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

**Regular Meeting**

**Minutes**

**Thursday, September 17, 2015, 6:00 p.m. 231-879-3565**

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

**CALL TO ORDER:**  President William Fisk called the meeting to order at 6:03 p.m.

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

**Present:**

William Fisk-President, Jodi Velez-Treasurer, Lori Ann Rognlie-Secretary, and Commissioners Tom Gray, Ron Broering, and Brandon Gwizdala.

**Absent:** Commissioners Lisa Leedy, Terry Street 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:**

Mr. Ravary requested adding the following topics for discussion in the Agenda: vacation time request, snowplow service, and materials needed.

Ms. Rognlie noted an addition to the Agenda for distribution of the Rules & Regulations – Appendix A.

**Board Action:**

Mr. Broering made a motion to approve the Agenda as amended. Mr. Gwizdala supported the motion.

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

**APPROVAL OF MINUTES:**

**Approval of Minutes, Regular Meeting, 8-20-15:**

President Fisk asked for a motion to approve the 8-20-15 Regular Meeting Minutes.

**Board Action:**

Ms. Rognlie made a motion to approve the Minutes of the Regular Meeting of 8-20-15. Mr. Gray seconded the motion.

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

**OFFICERS’ REPORTS:**

**Financial Report for August 2015:**

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

Ms. Sawyer reported she has broken out the Fleis & VandenBrink (F&V) invoices for more clarity. Mr. Fisk confirmed they should be Operations/SAW Grant/Pending USDA accounts, as correctly noted by Ms. Sawyer.

Ms. Rognlie inquired about Chemical Bank accounts. Mr. Fisk reported wire transfers are handled differently and there are routing numbers breaking out SAW Grant, etc. He has made Mr. Dave Worthington of MDEQ aware of this, and it will be effective 9/30/15.

Ms. Sawyer reported that with regard to Operating Revenue, she broke out Customer Late Fees as a separate line item for ease in reviewing what is billed for Sewer and what is billed for Late Fees. Subsequently, Late Fees are not considered as revenue in the report.

Regarding Running, Wise & Ford (RWF) under Bills to Be Approved, there are two bills from USDA and General totaling approximately $7,000. She received a statement from RWF, and the information now represents true information.

Mr. Broering inquired about a $12,372 sewer tax delinquency shown in the report and whether this was added to the tax roll. Ms. Sawyer believes we have been reimbursed for last year’s delinquencies. He requested clarity on this. Mr. Fisk and Ms. Rognlie noted this is being sorted out and they will report at the next meeting.

Ms. Rognlie reported we are now dealing with real-time accounts and tying back to property owners on delinquent accounts and Tax ID Numbers.

A copy of the Policy Letter regarding the Sewer Use Ordinance was read outlining FLAUA Sewer Service Charges to inform customers about past-due accounts, ramifications, and payment deadlines. This letter was mailed out with invoices. Ms. Sawyer spoke with Township Treasurers regarding this financial information, which must be submitted by November 1 for reporting purposes. She has also spoken with a few customers who have paid delinquent invoices. She will keep in contact with other delinquent accounts. There was general Board consensus regarding modifying some verbiage in the letter; i.e., the term “tax roll” vs. “lein.”

**Board Action:**

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

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

**BILLS PAYABLE:**

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

Mr. Gray inquired about the Fife Lake Village invoice for $6,678 in software. Ms. Velez confirmed this was for the GIS software. SAW Grant will reimburse this. Ms. Sawyer will be in contact with Ms. Julie Barrett of F&V to clarify and will forward the invoice to her.

Ms. Velez asked about the RWF invoice with the “prior paid batch” notation and if it was paid or still due. Ms. Sawyer will investigate and confirm.

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

Motion carried.

**President’s Report:**

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

Mr. Fisk thanked Ms. Rognlie for painting at lift stations and that it is a nice visual improvement.

**COMMITTEE REPORTS:**

**Compliance Officer and Operations Report:**

Mr. Burfield should have employee badges Monday or Tuesday from QuikPrint with logo, names, and photographs.

Mr. Ravary reported on multiple issues:

* The single pump station E-2 went down this week; he got it up & running after a couple of pump-outs. He will start sourcing with Northern A-1. He would like to find a different pump-out provider at less cost. We have used Boardman Valley and they have provided very good service to us in the past.
* The other two stations were down to one pump. Junction wires were re-wired and alarms had been disabled; those issues are now resolved.
* Pickerel Lake had a low-level alarm, and the light was not working. The silence button is not wired; he will repair it.
* There is a new sump in A-1 but it will not operate; he will work on resolving that.
* He worked with Aaron of F&V on locations digging and shoveling.
* He is working on getting the ponds rounded up. Pressure switches were replaced.
* Mr. Burfield repaired the fascia board on pole barn.
* The containment box for diesel is constructed. He is getting it coated and lined. We will then be in compliance on this matter.
* He worked with Northern Fire & Safety on getting fire extinguishers in place to ensure compliance.
* Regarding the firebox for flammables; he was previously authorized $500 to purchase it; however, after checking sources and prices, he has found products ranging from $700-$970. He will need re-authorization to purchase this item.
* He had a call for Miss Dig at Shelby & 6th.  The prints are not accurate. He reiterated the need for a locator. He was previously authorized for $1,000 to purchase a locator. After price checking, they range from $5,500 and up. Ms. Leedy had offered to lend hers; however, it will not work for our application, as it needs to be wrapped. Mr. Fisk stated the SAW Grant denied the purchase of a locater; however, he will re-write and re-submit a grant request as a risk-reduction item to see if we can procure funds. There was general Board consensus to pursue a grant application with our insurance company.
* He requested time off during deer hunting gun season; Mr. Burfield is available to cover for him. Mr. Ravary can still make it in to the plant for a couple of hours each day. They will schedule accordingly.
* The A-3 generator is not running. The pump, 110 generator, and portable generator are running. He has done maintenance on the A-3 generator; however, it may need more service that is extensive. The gentleman we spoke of at last month’s meeting (Jamie) does independent mechanical work at approximately $30/hour. Mr. Ravary will contract with him for service. He will also contact a generator rental company as a back-up option.
* Almost all area around the fence is cut and the fields are cut and seeded.

Mr. Fisk reported we need to let out bids for a part-time, hourly snowplow person who would be using our equipment. There was Board discussion about seeking an individual who can do this for us and possibly perform some maintenance work if needed. The Board agreed to a wage of $10/hour and requires a valid driver’s license. We will create and post fliers locally at the party store, hardware, gas station, credit union, and on Craigslist with reply to the FLAUA cell phone. Ms. Rognlie and Ms. Velez will take on these tasks.

**Personnel Committee:**

There was extensive Board discussion and multiple questions about the Employee Manual and prospective changes.

**Board Action:**

Ms. Velez made a motion to table approval of the Employee Manual one more month. Mr. Gray seconded the motion.

VOTE: YEAS: Broering-Y, Gwizdala-Y, Fisk-Y, Velez-Y, Gray-Y. NAYES: Rognlie-N.

Motion carried.

**Board Action**:

Ms. Rognlie made a motion to purchase a fire cabinet not to exceed $800. Mr. Broering seconded the motion.

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

Motion carried.

**Steering Committee:**

Municipal Bond Payoff (Resolution #15-12):

Mr. Fisk presented information from Mr. Roger Swets regarding the process of paying off the bond.

Ms. Velez discussed funds Ms. Sawyer had transferred from the Bond & Interest Redemption Fund when they should have been transferred from the Improvement & Repair Fund. Ms. Velez will inform her from which accounts funds should be transferred to ensure adequate availability of monies.

**Board Action:**

Ms. Velez made a motion to approve Resolution #15-12 Authorizing Redemption of Bonds. Mr. Broering seconded the motion.

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

Motion carried.

**Rules & Regulations Appendix A:**

Appendix A of the Rules & Regulations - Schedule of Residential Equivalent Units (REUs) was discussed at length and compared to the prior REU information. There were numerous questions about the content and proposed changes.

**BOARD ACTION:**

Mr. Broering made a motion to table the Rules & Regulations - Appendix A until next month’s meeting. Mr. Gray seconded the motion.

VOTE: YEAS: All. NAYES: None.

Motion carried.

**SPECIAL ORDERS:** None.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:** None.

**CITIZEN COMMENT:** None.

**BOARD COMMENT:**

Mr. Broering inquired of Mr. Ravary if the issue regarding the missing gravel has been resolved. Mr. Ravary confirmed that it has been.

Mr. Broering inquired if pursuit of the Disadvantaged Classification is still ongoing. The Board confirmed that it was.

**ADJOURNMENT:**

Mr. Broering made a motion to adjourn the meeting. Meeting adjourned at 7:51 p.m.

**Submitted by:**

**Kay Z. Held, Recording Secretary**