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

**Regular Meeting**

**Minutes**

**Thursday, August 20, 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-Treasurer, Lori Ann Rognlie-Secretary, and Commissioners Tom Gray, Lisa Leedy, Terry Street and Ron Broering.

**Absent:** Commissioners Brandon Gwizdala and Ricky Hulwick.

**Others in Attendance:**

Ms. Charity Sawyer, H&R Block

Mr. Ray Ravary, FLAUA Employee

Mr. Duane Burfield, FLAUA Employee

**APPROVAL OF AGENDA:**

**Board Action:**

Mr. Gray made a motion to approve the Agenda as presented. Mr. Broering supported the motion.

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

**APPROVAL OF MINUTES:**

**Approval of Minutes, Regular Meeting, 7-16-15:**

President Fisk asked for a motion to approve the 7-16-15 Regular Meeting Minutes.

**Board Action:**

Mr. Gray made a motion to approve the Minutes of the Regular Meeting of 7-16-15. Ms. Velez seconded the motion.

Ms. Rognlie noted amending 7/16/15 minutes to indicate Adjournment at approximately 7:30 p.m.

Ms. Leedy noted amending 7/16/15 minutes to correct the spelling of Ray Ravary’s last name.

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

**OFFICERS’ REPORTS:**

**Financial Report for July, 2015:**

The Financial Report was previously distributed to the Board, prepared by H&R Block of Kingsley.

Delinquent Accounts:

Ms. Velez referenced 3 delinquent accounts indicated in her packet; i.e., Jackie Sorensen, Clarence Russell, and the estate of Margaret Cascone. Per Ms. Rognlie there was a payment on the Sorensen account in July; however, the account is not in balance. The Russell account had an outstanding balance of $6.50. Ms. Sawyer indicated they have since paid the balance, which was due to the rate change.

Regarding the Cascone estate account, there was board discussion that the account follows the property number, not the individual. We must follow our By-laws and after three months of delinquency, the balance is to be put on the tax roll. Ms. Sawyer now has the tax numbers of the properties and will email the list to procure data from these records.

Mr. Gray inquired about professional fees and that we are currently at 109%. He inquired about the Fleis & VandenBrink (F&V) fees; Ms. Sawyer will investigate and respond to Treasurer Velez, who will disburse the information. Ms. Rognlie asked for a breakout of fees allocated by F&V Operations, Engineering, and Interest.

**Board Action:**

Mr. Gray made a motion to accept the July, 2015, Financial Report as presented. Mr. Broering seconded.

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

Motion carried.

**BILLS PAYABLE:**

Mr. Gray made a motion to approve the Bills Payable. Ms. Rognlie supported the motion.

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

Motion carried.

**President’s Report:**

The President’s Report had been previously distributed to the Board. President Fisk added that there were a number of minor items at the plant requiring attention that could have become significant without the actions of our plant staff.

Mr. Broering inquired about paying off the bond payment sooner. Mr. Fisk reported authorization has been given to Mr. Tom Traciak to make arrangements for paying this off sooner than later, as funds are set aside for it.

**COMMITTEE REPORTS:**

**Compliance Officer:**

Mr. Ravary reported that there were several scoops of gravel missing from the A1 station. He spoke with Mr. Gordy Smith, who thought it was acceptable to take. He was asked to replace it. After two weeks, a police report was filed. The Deputy spoke with Mr. Smith today and indicated if the gravel is not replaced, the deputy will need to move forward with the Prosecutor. Mr. Fisk had also spoken with this individual to avoid taking it to law enforcement. Mr. Ravary and Ms. Leedy indicated there are several areas that require gravel due to the condition of the properties.

**Board Action:**

Ms. Rognlie made a motion to purchase gravel for the A1 station and plant not to exceed $500 total. Mr. Broering seconded the motion.

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

Motion carried.

Mr. Ravary spoke of the Insurance Review meeting. He was advised that we require a fireproof container for solvents.

**Board Action:**

Ms. Leedy made a motion to purchase a flammable liquid cabinet not to exceed $400. Ms. Rognlie seconded the motion.

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

Motion carried.

Mr. Ravary presented several other items:

* He requires more fire extinguishers.
* Concern about no containment or protection with the 250-gallon gas tank. This is an insurance issue with EPA concerns. He suggested building a lined, wooden enclosure with adequate containment. There was Board concern about DEQ inspection and approval. Mr. Ravary will ask F&V for their input. Board consensus was to have Mr. Ravary build a containment enclosure so that the risk is minimized in the event of a tank leak.
* He has been pumping duck weed this week and had to purchase a new pump. A resident is available and qualified to service another pump or small engines at $30/hour.
* He noted Mr. Brian Lee will speak with the DEQ to procure the emergency discharge permit. We are not down to the second inlet pipe. Mr. Lee will let us know if we can pump longer hours to discharge to a lower level.
* One sprinkler is not indexing. They are all very old. The 2’ pipe wrench is not large enough for the heads. A 3’ is $150; a 4’ is $300. He needs at least one sprinkler head rebuild kit ($150), and suggests rebuilding approximately four heads per year. Subsequently, he would like to purchase five sprinkler head kits now and begin rebuilding them.
* A small refrigerator is required for water samples, which need to be cold.

Each of these items is within Mr. Ravary’s spending authority. The Board authorized him to purchase a 3’ and 4’ pipe wrench, five sprinkler head kits, and a small refrigerator for water samples.

Mr. Ravary also suggested the purchase of a professional grade, zero-turn mower this fall as the flail mower is difficult on uneven ground, beats up the soil, and causes erosion.

Purchase of Metal Detector:

Mr. Ravary will conduct more research on this.

Badges for Compliance Officers:

Mr. Burfield has researched the cost and can have QuickPrint do badges (and business cards) for $25-40.

Miss Dig Log:

Ms. Rognlie stated there is a Miss Dig log in place at the plant. Mr. Ravary reported there were 12 this past week.

**Operations Committee:**

Standard Operations Manual Status:

Messrs. George Gauld, Tom Gray, and Brandon Gwizdala (as well as Mr. Fisk as ex-officio) make up the Committee. Ms. Rognlie noted this remains an Open Item.

Ms. Velez spoke of the down auto dialer at A1 Station. USA Blue Blue book is sending a replacement dialer as it was under warranty.

**Personnel Committee:**

Ms. Velez reported there are recommendations in the meeting packet:

* To approve one hour of administrative time for the plant staff to discuss projects, punch list, and priority list.
* Regarding employee benefits, to retain both employees with recommendations on employee hours and rate increases.
* We are awaiting input from F&V for employee evaluations.

Mr. Ravary invited the Board to the plant and grounds to view firsthand daily operations and see what changes have taken place.

**Board Action:**

Ms. Rognlie made a motion to increase Mr. Ravary’s employment to up to 40 hours/week with a $3.50 per hour wage increase, effective September 1, 2015. Mr. Broering seconded the motion.

There was Board discussion regarding the increase in payroll costs against the total budget and accounts that are under budget.

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

Motion carried.

**Board Action:**

Ms. Rognlie made a motion to increase Mr. Burfield’s wage by $1.50 per hour, effective September 1, 2015. Mr. Broering seconded the motion.

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

Motion carried.

Discussion followed about the phone stipend; Messrs. Ravary and Burfield will make that information clear on their timesheets.

**Administrative Hour & Punch List:**

There was Board consensus for Messrs. Ravary and Burfield to plan an administrative hour to discuss work completed and preparation of a punch list. Board discussion included payroll expenses (currently at 36%). F&V Operations will be on board until at least May, 2016, as Mr. Ravary will not be eligible to become licensed prior to that time.

The Board expressed thanks to Mr. Ravary and Mr. Burfield and is very pleased with their work. They have also been receiving positive feedback from members of the public.

**Steering Committee:**

Committee Minutes (7/14/15 & 8/19/15): In meeting packet.

Compliance Officer Punch List: Discussed earlier in meeting.

Business Cards: Discussed earlier in meeting.

Close of 1979 Bond: Discussed earlier in meeting.

Disadvantage Status: Mr. Fisk reported per the SAW Grant, we were classified as disadvantaged. The DEQ utilized a different data set after the cutoff date. Ms. Leedy spoke with Mr. Bob Schneider, head of the program, and requested the data set they utilized for grant consideration in writing. Their process was not consistent in evaluating our status for disadvantaged classification. She has documented all communications and is following-up on this diligently as it could jeopardize $66,000 for us.

**Note: Mr. Street had to leave the meeting at 7:30p.m.**

Shared Building/GIS:

There are more legalities involved in this project than anticipated. The GIS plan is ongoing.

**SPECIAL ORDERS:**

Compliance Officer 90-day Review – Wage Increase for Ray Ravary and Duane Burfield: Discussed earlier in meeting. Note: a committee performance evaluation has been completed on Mr. Ravary.

**UNFINISHED BUSINESS:**

**Board Action:**

Employee Manual – Harassment/Non-Discrimination Policy:

Ms. Rognlie made a motion we adopt by Resolution #15-07 the Employee Manual - Harassment/Non-Discrimination Policy as Amended. Ms. Velez seconded the motion.

There was considerable Board discussion regarding the proposed manual with the desire for further review. Ms. Rognlie withdrew the motion for the resolution. The Board will review and return to this topic at a later date.

**Board Action:**

Sewer Connection Procedure (presented in meeting packet)

Mr. Gray made a motion to adopt by Resolution #15-07 the Sewer Connection Procedure as presented. Mr. Broering seconded the motion.

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

Motion Carried.

**Board Action:**

Groundwater Monitoring Procedure (presented in meeting packet)

Ms. Leedy made a motion to adopt by Resolution #15-08 the Groundwater Monitoring Procedure. Ms. Rognlie seconded the motion.

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

Motion carried.

**Board Action:**

Deferred Commodity Charge Policy (presented in meeting packet)

Ms. Rognlie made a motion to adopt by Resolution #15-09 the Deferred Commodity Charge Policy. Mr. Gray seconded the motion.

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

Motion Carried.

**Board Action:**

Schedule of Charges (presented in meeting packet)

Ms. Rognlie made a motion to adopt by Resolution #15-10 the Schedule of Charges. Mr. Gray seconded the motion.

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

Motion Carried.

**Board Action:**

Freedom of Information Act (FOIA) Revision 2015:

Mr. Gray made a motion to adopt by Resolution #15-11 the Freedom of Information Act (FOIA) Revision 2015. Mr. Broering seconded the motion.

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

Motion Carried.

**NEW BUSINESS:**

Northern Michigan Community Action Agency (NMCAA) Assistance:

Mr. Fisk indicated NMCAA does not offer any sewer assistance. They do offer heating assistance to people who qualify. He notified our constituent municipalities so they could inform their customers who may be able to pursue assistance.

Commissioner Email Set Up/FLAUA Address – FOIA:

Open item.

**CITIZEN COMMENT:** None

**BOARD COMMENT:**

Mr. Gray had a question about the 11745 State Street cabin and the Wis**c**hman property and whether they are being billed. Mr. Fisk confirmed they are.

Mr. Broering commended the Board on the level of work they have done on this project for the benefit of the system and the community.

**ADJOURNMENT:**

Ms. Velez made a motion to adjourn the meeting. Meeting adjourned at 8:10 p.m.

**Submitted by:**

**Kay Z. Held, Recording Secretary**