITIZEN COMMENT:**

Mr. Ray Ravary stated to the Board after inspection of the polishing pond, there is erosion on one side. In the event a new mower might be purchased, he suggested the use of a zero turn mower rather than the flail mower, and the benefits of doing so. He would also like to remove the snow-fencing, repair some damaged fencing, and remove some shrubs near the fencing. Mr. Fisk reiterated he use the appropriate and required safety equipment.

**BOARD COMMENT:**

Ms. Rognlie noted the following items coming up on the organizational chart:

May - Miss Dig payment is due

May - Contract Review for Auditor

June - verify insurance certificate with Arcadia

June - Joe Burfield resignation

July - review policies

July – two changes to the FOIA policy (a change in the worksheet and change to the current minimum wage)

July - need a substitute for the Recording Secretary for July, 2015 meeting. Ms. Leedy volunteered to do so.

**ADJOURNMENT:**

Mr. Broering made a motion to adjourn the meeting. Meeting adjourned at 7:35 p.m.

**Submitted by:**

**Kay Z. Held, Recording Secretary**