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

**Regular Meeting**

**Minutes**

**Tuesday, November 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 6:00 p.m.

President Fisk read aloud the FLAUA Meeting Guidelines and Citizen Input regarding meeting decorum.

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

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

**Absent:** Commissioners Ricky Hulwick, Brandon Gwizdala, and Terry Street.

**Others in Attendance:**

Ms. Charity Sawyer and Mr. Tony Temple, H&R Block

Mr. Ray Ravary, FLAUA Employee

Member of the public.

**APPROVAL OF AGENDA:**

Mr. Gray recommended future Agendas include a topic entitled “Any Other Business.”

The following topics were requested to be added to the Agenda:

Mr. Ravary: To move Personnel Committee earlier in Agenda to address the new hire candidate, who will be joining us at the meeting.

Mr. Fisk: Risk Control from Insurance Company

Mr. Fisk: Updated Rate Study from Mr. Tom Traciak

Mr. Fisk: Term Review

Mr. Fisk: Terry Street Resignation

Mr. Fisk/Ms. Leedy: Boyd Street Easement

Ms. Leedy: Waiver of Late Fees

Ms. Leedy: Amendments to Special Meeting Minutes of 11/2/15

**Board Action:**

Ms. Leedy made a motion to approve the Agenda as amended. Mr. Broering seconded the motion.

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

**APPROVAL OF MINUTES:**

**Approval of Minutes, Regular Meeting, 10-15-15:**

President Fisk asked for a motion to approve the 10-15-15 Regular Meeting Minutes.

**Board Action:**

Mr. Gray made a motion to accept the Minutes of the Regular Meeting of 10-15-15 as presented. Ms. Rognlie supported the motion.

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

**Approval of Minutes, Special Meeting, 11-2-15:**

President Fisk asked for a motion to approve the 11-2-15 Special Meeting Minutes.

Ms. Leedy requested the following changes/corrections to the Minutes:

* She was not in attendance at the Personnel Committee meeting where candidates were interviewed. The Minutes incorrectly stated that she was in attendance.
* A grammatical correction – strike out the word “provided” near the beginning of the sentence starting with “Mr. Ravary was asked to provide some candidate feedback.”

**Board Action:**

Ms. Leedy made a motion to accept the Special Meeting Minutes of 11-2-15 as Amended. Mr. Broering seconded the motion.

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

**OFFICERS REPORTS**

**Financial Report – October 21, 2015**

The Financial Report was previously distributed to the Board.

Ms. Charity Sawyer of H&R Block reported on the following items:

* In addition to the accounts noted on her report, four additional individuals requested waivers of late fees. There was Board discussion about each account and that the owner of the property is responsible for fees.

**Board Action:**

Mr. Broering made a motion to deny requests for waivers of late fees of the four accounts brought before the Board. Ms. Leedy seconded the motion.

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

Ms. Sawyer will send correspondence stating late fees will not be waived and that any further questions should be directed to Board.

**Board Action:**

Ms. Leedy made a motion for a letter to be sent to the property owner of 104 Janet Street regarding his dispute about the account delinquency stating that the Owner of Record is responsible for the bill in full. Mr. Broering seconded the motion.

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

H&R Block will send letter to this account.

Ms. Sawyer and Mr. Temple of H&R Block continued with the following:

* There has been some confusion by individuals and tellers at the Forest Area Credit Union regarding payments no longer being accepted at branch locations. This affects 25-30 individuals who walk into the branch to make payment.
* Ms. Sawyer responded to Mr. Broering regarding letters that were returned by mail as “unable to forward,” those accounts will be added to the tax roll.
* Mr. Temple stated that payment is posted the day/date it is received; payment is not considered the date of the postmark. There was Board consensus that payment is to be posted the day it is received.

Treasurer Velez reported/inquired on the following:

* The GIS software charges were split with the village; however, the training fees were not split.
* She asked about the July debit card fee to Express Tire of $755.30. Mr. Ravary indicated it was for the backhoe tire. Ms. Sawyer will reclassify the expense under Equipment, not under Truck Repair.
* Uniform expenses have been classified under Operating Supplies. She suggested they be put under Operating Expenses or a sub-category for Uniforms.
* She requested we increase the monthly transfer of funds to cover bills from $10k to $15k for the time being.

**Board Action:**

Ms. Leedy made a motion to adjust the transfer amount of $15k per month from the Receiving Account to the Operating Account. Ms. Rognlie second.

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

Motion carried.

**Board Action:**

Mr. Gray made a motion to approve the Financial Report. Ms. Leedy supported.

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

**Bills Payable:**

Ms. Velez noted that Ms. Sawyer brought updated Bills Payable to be approved.

**Board Action:**

Mr. Gray made a motion to approve the Bills Payable. Mr. Broering seconded the motion.

Mr. Gray inquired about the two Fleis & VandenBrink (F&V) invoices and received verification from Ms. Velez that they are correct. Additionally, Julie at F&V has a spreadsheet developed with the correct categories indicated.

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

**Treasurer’s Report – 2015 Budget Adjustment**

Ms. Velez distributed the revised 2015 Budget and the proposed 2016 Budget. She addressed several items that had been adjusted. All line items are in balance. The final 2016 Budget will be presented at the December meeting.

**President’s Report:**

The President’s Report was previously distributed to the Board.

Mr. Fisk verified the Bond will be paid off in full February, 2016.

Commissioner Terry Street notified President Fisk of his resignation from the FLAUA Board, effective 11/12/15.

**COMMITTEE REPORTS:**

**Personnel Committee:**

Ms. Rognlie presented a new hire candidate, Mr. Walter “Ray” Garchow.

**Board Action:**

Ms. Leedy made a motion to offer a part-time, at-will position to Mr. Walter “Ray” Garchow at $11-13/hour, with a 90-day performance evaluation. Mr. Broering seconded the motion.

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

**Compliance Officer/FVOP Report:**

The Compliance Officer’s Report was previously distributed to the Board. Mr. Ravary briefly reviewed items on the report. He would also like to start GIS training. Ms. Leedy advised online tutorials first once the computer is set up.

Mr. Gray referenced the F&V report regarding a spill at A-3. The cause was identified and corrected. Required notifications were made to MDEQ and the Public Health Department. A newspaper posting was also made per statute.

**Operations Committee:** The Operations Committee did not meet.

**Steering Committee:**

Chairperson of the Steering Committee, Ms. Leedy reported that the Committee met with Fleis & VandenBrink to review USDA matters and the REU table. The Committee will have recommendations at the next meeting.

Mr. Gray inquired about the reported 2016 rate increase. There was Board discussion on the matter. The timing of the rate change may be modified as the project launch is behind schedule. We will have specific information once the bids are back.

Board discussion also covered having a single point of Board contact with Mr. Tom Traciak, likely the Treasurer. Mr. Broering made a suggestion that the rate increase be made in two or three increments. There was Board consensus for this to be put on the Agenda for the December meeting after gathering more information.

**SPECIAL ORDERS:**

Secretary Rognlie has sent letters to the three coordinating municipalities regarding Term Review. This is also on the FLAUA Organizational Calendar. There is no term roll-over this year, just term vacancies to be filled.

A portion of the FLAUA Rules& Regulations document was distributed with some changes/corrections.

Our insurance company is requiring information on Risk Control. The Steering Committee, along with our groups of professionals will need to work together on this.

Mr. Fisk reported on an assessment request from the Michigan Township Participating Plan regarding free enrollment for drivers’ performance records. Ms. Leedy stated the Village is already enrolled and can assist.

**UNFINISHED BUSINESS:**

The request for sewer hookup at 399 Woodsedge in the Lakewood Subdivision was discussed. FLAUA has received the $250 Application Fee. The Secretary gave the payment to the Treasurer. The account will not be billed until they receive their Certificate of Occupancy.

**Board Motion:**

Ms. Leedy made a motion to approve sewer hookup at 399 Woodsedge. Mr. Broering seconded the motion.

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

**Board Action:**

Ms. Rognlie motioned to have H&R Block prepare audit documents, per our contract agreement with them. Ms. Leedy supported.

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

**NEW BUSINESS:**

Ms. Leedy reported on the prospective Boyd Street easement. She will confer with Mr. Ben Kladder of Fleis & VandenBrink (F&V) with all concerns. There was general Board consensus that a meeting will be arranged.

Ms. Rognlie read aloud the existing Term Policy of our Rules and Regulations, which was previously distributed in the meeting packet and is part of the Standard Operating Procedure.

**Board Action:**

Ms. Leedy made a motion to adopt Term Policy - Resolution #15-15. Mr. Broering seconded the motion.

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

**CITIZEN COMMENT:** None.

**BOARD COMMENT:** Mr. Broering extended his thanks to Board Members for all of their work.

**ADJOURNMENT:**

Ms. Leedy made a motion to adjourn the meeting. The meeting adjourned at 8:08 p.m.

**Submitted by:**

**Kay Z. Held, Recording Secretary**