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

**Regular Meeting**

**Minutes**

**Tuesday, December 15, 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 welcomed Mr. Jonathan Rose to the FLAUA Board as a representative of Springfield Township, replacing Mr. Ricky Hulwick.

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

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

**Absent:** None.

**Others in Attendance:**

Ms. Charity Sawyer, H&R Block

Mr. Ray Ravary, FLAUA Employee

Mr. Jonathan Rose, new FLAUA Board Member representing Springfield Township

Mr. Ray Garchow, FLAUA Employee

**APPROVAL OF AGENDA:**

**Board Action:**

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

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

**APPROVAL OF MINUTES:**

**Acceptance of Minutes, Regular Meeting, 11-17-15:**

**Board Action:**

Mr. Gray made a motion to accept the Minutes of the Regular Meeting of 11-17-15 as presented. Ms. Rognlie seconded the motion.

Ms. Leedy requested the following changes to the 11-17-15 Minutes:

Under Financial Report: it should read, “accept” vs. “approve”.

Under Special Orders: it should state …..“Secretary of State” drivers’ performance records.

Ms. Rognlie will revise.

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

**OFFICERS REPORTS**

**Financial Report – November 30, 2015**

The Financial Report was previously distributed to the Board.

Ms. Sawyer of H&R Block reported:

* She will double-check the two line items for U-Line to verify two entries of the same amount.
* There has been an increase in customers setting up automatic payments.
* There is a $9 balance in the Chemical Bank USDA account, with a monthly $7 service fee. She requested the Board approve a deposit of funds into that account.
* Re: Mr. Idiak’s letter; fees are his responsibility as he is the landowner, and this is supported by our attorney.

**Board Action:**

Ms. Leedy made a motion to transfer $100 from the Forest Area Credit Union Operating Account into the Chemical Bank USDA account to cover monthly service charges. Mr. Broering seconded the motion.

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

Motion carried.

**Board Action:**

Mr. Gray made a motion to accept the Financial Report. Mr. Gwizdala seconded the motion.

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

**Bills Payable:**

Two additional bills were presented for approval: Pioneer Diesel for $96.63 and CLS Cleaning Company for $37.82.

**Board Action:**

Mr. Gray made a motion to pay the Bills Payable as amended. Ms. Leedy seconded the motion.

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

Motion carried.

* Ms. Rognlie inquired if the Fuelman bill was now straightened out. Ms. Sawyer indicated it is.
* Ms. Rognlie inquired about a date for our annual audit. Ms. Velez does not have one yet.
* Ms. Sawyer reiterated H&R Block, per our contract with them, will no longer be attending meetings effective January 1, unless requested. She will continue to meet with Ms. Velez each month.
* Ms. Sawyer announced H&R Block holiday hours.
* Mr. Ravary will contact the uniform company as we are still waiting on some uniforms. He will speak with them about a credit to our account.

**Proposed 2016 Budget:** Ms. Velez presented the Proposed 2016 Budget.

**Board Action:**

Ms. Leedy made a motion to approve the 2016 Budget as presented. Mr. Broering seconded the motion.

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

Motion carried.

Ms. Rognlie reported that Ms. Sawyer noted three individuals who had purchased homes but had not set up an account. These individuals have been notified. This will avoid accrual of late fees. There was considerable Board discussion about obtaining information from the Assessor’s Office or other resources. There was Board consensus to Ms. Rognlie’s suggestion to table this issue until we have additional information.

**President’s Report:**

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

**COMMITTEE REPORTS:**

**Compliance Officer/FVOP Report:**

The Compliance Officer’s Report was previously distributed to the Board. Mr. Ravary also reported on the following:

He received and reviewed the non-compliances from the 2005 & 2013 Conditional Assessment. All non-conformances were identified for the Board. Mr. Ravary spoke with Mr. Ben Kladder of Fleis & VandenBrink (F&V) on the non-conformances. Amongst the items of sludge monitoring removal, irrigation monitoring & reporting, gravity sewer maintenance, effluent monitoring, and others, Mr. Ravary has addresses each non-conformance. He received proposed prints from F&V on the irrigation fields and rebuilding of the irrigation heads. Some non-conformances have already been corrected and a couple of non-conformances are to be incorporated in the Plant Improvements, in additional training.

He has a MIOSHA Consultant coming in for an inspection.

Regarding ~~M~~SDS, Lock Out, Confined Space, he needs to get the additional employees trained in these areas.

Mr. Fisk stated there has been a tremendous amount of equipment maintenance done by Messrs. Ravary, Stocking, and Garchow saving us considerable expenditures.

Mr. Fisk stated Mr. Brian Lee of F&V Operations will be making fewer visits, which will reduce expenses.

Mr. Fisk reported there are two training opportunities through Michigan Rural Wastewater for Operators in January: Evacuation/Trenching Safety and Wastewater & Water Control Valves. He suggested Mr. Ravary attend.

**Board Action:**

Ms. Leedy made a motion to approve Mr. Ravary’s attendance at the two training classes as well as fees and associated travel expenses. Mr. Broering seconded the motion.

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

Motion carried.

**Operations Committee:**

No Financial or Operations Committee meetings have been held in 12 months. President Fisk suggested making these Committees inactive for the time being until we have members available or project that warrants them.

**Board Action:**

Ms. Rognlie made a motion to make the Financial and Operations Committees inactive. Mr. Broering seconded.

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

**Personnel Committee:** No report.

**Steering Committee:**

Ms. Leedy reported she met with the DEQ on 12/9/15 regarding our Disadvantaged Status. They continue to state that they will not change the status to Disadvantaged. She also met with State Representatives. She will continue to communicate with all parties and compile documentation on the argument that the DEQ failed to consistently use the same data set in making their determination. Securing this status is a $66,000 value to us.

Ms. Rognlie reported the Right of Way Maps are completed. The forms will be completed by our attorney. Additionally, we are now registered with ICHAT through the Michigan State Police for employee background checks.

Ms. Leedy reported she discussed the prospective easement with Mr. Ellis and their proposed compensation for the easements. She conferred with Mr. Ben Kladder of F&V. She will send a map of the property to the Assessor for a valuation of it.

Mr. Gray inquired when the bids for the project will be sent out. Once the easement situation is resolved, we will send the entire plan in for approval. This will be followed with a 30-day review and prospective Letter of Intent.

**Board Action:**

Ms. Leedy made a motion that we allow Fleis & VandenBrink to use a Letter of Intent from the Ellis’s provided the compensation is within 112% of the true cash value. Ms. Rognlie seconded the motion.

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

**SPECIAL ORDERS:**

**Election of 2016 Officers:**

Ms. Leedy made a motion to nominate Mr. William Fisk for President. Mr. Broering seconded.

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

Ms. Leedy made a motion to nominate Ms. Lori Ann Rognlie for Secretary. Mr. Broering seconded.

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

Ms. Leedy made a motion to nominate Ms. Jodi Velez for Treasurer. Mr. Broering seconded.

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

Ms. Rognlie made a motion to nominate Ms. Lisa Leedy for Vice President. Mr. Broering seconded.

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

**Committee Review 2015:** Ms. Rognlie requested Mr. Ray Ravary join the Personnel and Steering Committees. There was Board Consensus he do so. The following committees are comprised of:

Steering: President Fisk (ex-officio), Ms. Leedy, Ms. Rognlie, Mr. Ravary

Personnel: President Fisk (ex-officio), Ms. Velez, Ms. Rognlie, Mr. Broering

**2016 Meeting Schedule:**

Ms. Leedy requested we maintain our monthly meeting schedule to the 3rd Thursday of the month, refraining from changing the November and December meetings to the 3rd Tuesday due to conflicts with other meeting commitments at the Village Municipal Building. There was Board consensus on the matter to do so. Ms. Rognlie will send out the revised 2016 Meeting Schedule.

**UNFINISHED BUSINESS:**

Ms. Rognlie sent the Rate Analysis information to Mr. Tom Traciak.

Mr. Fisk received a Notice of Redemption allowing the payoff of the bond. Treasurer Velez indicated that with the January and February transfers, we will be able to make the payoff in February. If it is to be earlier, she will need notice to transfer funds.

Mr. Fisk stated Government Subscription Services regarding licensing have been taken care of on the recommendation of the insurance company.

Mr. Fisk reported the State requested we have a Privacy and Personnel Provision written into our Employee Manuals regarding confidential information and performing within our Ethics and Conduct standards. Ms. Rognlie read aloud the verbiage.

**Board Action:**

Ms. Rognlie made a motion to revise the Employee Manuals to incorporate the confidentiality statements per State licensing requirements. Ms. Velez seconded the motion.

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

**NEW BUSINESS:**

**2016 Organizational Calendar:** Distributed in the meeting packet.

**Board Action:** Ms. Rognlie made a motion to accept the 2016 Organizational Calendar. Mr. Broering seconded.

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

**2016 Commissioners & Terms:** Ms. Rognlie will update Mr. Rose’s information and Mr. Rose’s is to have the Township of Springfield administer his Oath of Office and bring a copy to the next FLAUA meeting.

**2015 Resolution Review:**

Ms. Rognlie reported the Board has adopted 15 Resolutions in the past year and read them aloud for the record.

**FLAUA Mission Statement:** Distributed in the meeting packet. Ms. Rognlie motioned to adopt the FLAUA Mission Statement. Mr. Broering seconded. VOTE: YEAS: All. NAYES: None. Motion carried.

**Deferral of Monthly Commodity Charge (MCC) Application Form:**

**Board Action:** Ms. Velez made a motion to approve the Deferral of Monthly Commodity Charge (MMC) Application form. Ms. Rognlie seconded. VOTE: YEAS: All. NAYES: None. Motion carried.

**CITIZEN COMMENT:** None.

**BOARD COMMENT:**

Ms. Rognlie thanked everyone for all of their work and wished them a Merry Christmas & Happy New Year.

Mr. Fisk expressed thanks to Mr. Tom Gray for his service to the FLAUA Board, as he will be resigning at the end of the year. Mr. Broering read aloud a personal letter thanking Mr. Gray for taking on challenges and implementing solutions during his time on the Board and for the community. Best wishes Tom Gray!

**ADJOURNMENT:**

Ms. Broering made a motion to adjourn the meeting. The meeting adjourned at 7:38 p.m.

**Submitted by:**

**Kay Z. Held, Recording Secretary**