

**Fife Lake Area Utility Authority
Board Meeting Minutes
Tuesday, April 21, 2016, 6pm**

Call to Order at 6:03pm

Roll to Call: Present: Fisk, Rognlie, Leedy, Broering, Rose,
Excused: Gray, Velez, Gwizdala Absent: Gifford

Approval of Agenda: Leedy moved to approve the agenda with the additions of 3 items: Resolution 16-07 to special orders, adding HR block letter regarding Linda Forwerck requesting a fee waiver and groundwater discharge permit update. Motion supported by Fisk as amended. Unanimously carried.

Minutes: Broering moved to approve the March 17, 2016 regular meeting minutes, supported by Rognlie. Unanimously carried.

Treasurer's Report: Leedy moved to accept the financial report as presented, supported by Fisk. Unanimously carried.

Bills: Leedy moved to approve the bills with the addition of Fleis invoice for \$1201.60 supported by Rose. **Roll call:** Rose-Y, Broering-Y, Leedy-Y, Rognlie-Y, Fisk-Y Unanimously carried.

Leedy asked if we have a doctor's release to work from Ravary. Fisk will make sure we have by Saturday.

Audit- Gabridge's audit was presented to each board member. Rognlie moved to accept the 2015 audit, supported by Fisk. Unanimously carried.

Chart of Accounts: Leedy moved to accept the presented Chart of Accounts, supported by Rognlie. Unanimously carried.

DEQ Groundwater Permit: Rognlie noted that the invoice in the bills that were paid was for the posted updated discharge permit.

USDA PAD Account-This is a required separate account for tracking purposes for our bond obligation. This is the same Forest Area Credit Union account that we previously used for our Berkadia bond payments.

RWF Statement status-Fisk noted all questioned items were properly accounted into the correct project of either USDA, SAW or our regular business.

President's Report- Included in the packet

Secretary Report-Organizational Calendar in packet

Policy and Procedure review-Identity theft was reviewed in 2015. Velez was reviewing with Rognlie. Leedy moved to rescind the Identity Theft policy of 2009, supported by Rognlie. Discussion: We have a closed system and we are covered by HR Block's policy and our contract with them. Unanimously carried.
FOIA policy is up-to-date.

Waive late fee policy recommendation-Rognlie moved to adopt a no waive of late fee policy supported by Fisk. Unanimously carried.

Affidavit of Transfers was sent to the 3 municipalities and Fife Lake Township sent a letter to FLAUA redirecting us to the Assessor stating they do not get these. Leedy noted the Village Treasurer, Valerie Housour is in compliance and will send. No issues from Springfield.

USDA SAM account was updated.

Staples tax exemption status was updated.

FLAUA is looking at the 5th or the 12th of May for a Special Meeting after Fife Lake Township approves the resolution for Construction Bonds at their 28th meeting.

Compliance Officer Report-In packet, discharge notice postings are up. May 6 Ravary to class, Garchow and Stocking will be attending class on April 26. Ravary has addressed most items on MiOSHA housekeeping list. Ravary cut hours to 15 hours each on Stocking and Garchow. Leedy noted it appears the budget was written around 10 hours each and it appears as we are projected to go over the payroll allotted budget Broering would like this addressed at the next meeting. Fisk will put together an AdHoc committee to address.

Personnel-no mtg

Steering-minutes are in packet

R&R Section 7.6-Leedy move to accept the changes to R&R Section 7.6 Appendix B omitting the word "business" in paragraphs 2 and 3 (relating to "business days") and omitting the word "following" in the 3rd paragraph, and changes to Section 7.7 as presented, in effect adopting Resolution 16-05 with those changes. Supported by Fisk. Roll Call: Broering-Y, Leedy-Y, Rose-Y, Fisk-Y, Rognlie-Y. Unanimously carried.

Rate Increase- Fisk moved to adopt Resolution 16-06 for the rate increase as per Financial Advisor Recommendation, supported by Rose. Roll Call: Rose-Y, Rognlie-Y, Broering-Y, Leedy-Y, Fisk-Y. Unanimously carried.

Bylaws- Leedy moved to approve Resolution 16-07 correcting a clerical address error on bylaws, supported by Rognlie. Roll Call: Fisk-Y, Rose-Y, Rognlie-Y, Broering-Y, Leedy-Y. Unanimously Carried.

Permit-Groundwater Discharge Permit Update notice is posted and in progress.

Late fee waiver request- Fisk read HR block letter stating Fisk and Broering noted we have set a precedent that we do not waive late fees unless of an FLAUA error. Rognlie moved to deny Linda Forwerck's request for waiver of late fees, supported by Leedy.

Roll Call: Broering-Y, Rognlie-Y, Leedy-Y, Fisk-Y, Rose-Y. Unanimously carried.

Public Comment-None

Board Comment-Fisk and Broering commended Ray Garchow and Jamie Stocking for stepping up and doing such a great job for the Village as part of our Intergovernmental Agreement

Broering moved to adjourn at 7:40pm

Respectfully Submitted,



Lisa Leedy