

FIFE LAKE AREA UTILITY AUTHORITY (FLAUA)

Regular Meeting - Minutes

Wednesday, March 20, 2019, 6:00 p.m. 231-879-3565
Fife Lake Township Hall, 134 Morgan Street, Fife Lake, MI 49633

CALL TO ORDER: Vice President Marilyn Hayes called the meeting to order at 6:07 p.m.

ROLL CALL: Vice President Hayes called Roll.

Present: Vice President Marilyn Hayes, Secretary Leigh Gifford and Commissioners Ron Broering, Jim Gifford, Dave McGough and David Gill.

Absent: President Tom Gray, Treasurer Jodi Velez and Cathy Sorrow.

Others in Attendance: Compliance Officer Ray Ravary and Guest Daniel Thompson, Forest Area Leadership Class, Forest Area High School.

APPROVAL OF AGENDA: Additions:

Communications: Request by Recording Secretary for New Digital Recorder.

New Business: Michigan Township Participating Plan correspondence for municipal member appointment.

Board Action: Mr. Broering made a motion to approve the Agenda as amended. Mr. Gifford seconded the motion.

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

ACCEPTANCE OF MINUTES:

Acceptance of Regular Meeting Minutes of February 21, 2019:

Mr. Gill made a motion to accept the Minutes of the February 21, 2019, Regular Meeting as presented amended. Mr. Broering seconded the motion. VOTE: YEAS: All. NAYES: None. Motion carried.

TREASURER'S REPORT:

Treasurer's Report – Financial Report of February 28, 2019, and Payment of Bills:

The Treasurer's Report was distributed in advance of the meeting. An updated A/P report was distributed at the meeting. Treasurer Velez also reported on the following:

The debit charge for The Copy Shop was for the O&M Manual that was never received by Fleis & VandenBrink (F&V).

Mr. Ravary stated the billing address of FLAUA invoices bills is incorrect and payments are being sent to the plant instead of H&R Block. He informed Charity at H&R Block, and it has been corrected.

Board Action: Mr. Broering 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: There was Board discussion regarding Bills Payable.

Board Action: March, 2019, Bills Payable:

Mr. Broering made a motion to approve the March, 2019, bills as presented. Mr. Gill seconded the motion. ROLL CALL VOTE: J. Gifford-Y, Gill-Y, McGough-Y, Hayes-Y, Broering-Y, L. Gifford-Y. Motion carried.

*****NOTE*** Treasurer Jodi Velez arrived at 6:33 p.m.**

After Ms. Velez Arrived, she noted an additional bill from our auditors:

She received a partial bill from our auditors Gabridge & Co. for \$1,750. She has also received the contract with the same fee as previous year, not to exceed \$3500. The audit took place on March 10 and 11 as scheduled.

Board Action: Mr. Broering motion to pay the amended bills to include the Gabridge & Co. invoice. Mr. Gifford seconded the motion. ROLL CALL VOTE: Gill-Y, McGough-Y, Hayes-Y, Broering-Y, L. Gifford-Y, J. Gifford-Y. Motion carried.

Mr. Ravary successfully renewed his operator's license and will submit the receipt for reimbursement.

GUESTS: No presentation. Guest Daniel Thompson of the Forest Area High School Forest Area Leadership Class attended to observe a municipal meeting.

COMMITTEE REPORTS:

Personnel Committee: No meeting, no report.

Steering and Operations Committee: No meeting, no report. Need to schedule a meeting with Ray Ravary to review content of Asset Management Plan for any updates.

The 2018 Annual Report requires 2019 Goals. The Operations Committee needs to collaborate with Secretary Gifford to prepare 2019 Goals for inclusion in the 2018 Annual 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:

Integrated Controls Engineering (ICE) came out and completed the lights on the panel boxes.

The B3 transducer went out. They are approximately \$1,000 each. We have no spare for our parts inventory. Mr. Jay Norris from ICE had one on their shelf, which was installed. Mr. Ravary requested the purchase of a spare transducer. They typically have a one-year warranty.

Board Action: Mr. Gill made a motion for the purchase of a new, spare transducer for lift stations. Mr. Gifford seconded the motion. ROLL CALL VOTE: Gill-Y, McGough-Y, Hayes-Y, Broering-Y, L. Gifford-Y, J. Gifford-Y. Motion carried.

Mr. Ravary presented a response letter to Mr. Ben Kladder of Fleis & VandenBrink Engineering (F&V) regarding their claims about the valve problems, which have been ongoing and documented. FLAUA believes F&V has not fulfilled their commitment to respond to system needs and support FLAUA. This problem has been ongoing since our new system became operational. Mr. Ravary will request Mr. Kladder to attend next month's meeting.

The Board believes that once the system became operational, F&V has consistently been non-responsive to issues we should not be experiencing with a brand new system. There has been a big shift in their responsiveness since the system went live.

Board Action: Mr. Broering made a motion to approve the correspondence written by Mr. Ravary to Fleis and VandenBrink regarding the issues with the valves. Mr. Gill seconded the motion. VOTE: YEAS: ALL. NAYES: NONE. Motion carried.

CITIZEN COMMENT: None.

NEW BUSINESS:

- The Michigan Township Participating Plan sent correspondence indicating FLAUA has the right to appoint one person as a representative of the Plan for voting purposes. We need to vote to approve a Resolution to appoint an individual as an FLAUA representative.

Board Action: Mr. Broering made a motion to approve Resolution #19-1 confirming appointment of an individual to represent FLAUA in the Michigan Township Participating Plan. Ms. Jodi Velez was nominated and accepted. Mr. Gill seconded the motion. ROLL CALL VOTE: McGough-Y, Hayes-Y, Broering-Y, L. Gifford-Y, J. Gifford-Y, Gill-Y. Motion carried.

- Request by Recording Secretary for new digital recorder.

Board Action: Mr. Gifford made a motion for Recording Secretary Kay Held to purchase a new digital recorder. She will submit receipt for reimbursement. Mr. Gill seconded the motion. VOTE: YEAS: All. NAYES: None. Motion carried.

OLD BUSINESS:

Outstanding Task List Discussion:

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

All outstanding “Vans Lane Letters” Certified Mail signature cards have come back.

The 2018 Annual Report is completed in Draft form. Secretary Gifford will send Board Members and Mr. Ravary a copy for review to approve at next meeting.

The letter for notification of hook-up for the outhouse property has been completed by Messrs. Broering and Ravary and will be mailed tomorrow. There are two letters – one from the FLAUA and one from the Village of Fife Lake. We will await response from the property owner.

Letter of notice for attorney to put on their letterhead and send to Cummins, Bruce Ottee-Bridgeway, and F&V regarding generator issues has been prepared and will be sent to the attorney in the next few days.

COMMUNICATIONS: None.

CITIZEN COMMENT: None.

BOARD COMMENT:

Treasurer Velez worked with Ms. Charity Sawyer of H&R Block to complete a Workers’ Compensation audit questionnaire.

The USDA initially required quarterly compliance reviews; they are now annual reviews. She completed a 3-year compliance review. She used area census data to calculate information they required regarding sewer system user race, ethnicity, sex, ADA accommodations, EOE compliance, etc.

Vice President Hayes will collaborate with Mr. Ravary to update the 2019 Organizational Calendar.

Mr. Ravary stated we need to plan for summer spending; i.e., labor and materials, for at least 1 mile of fencing, a shed to store the mower deck and plow, and bar screens for the pond. He will investigate and present pricing to the Board.

Commissioner Broering extended a special thanks to Board Members for their extraordinary volunteer efforts and time in executing tasks.

ADJOURNMENT: Mr. Broering made a motion to adjourn the meeting. Mr. Gifford seconded the motion. The meeting adjourned at 7:14 p.m.

Submitted by: Kay Z. Held, Recording Secretary