

Fife Lake Area Utility Authority
Regular Meeting Minutes
February 20, 2014
6:00 p.m.

Meeting called to order at 6:00 p.m. by President Sorrow.

ROLL CALL:

Present: Cathy Sorrow, Lisa Leedy, William Fisk, Jodi Velez, Bob Sturdavant, Lori Ann Rognile, Tom Gray.

Absent: Ricky Hulwick, Ron Broering

Others: John Koch-Superintendent

APPROVAL OF AGENDA:

Rognile made motion to approve the February 20, 2014 agenda as presented, seconded by Sturdavant. All yeas. Motion Carried.

APPROVAL OF THE CONSENT AGENDA ITEMS:

- a. January 16, 2014 minutes
- b. Treasurer's report for February 2014 (attached)
- c. Bills payable for February 2014 (\$11227.30) (attached)

Rognile made motion to approve the Consent Agenda items as presented, seconded by Leedy. All yeas. Motion Carried.

CORRESPONDENCE:

- a. Young, Graham, Elesenheimer & Welding, P.C. (attached)
- b. Letter from Linda Forwerck (F.L. Twp Supervisor) (attached)

Sorrow read letter from Forwerck. Comments made and discussion followed.

SUPERINTENDENTS REPORT:

Koch gave his report to board members (attached). Koch reported that pump motor A-7 was being rebuilt and would cost around \$2000.00. Discussion followed with questions answered by Koch. Koch asked boards direction for the removal of the fuel tank at the plant. Discussion followed. Board asked Koch to get any information from the State of Michigan as to what has to be done to remove it properly. Also to research if the Watershed Project has any grant money available for its removal. Acquire any information and report back closer to spring. Leedy suggested that Koch request a Insurance Certificate from any business that is hired for services rendered.

PRESIDENTS REPORT:

Rognile put together an Annual Report for the FLAUA. (attached)

PUBLIC COMMENT: None

GUESTS:

a. Fleis & Vanderbrink update: After speaking with them Koch reported that the grant process has been pushed back 3 weeks. They also suggested that the FLAUA form a steering committee with 3 people plus Koch to help with the vision of the FLAUA and how to move forward. This committee would make recommendations back to the FLAUA. Discussion followed. Board asked Koch to get more information from Fleis & Vanderbrink via email to Sorrow in regards to what their vision is for this committee and how much time will be involved once this committee is formed. Sorrow will include the email in next month's board packet.

b. Paul Olson-Municipal Underwriters: Paul contacted Sorrow and could not make the meeting due to the weather. He will send Sorrow 2014-2015 insurance policy that had an increase of 3% and also information on grant opportunities that are awarded through their insurance company. After discussion Board will pay bill when they receive it, but Leedy will send a copy of the current coverage to other Municipal Insurance Companies to get bids and report back at the next meeting. Sorrow will contact attorney and get his input on changing insurance companies at this time.

OLD BUSINESS:

a. Vacant Land Available: Leedy reported on a citizen asking her about the land surrounding lift station A-4. After discussion Sorrow will contact Dawn Plude (Assessor) to see if she has any information on easements, etc and Koch will research any maps that he has on file.

Rognile made motion to remove VACANT LAND from OLD BUSINESS on future agendas, seconded by Leedy. All yeas. Motion Carried.

b. Logo Approval: Rognile made motion to change the background on the logo to a light green on the bottom and light blue on the top, seconded by Velez. All yeas. Motion Carried.

c. Intergovernmental Agreement: Leedy is checking with the auditor for the Village of Fife Lake in regards to how to move forward with this.

d. Response to Expiration of Terms letters: Rognile would like all the beginning terms and ending terms of each board member on the FLAUA to be on file.

e. Bids for Bookkeeping Service: 1 bid received from Forest Area Services. Sorrow opened bid and read aloud. After discussion Velez made motion to send letter to Forest Area Services asking them for an explanation as to the rate increase in their current bid over what the FLAUA is currently paying them. Velez will compile this letter and send to Sorrow for her review and signature before forwarding to Forest Area Services, seconded by Leedy. All yeas. Motion Carried. After further discussion Leedy made motion to resume the bidding process in the Traverse City Record Eagle. Bids to be sent to P.O Box 219 and postmarked by March 14, 2014, seconded by Rognile. All yeas. Motion Carried.

NEW BUSINESS:

a. Business Meeting Motion forms: Sorrow will bring copies of this form to be used at the next scheduled meeting.

b. Organizational Calendar: Add review certificate of insurance in January 2014

- c. Resolution for 2014 Schedule: Rognile to fill in the necessary information per the minutes that were approved and bring to next meeting.
- d. Resolution for over \$500.00 purchases: Rognile to fill in necessary information per the minutes that were approved and bring to next meeting.
- e. Rate Sheets and Current Customer Listing request for 2013 & 2014 from Treasurer: Sorrow will get with Forest Area Services to get the 2013 rate sheet per Rognile request.
- f. Part time Operator Wage Increase: Sorrow reported that it was brought to her attention by John Koch that Joe Burfield his assistant has been with the FLAUA for 90 days and he was seeking a pay raise for him. After much discussion Rognile made a motion to increase Burfield to \$14.00 per hour starting with the next pay check, seconded by Sturdavant. Motion Carried. Leedy suggested that Koch do a review on his assistant. Koch will proceed with this request.

ROLL CALL VOTE:

YEAS: GRAY, STURDAVANT, VELEZ, SORROW, ROGNILE, FISK, LEEDY

NAYES: NONE

- g. Mileage Reimbursement: Leedy made motion to adopt a mileage reimbursement policy per current IRS rate, seconded by Rognile. Gray asked for discussion. Discussion followed. All yeas except Gray who opposed. Motion Carried.
- h. Gas Card for Plant Operations: Rognile made motion to apply for the Fuelman fuel card, seconded by Sorrow. Motion Carried.

ROLL CALL VOTE:

YEAS: SORROW, FISK, GRAY, STURDAVANT, FISK, ROGNILE, LEEDY

NAYES: NONE

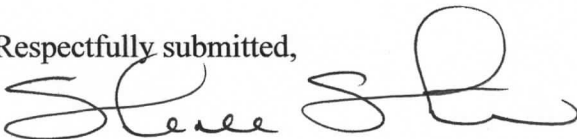
PUBLIC COMMENT: NONE

TRUSTEES COMMENT:

Fisk commented on how he thought board should be more informed prior to meetings on certain issues.

Adjourned at 8:02 p.m.

Respectfully submitted,



Sheree Stein
Recording Secretary