

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

**Regular Meeting - Minutes**

**Thursday, March 15, 2018, 6:00 p.m. 231-879-3565  
Fife Lake Village Hall, 616 East Bates Street, Fife Lake, MI 49633**

**CALL TO ORDER:** President Gray called the meeting to order at 6:02 p.m.

**ROLL CALL:** President Tom Gray called Roll.

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

Mr. David Gill, representing Springfield Township, and Mr. Dave McGough, representing Fife Lake Village, were welcomed to the FLAUA Board.

**Absent:** Commissioners Ron Broering and Cathy Sorrow.

**Others in Attendance:**

Mr. Ray Ravary, FLAUA Compliance Officer  
Mr. Ben Kladder, Fleis & VandenBrink Engineering  
Mr. Scott Kafka, Hamlett Environmental Technologies Co.  
Mr. Brady O'Leary, Triplepoint Environmental

**APPROVAL OF AGENDA:**

Add in Old Business: Adoption of NSF Policy Resolution.  
Add in Old Business: Retrieval of FLAUA Property from Past President.  
Add a "Board Comment" section.

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

**ACCEPTANCE OF MINUTES:**

**Acceptance of Regular Meeting Minutes of February 15, 2018 and Amended January 18, 2018 Regular Meeting Minutes:** Ms. Hayes made a motion to accept the Minutes of the February 15, 2018, Regular Meeting as presented and the January 18, 2018, Regular Meeting Minutes as amended. Mr. Gifford seconded the motion. VOTE: YEAS: All. NAYES: None. Motion carried.

Mr. David Gill abstained from voting as he was not present at either meeting.

**TREASURER'S REPORT:**

**Treasurer's Report – Financial Report of February 28, 2018, and Payment of Bills:**

The Treasurer's Report was distributed in advance of the meeting. Ms. Velez distributed an updated A/P Report.

She clarified the updated vs. actual report:

- At the last meeting, the Truck Repair line item was over budget as a truck repair expense should have been under Equipment Repair. The original report was sent to the Secretary for the meeting prior to its correction. With the adjustment, Truck Repair budget came down to 49.69% to budget.
- Administrative expenses are listed as 3,896% as our \$11,389 insurance payment was inadvertently categorized under Administrative Expenses; it has now been moved to the Insurance line item. Our insurance projection is at \$13,000 so we are within budget.
- Worker's Compensation is at 82% as we pay most of that in advance.

- License and Permits is at 91% as we have made our one-time annual payment of \$3,650 to the State of Michigan.
- We budgeted low on Natural Gas as we previously did not have natural gas.

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

**Payment of Bills:** Add invoices for required Vaccinations/Immunizations for Mr. Ray Ravary: Milliken Medical (\$100) and Grand Traverse Health Dept. (\$55).

**Board Action: February, 2018 Bills Payable:**

Ms. Hayes made a motion to approve the February, 2018 bills as amended. Ms. Gifford seconded the motion. ROLL CALL VOTE: Hayes-Y, Velez-Y, Gray-Y, L. Gifford-Y, J. Gifford-Y, Gill-Y, McGough-Y. Motion carried.

**GUESTS:** Mr. Ben Kladder of Fleis & VandenBrink (F&V) Engineering, Mr. Scott Kafka of Hamlett Environmental Technologies Co., and Mr. Brady O’Leary of Triplepoint Environmental.

Our guests delivered a visual and verbal presentation outlining the design of the system and issues we have had with the aerators moving. In spite of draining the pond, inspecting and relocating aerators, re-starting blowers, having a diving team review underwater, adding weights to aerators, etc., similar situations have persisted. They continue to investigate engineering, products, and conditions to pinpoint what is causing these challenges.

They outlined their plans going forward which were detailed in an email to the Board and include replacing offending aerators and the entire airline, restricting diffusers, and extending ramp up time on motors to slowly add air to the system.

Mssrs. Kladder, Kafka and O’Leary explained this is an atypical situation and each reiterated their commitment, time and effort on behalf of Fleis & VandenBrink, Hamlett and Triplepoint to ensuring the success and optimal installation and performance of FLAUA’s system. Our Board thanked them for their attendance and presentation at tonight’s meeting and their confidence in resolving the issues we have been having with the system.

**COMMITTEE REPORTS:**

**Personnel Committee:** There was no Personnel Committee meeting or committee report. No interviews have been held yet for the part-time position.

Ms. Gifford spoke on behalf of the Board telling Mr. Ravary we are glad he is recovering and in good health from his recent health issue and able to return to work. He has a return to work authorization with a 5 lb. lifting restriction.

**Steering Committee:** No meeting, no report.

**Operations Committee:** No meeting, no report.

**Compliance Officer/FVOP Report:** The Compliance Officer Report was distributed prior to the meeting. In addition to his report, Mr. Ravary noted the following:

He started to work on the SCADA smoke detector wiring, and it should be hooked up sometime this month.

Quotes for panel lights on the last two boxes are \$400 for parts and \$75 for labor. He will move forward on it.

He is working with Cummins on the A3 generator which has been smoking and has antifreeze under it. It is under warranty. Cummins had kits for both the turbine blower and the heads; he will continue to monitor it and get the antifreeze cleaned up.

He received a phone call today from the resident who had provided documentation that their late payment was due to bank error; they have not yet received a letter from us agreeing to waive the late fee. That needs to be expedited.

He is still awaiting FLAUA property from the Past President as well as keys and gate remote from the former Kelly Services employee. Ms. Velez will contact Kelly Services.

The Board asked Mr. Ravary to provide MiOSHA's inspection list of infractions and continue to work on them so that each one is resolved as soon as possible.

**CITIZEN COMMENTS:** None.

**NEW BUSINESS:**

**Website:** Ms. Velez received passwords from the Past President for the website and has posted Meeting Minutes to it. The 2017 annual report will be posted once approved, which is expected to be at this meeting.

**FOIA Request:** It was reported that this has been facilitated and all requested documents have been sent to the requesting individual. The 2017 Annual Report draft was initially sent; a finalized copy will be sent once approved (approval expected at this meeting).

**OLD BUSINESS:**

**2017 Annual Report:** The Board had received and reviewed the 2017 Annual Report prior to the meeting.

**Board Action:** Ms. Hayes made a motion to approve the 2017 Annual Report. Mr. Gifford seconded the motion.  
VOTE: YEAS: All. NAYES: None. Motion carried.

Mr. Dave Gill abstained from the vote as he is new to the Board.

Secretary Gifford will forward the approved report to the Auditor.

**TREASURER'S NOTE:** Our audit was scheduled for March 6 and 7; however, the auditor is running behind in their schedule and has moved it to sometime in April.

**NSF Policy:** Secretary Gifford distributed an edited draft of the proposed NSF Policy for Board review.

**Resolution to Adopt NSF Policy:**

**Board Action:** Ms. Velez made a motion to adopt Resolution #1-2018 FLAUA NSF Policy. Mr. McGough seconded the motion. ROLL CALL VOTE: McGough-Y, Hayes-Y, Velez-Y, Gray-Y, L. Gifford-Y, J. Gifford-Y, Gill-Y. Motion carried.

**Retrieval of FLAUA Property from Past President:**

In efforts to retrieve previously discussed FLAUA property from our Past President, Mr. Ravary will provide to Commissioner McGough a specific list of items still needed from the Past President. He will ask local law enforcement (county deputy) to present it to the Past President.

**COMMUNICATIONS:** None.

**CITIZEN COMMENT:** None.

**BOARD COMMENT:** Mr. Dave Gill was welcomed to FLAUA and introductions were made by Board members.

**ADJOURNMENT:**

Ms. Velez made a motion to adjourn the meeting. Ms. Gifford seconded the motion. The meeting adjourned at 7:10 p.m.

**Submitted by: Kay Z. Held, Recording Secretary**