

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

**Regular Meeting  
Minutes**

**Friday, December 19, 2014, 4:00 p.m.  
Fife Lake Village Hall, 616 East Bates Street, Fife Lake, MI 49633**

**CALL TO ORDER:** The meeting was called to order at 4:35 p.m. by President William Fisk.

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

**Present:** William Fisk-President, Lori Ann Rognlie-Secretary, Tom Gray-Treasurer, and Commissioners Lisa Leedy and Brandon Gwizdala.

**Absent:** Jodi Velez, Vice President (excused), Ron Broering, Commissioner (excused), Ricky Hulwick, Commissioner, and Terry Street, Commissioner.

**Others in Attendance:**

Messrs. John DeVol and Ben Kladder, Fleis & VandenBrink. Member of the Public.

**APPROVAL OF AGENDA:**

President Fisk proposed adjusting the order of the Agenda due to time constraints. Mr. Gray noted the current budget needs to be amended, and rates of three customers need to be adjusted as the status of the properties has changed. Mr. Fisk noted the Agenda should also include a section to authorize the Treasurer to adjust the rates of these specific customers.

Ms. Rognlie requested we table the following Agenda Items: Open Items, Personnel Committee, Steering Committee, Organizational Calendar, Updates of Articles of Incorporation, and Rate Amendment Update.

**Board Action:**

Ms. Leedy made a motion to approve the Agenda as Amended. Mr. Gray seconded the motion.  
Vote: YEAS: All. NAYES: None. Motion Carried.

**APPROVAL OF MINUTES, REGULAR MEETING, 11-18-14:**

Mr. Fisk asked for a motion to approve the 11-18-14 Regular Meeting Minutes.

**Board Action:**

Mr. Gray made a motion to approve the Minutes of the Regular Meeting of 11-18-14. Ms. Rognlie seconded.  
VOTE: YEAS: All. NAYES: None. Motion Carried.

**APPROVAL OF MINUTES, SPECIAL MEETING, 11-25-14:**

Mr. Fisk asked for a motion to approve the 11-25-14 Special Meeting Minutes of the Tri-municipalities and FLAUA contracted professionals.

**Board Action:**

Mr. Gray made a motion to approve the Minutes of the Special Meeting of 11-25-14. Ms. Rognlie seconded.  
VOTE: YEAS: All. NAYES: None. Motion Carried.

**APPROVAL OF TREASURER'S REPORT FOR DECEMBER, 2014:**

The Treasurer's Report had previously been distributed to the Board. Mr. Gray reported an adjustment to the report with actual cost of Office Supplies from \$220 to \$350.

**Board Action:**

Mr. Gray made a motion to approve the stated Budget Adjustments. Ms. Leedy seconded the motion.  
VOTE: YEAS: All. NAYES: None. Motion Carried.

**Board Action:**

Ms. Leedy made a motion to approve the Treasurer's Report for December, 2014 as presented. Mr. Gwizdala supported the motion.

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

**APPROVAL OF BILLS PAYABLE FOR DECEMBER, 2014:**

Mr. Gray noted an invoice for \$3,508.41 to Fleis & VandenBrink for Professional Services (Operations) August 1-November 28, 2014.

**Board Action:**

Ms. Leedy made a motion to approve the Bills Payable for December, 2014, as adjusted. Mr. Gwizdala seconded the motion.

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

**ELECTION OF OFFICERS:**

**Nomination of President:**

Ms. Rognlie made a motion to nominate Mr. William Fisk as President. Mr. Gwizdala seconded the motion.

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

**Nomination of Vice President:**

Ms. Leedy made a motion to nominate Ms. Jodi Velez as Vice President (Ms. Velez had previously verbally indicated she would be willing to accept this nomination to continue as Vice President). Ms. Rognlie seconded the motion.

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

**Nomination of Secretary:**

Ms. Leedy made a motion to nominate Ms. Lori Ann Rognlie as Secretary. Mr. Fisk seconded the motion.

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

**Nomination of Treasurer:**

Ms. Leedy made a motion to nominate Mr. Tom Gray as Treasurer. Mr. Gwizdala seconded the motion.

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

**CITIZEN COMMENT:** None.

**ACTION ITEMS:**

Ms. Rognlie made a motion to adopt Resolution 14-17; Notice of Intent. Mr. Fisk stated this Resolution starts the timeline for the 45-days on the SAW grant. Mr. Fisk supported the motion.

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

**Board Action:**

Ms. Rognlie requested approval to print the Notice of Intent Resolution in the Traverse City Record Eagle.

Ms. Leedy made a motion to approve publishing the Notice of Intent Resolution in the Traverse City Record Eagle. Mr. Gwizdala seconded the motion.

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

**Committees – Operations & Finance:**

President Fisk indicated the Board is seeking individuals to form an Operations Committee as well as a Finance Committee, to be created and approved by Resolution.

**Board Action:**

Ms. Leedy made a motion to create an Operations Committee by adopting Resolution 14-16. Mr. Fisk seconded the motion.

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

**Board Action:**

Ms. Leedy made a motion to create a Finance Committee by adopting Resolution 14-15. Mr. Gwizdala seconded the motion.

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

**Board Action:**

Ms. Leedy made a motion to appoint Mr. George Gauld (citizen) and FLAUA Commissioners Messrs. Brandon Gwizdala and Tom Gray to the Operations Committee. Ms. Rognlie seconded the motion.

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

**Board Action**

Ms. Leedy made a motion to appoint FLAUA Commissioners Mr. Tom Gray and Ms. Lisa Leedy, as well as Fife Lake Township Supervisor Mrs. Linda Forwerck (if candidate is willing) to the Finance Committee. Mr. Gwizdala seconded the motion.

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

**Fleis & VandenBrink – Carrying Charge**

Mr. Fisk referenced an agreement between FLAUA and Fleis & VandenBrink Engineering (F&V) regarding an agreed upon 7% carrying charge by F&V until improvement project funds are released by USDA. Treasurer Gray and Vice President Velez have reviewed and support this arrangement.

**Board Action:** Mr. Gray made a motion to approve the Agreement between FLAUA and Fleis & VandenBrink Engineering for a carrying charge on our USDA Grant of 7%, to be signed by FLAUA President Fisk. Ms. Leedy seconded the motion.

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

**Articles of Incorporation Resolutions – Update**

Ms. Rognlie stated that, while the updates to the Articles of Incorporation were tabled earlier, she requires Board permission to publish the approved Articles of Incorporation (updated).

**Board Action:**

Ms. Leedy made a motion to approve publication of the updated Articles of Incorporation. Mr. Gwizdala seconded the motion.

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

**2015 Budget:**

Mr. Gray presented a brief overview of the 2014 Budget as well as the current projected 2015 Budget. 2014 Revenues were budgeted at \$192,529; 2015 Revenues are budgeted at \$132,052. He informed the Board of bond interest payments, paying off existing bond, increases in professional fees (largely due to the improvement project), expenses, equipment fund, etc.

Ms. Leedy suggested the possibility of the Finance Committee meeting with USDA Financial Advisor, Mr. Traciak, to discuss the best approach to paying bond commitments. Treasurer Gray has been in communication with Mr. Traciak.

**Board Action:**

Ms. Leedy made a motion to approve the presented 2015 Budget of \$416,997 in Projected Expenses and \$416,997 in Projected Revenues. Mr. Gwizdala seconded the motion.

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

**By-Laws:**

**Board Action:**

Mr. Gray made a motion to table approval of revised By-Laws until the January meeting when we have a larger Board presence. It will be included in January's meeting packet per Secretary Rognlie. Ms. Leedy seconded the motion.

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

**Board Action:**

Ms. Rognlie made a motion to authorize Treasurer Gray to track and adjust rate factors to customers. Ms. Leedy seconded the motion.

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

**Meeting Schedule:**

Ms. Rognlie presented the proposed FLAUA 2015 Meeting Schedule.

**Board Action:**

Ms. Leedy made a motion to adopt the 2015 FLAUA Meeting Schedule as presented. Mr. Gwizdala seconded the motion.

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

**2014 Audit Schedule**

There was Board Discussion about the impending 2014 Audit Schedule. Mr. Gray indicated it is not yet scheduled as Year 2014 needs to be closed out.

**Board Action:**

Ms. Leedy made a motion to authorize Forest Area Services (FAS) to prepare documentation for the 2014 Audit. Mr. Gwizdala seconded the motion.

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

**COMMUNICATIONS:**

**President's Report:**

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

**Correspondence:**

Correspondence had previously been distributed to the Board.

**CITIZEN COMMENT:**

None.

**BOARD COMMENT:**

No comment.

**ADJOURNMENT:**

President Fisk made a motion to adjourn the meeting. Mr. Gwizdala seconded the motion. Meeting adjourned at 5:10 p.m.

**Submitted by:**

**Kay Z. Held, Recording Secretary**