

**FIFE LAKE AREA UTILITY AUTHORITY**  
BOARD MEETING MINUTES  
JANUARY 19, 2017 6PM  
SEWER PLANT, VANS LANE

**Called to order** 6:02pm

**Roll Call:** Gray, Hayes, Broering, Leedy, Velez, L. Gifford, Forwerck, Rose

**Absent:** Jim Gifford

**Approval of Agenda:** Moved by Broering, supported by Rose. Motion carried

**Special Orders:** Tour of new building

**Minutes:** Moved by Gray supported by Hayes to approve the minutes. Discussion included L. Gifford who disagreed with a statement that was made saying no policies were previously in place by FLAUA. This was stated so was included in the minutes. Lengthy discussion resulted in this statement being noted in this set of minutes as point of issue by L. Gifford. Motion carries as originally presented.

**Treasurer's Financial Report:** Moved by Gray, supported by L. Gifford to accept the Treasurer's Report as presented. Motion carries.

**Payment of Bills:** Moved by Rose, supported by Broering to pay the bills. Treasurer Velez explained several bill details including a forthcoming ATT credit around \$500 and a capital credit from Great Lakes Energy of \$1859.21. **Roll Call:** Rose-Y, Forwerck-Y, L.Gifford-Y, Velez-Y, Leedy-Y, Broering-Y, Hayes-Y, Gray-Y. J.Gifford-Absent. Motion carries.

**Project Draw #9:** Moved by Gray, supported by L.Gifford to pay USDA project draw #8 for \$203,702.53 as presented. **Roll Call:** Gray-Y, FORwerck-Y, Rose-Y, L.Gifford-Y, Hayes-Y, Broering-Y, Leedy-Y, Velez-Y. J.Gifford-Absent Motion Carries

**Citizen Comment:** None

**Steering Committee:** Ben Kladder from Fleis gave project update. We have received legal occupancy of the new building in early January. Plant is running with minimal outstanding punch list items. Contract #2 will finish restoration/landscaping in the spring when weather breaks. Contract #3 has some open items such as the delivery of the generator. FHC is paying for a rental generator for us to have on stand by until the contract one is delivered. Broering thanked Ben and noted the positive experience working with Fleis & Vandenbrink and felt we could not have had such a good project without them. Ben noted it was amazing how great this project went for the scope and known level of difficulty. Gray asked about our old generator. Ben stated our old generator will not work on stations as it does not produce the correct voltage. Velez asked Ravary to get it running and sell it.

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**Personnel Committee:** Velez that outlined the meeting held to deal with lingering issues that were brought forward by the committee to Ravary. Ravary responded with corrective action plan. Most issues seemed to be communication issues and board and staff have taken action to improve communication including encouraging staff to utilize technology available with text and email. She reminded all that it is important we appear professional and we are moving forward with a clean slate. Broering added every issue documented was addressed. L.Gifford asked Ravary if he was comfortable with where we stand and he said yes. Leedy stated we need to get a part time helper to ease staffing pressures and suggested we utilize a staffing service at least on an interim basis to hire the next employee on a trial basis without having to put as large of a burden on committee and board. **Motion** by L.Gifford supported by Rose to authorize Velez to utilize a staffing service to hire a part time maintenance helper as per recommendation of Personnel Committee. **Roll Call:** Broering-Y, Hayes-Y, Gray-Y, Rose-Y, Forwerck-Y, L.Gifford-Y, Velez-Y, Leedy-Y. J.Gifford Absent. Motion Carries.

**Compliance Officer:** Apologized for no report in December. Most items are moved into new building. He needs a helper to keep up. Gray asked on a timeline for the personnel committee to recommend Ravary take over operations. Broering responded we would like to have Ravary work on the communication improvement and ensure we don't have more issues moving forward before he is comfortable recommending this. Broering stated while all issues brought up were satisfactorily addressed at both ends, we want to be sure these issues are not going to repeat before issuing more authority over our system to staff versus contracting out to FV Operations. Broering felt Velez, Leedy and Rognlie have done an admirable job.

**New Business-Annual Report:** Leedy stated thank you to Lori Ann Rognlie for all your work on the annual report, as well as 4 years of hard work you dedicated to FLAUA.

**Old Business-Sleiman:** Velez will follow up on request to lower billing based on our record of reu's and hookups, as it was determined that no credit or lowering should occur based on our policy.

**Jasper:** This is done.

**Sangerl:** When the homeowner applies for disconnect, the Secretary will advise them of the process and fees.

**Strobridge:** Gray asked Ravary to double check the lead to ensure it was capped off where they are doing construction to prevent debris from entering our sewer lines.

**Files:** Leedy will handle file transfer from former Secretary Rognlie when shelving is ready and weather breaks a bit. Electronic versions are in hand.

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**Vans Lane**-Sharon Reid, Vans Lane property owner handed out a copy of the County Health Department policies from both Grand Traverse and Kalkaska. Fife Lake Township has also given her some documents she has reviewed. Reid proposed we send the letter out in January 2021 to notify property owners of requirement to hook-up. L.Gifford called Eric at the GT County Health Dept. and he feels a new septic system should last 12-15 years. Reid is concerned over costs for hiring a contractor for those who cannot afford to do so. Gray suggested we accept the hauler disposal from those properties we are requiring to hook up when they have to empty their tank, thus creating a savings for them without us incurring much cost.

**Election of Officers:** Nominations opened for President. Leedy was nominated by Rose, Hayes by L. Gifford (Hayes declined). Nominations closed. Motion by Rose supported by Broering to appoint Leedy as President for 2017. Motion carries with Forwerck opposed.

Nominations for Vice President. Leedy nominated Gray. Nominations Closed. Motion by Leedy supported by Forwerck to appoint Gray as Vice President for 2017. Motion carries.

Nominations for Treasurer. Forwerck nominated Velez. Nominations closed. Motion by Forwerck with support by Hayes to appoint Velez as Treasurer for 2017. Motion carries.

Nominations for Secretary. Leedy nominated Rose. Forwerck nominated L.Gifford. Nominations closed. Motion by Forwerck supported by Hayes to appoint L.Gifford to Secretary for 2017. Motion carries.

**Citizen Comment:** Stan Patrick of 7461 Blue Rd and President of Chamber asked why our billing is done by HR Block and not Forest Area Credit Union.

Dave McGough 514 Bates asked the same about our quickbooks subscription.

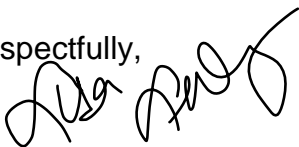
Gray replied that the Forest Area Credit Union did not bid on our RFP the last time.

Ravary added that Paul Olson Insurance Agent will be at the next meeting and asked for our old electrical supply box be sold for \$5 to Holiday Hills Ski Resort. Rose moved to declare the box of supplies surplus and sold to Holiday Hills Ski Resort. Support by Hayes. Motion Carries.

Velez thanked all officers. Broering reiterated his appreciation for hard work by officers. Leedy again thanked former Secretary Lori Ann Rognlie for the years of dedication.

Adjournment 7:52pm by Broering.

Respectfully,



Lisa Leedy *in absence of our recording secretary*