

FIFE LAKE AREA UTILITY AUTHORITY (FLAUA)

Regular Meeting - Minutes

Wednesday, February 19, 2020, 6:00 p.m. 231-879-3565
Fife Lake Township Hall, 134 Morgan Street, Fife Lake, MI 49633

CALL TO ORDER: President Gray called the meeting to order at 6:04 p.m.

ROLL CALL: President Gray called Roll.

Present: President Tom Gray, Vice President Marilyn Hayes, Treasurer Jodi Velez, Secretary Leigh Gifford and Commissioners Jim Gifford, Ron Broering, David Gill and David McGough.

Absent: Ron Broering and Jim Gifford.

Others in Attendance: Compliance Officer Ray Ravary.

APPROVAL OF AGENDA:

Additions: New Business: Paul Olson, Municipal Underwriters of West Michigan (MUWM)

Board Action: Mr. Gill made a motion to approve the Agenda as amended. Ms. Hayes seconded the motion.
VOTE: YEAS: All. NAYES: None. Motion carried.

ACCEPTANCE OF MINUTES:

Acceptance of Regular Meeting Minutes of January 15, 2020:

Board Action: Ms. Gifford made a motion to accept the Minutes of the January 15, 2020, Regular Meeting as presented. Mr. Gill seconded the motion. VOTE: YEAS: All. NAYES: None. Motion carried.

Board Action: Ms. Hayes made a motion to accept the Minutes of the January 20, 2020, Special Meeting as presented. Ms. Velez seconded the motion. VOTE: YEAS: All. NAYES: None. Motion carried.
Mr. Gill abstained from the vote as he was absent from the meeting.

TREASURER'S REPORT:

Treasurer's Report – Financial Report of January 31, 2020, and Payment of Bills:

The Treasurer's Report was distributed in advance of the meeting for Board review. Board discussion followed.

Re: January Call Log. Habitat Homes – need to clarify if correct Habitat Homes are being charged for the call inquiries listed. Treasurer Velez will follow-up with H&R Block.

Re: Verify Lark Lawn and Garden payment for \$175. Compliance Officer Ravary stated he had the whip rebuilt quite some time ago. Treasurer Velez will verify if this was payment for that service.

Re: Credit with Cummins – we have been anticipating a credit from them and have not yet received it. President Gray authorized Mr. Ravary to follow-up with Cummins on this matter in an effort to get this expedited.

Board Action: Mr. Gill made a motion to approve the Financial Report as presented. Ms. Gifford seconded the motion.
VOTE: YEAS: All. NAYES: None. Motion carried.

Payment of Bills: There was Board discussion regarding Bills Payable. Mr. Ravary is submitting mileage incurred for the Rate Study class he attended.

Board Action: January, 2020, Bills Payable:

Mr. Gill made a motion to approve the January, 2020, bills as amended. Ms. Hayes seconded the motion.
ROLL CALL VOTE: Hayes-Y, Velez-Y, Gray-Y, L. Gifford-Y, McGough-Y, Gill-Y. Motion carried.

GUESTS: Mr. Tom Hempsted, 426 East State Street, Fife Lake, MI

Mr. Hempsted is considering joining the Fife Lake Township Board of Commissioners. At the invitation of FLAUA Commissioner Leigh Gifford, he sat in on this evening's meeting to become more familiar with our organization. He was also informed of a vacancy on the FLAUA Board.

COMMITTEE REPORTS:

Personnel Committee: No meeting. No report.

Steering and Operations Committee: No meeting. No report.

Compliance Officer/FVOP Report: The Compliance Officer Report was distributed in advance of the meeting and discussed among the Board. Mr. Ravary also reported on the following:

We are thankful to Fife Lake Village for availability of borrowing their plow truck if we have a need as our truck is being repaired.

Aerators in the pond have moved again and he has contacted Triple Point to work on this.

Deer have been eating from large shrubs at Station E-6. Several will need to be replaced.

Regarding the recent spill from the vandalism, the DEQ detective has been out and made a report. Mr. Ravary spoke with Mr. Jay Norris of Integrated Controls Engineering (ICE). ICE will be installing a button on the SCADA system which will send a notice to Mr. Ravary's phone when the pumps come on. There is no cost for this. Mr. Norris noted the possibility of acquiring outdoor wifi cameras through a grant opportunity. He will also put together a quote; however, it was not received prior to this meeting. Mr. Ravary will be investigating the possibility of free wifi cameras.

Ms. Velez researched the delivery of the sealed Gabridge bid with UPS that was lost; evidently the signature record was from a prior delivery.

A new box has been installed at the plant for deliveries by UPS, FedEx and Board Members when the gate is closed.

CITIZEN COMMENT: None.

NEW BUSINESS:

Paul Olson, Municipal Underwriters of West Michigan, Inc. (MUWM):

Mr. Paul Olson of MUWM, representing the Michigan Township Participating Plan, was in attendance at this evening's meeting for his annual insurance presentation. He distributed the Summary of Coverages for FLAUA for 2020-2021 years. Mr. Olson

Premium last year: \$11,711. Premium this year: \$11,979. This change represents a 2% increase. FLAUA received a \$262.93 dividend last year.

Mr. Olson reviewed many of the line items included in the packet with the Board, and there was Board discussion. A detailed and complete list of coverages is available for review.

******* NOTE: COMMISSIONER LEIGH GIFFORD HAD TO LEAVE AT 6:45 PM**

Board Action: Ms. Velez made a motion to approve the 2020-21 MUWM invoice. Ms. Hayes seconded the motion.

ROLL CALL VOTE: Gill-Y, McGough-Y, Hayes-Y, Velez-Y, Gray-Y. Motion carried.

OLD BUSINESS:

Execute Legal/Attorney Involvement for Van's Lane:

Board Action: Mr. Gill made a motion to pursue legal action through our attorney on the last remaining resident on Van's Lane who has not yet connected as required. Ms. Velez seconded the motion.

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

Asset Management Plan: Ongoing.

Outstanding Task List Discussion:

The Outstanding Task List from last month was discussed. New items were added for individual and Board follow-up.

COMMUNICATIONS: None.

CITIZEN COMMENT: None.

BOARD COMMENT:

Ms. Velez reported to the Board that Gabridge has requested approximately 30 items for completion of the 2019 audit. Some of these include the Work Comp Policy, Liability Policy, new Resolutions, Minutes, and other documents. Emily at H&R Block is preparing the financial pieces that are requested. The Auditor will be in March 9, 2020 for the audit.

Ms. Hayes added Tessa of Fife Lake Village to the distribution list for the draft of the monthly FLAUA Minutes so it is available for the Village meetings.

ADJOURNMENT:

Ms. Velez made a motion to adjourn the meeting. Mr. Gill seconded the motion. The meeting adjourned at 7:04 p.m.

Submitted by: Kay Z. Held, Recording Secretary