

FLAUA Meeting April 17, 2014

Roll Call: Velez, Rognlie, Gray, Broering, Hulwick, Leedy, Ingersoll, Sturdavant, Fisk

Absent: None

Other attendees: John Koch, Superintendent

Guests: Ben Kladder (Fleis-Vendenbrink)

Approval of Agenda-Leedy moved to accept amended agenda adding (under President's Report: Waiving of Atty/Client Priveledge, New Bus-add Anti-Discrimination Statement/Policy, Safety Acknowledgement form), Broering support, unanimously carried.

Minutes Leedy need to add Fisk & Rognlie under roll call as both "Yeas" under the motion to approve Fleis to continue work on the SAW grant as detailed in their Memo.

Gray noted the change regarding lift station frozen directed to empty "as needed", not once per week. Broering moved to accept minutes as amended, Gray supported unanimously carried.

President's Report-Fisk spoke with our current auditor to clarify future audit issues relating to grant funding, etc. Fisk advises an organizational calendar to help us as we all want to do the best for our users and our lake. Fisk noted we move forward with respect.

Rognlie Moved to waive attorney-client privilege for the Sumner response letters dated 04/11/14 & 04/15/14 supported by Broering, unanimously carried. President Fisk passed out the correspondence of the dates and read the letters aloud.

Correspondence: Fleis Flow Meter Letter 032514 (copy in packet)

Fleis Survey Letter, Letter received from Fife Lake Township Supervisor noting corrections in township minutes and documentation transfer & releases.

Treasurer's Report-Gray gave report & noted the next bond payment is in August. We currently have enough money to make both interest and principal payments due. As we are over budget in Insurance, we could take funds out of Professional fees to balance that line item. Broering moved to reconcile the budget at year's end, supported by Rognlie. Gray recommended we keep an eye on the % amounts. Unanimously carried.

Leedy moved, Hulwick supported to accept the Treasurer's Report as presented. Unanimously carried

Gray asked about Advantage Elec bill. Reprogrammed Pickerel Lake BFDs, Kennedy is coming to look at those next week as those are still not working right. Aetna Supply bills say they're for a 2" "Y". John explained all B stations come out into a Y. Grainger invoice is for blowers down in A stations that have been bad for a long time. Electric bill shows an inordinate amount of electric on B6 on Mirror Lake. John suggested we have them re-read the meter. Gray said it was a prior month, Fisk suggested Koch look into this.

Broering moved to pay the bills, supported by Velez: Unanimously carried by

Roll Call-Gray-Y, Velez-Y, Rognlie-Y, Hulwick-Y, Ingersoll-Y, Sturdavant-Y, Broering-Y, Leedy-Y, Fisk-Y

Superintendent Report-Koch noted B6 is still frozen on Mirror Lake. Hopes it will thaw in a

few weeks. Koch would like a hydraulic dump trailer which needs 5000lbs to haul tank with weight. Hulwick is concerned we don't have the money as if we need to use our reserve we won't have any. We can rent one from McLean's Hardware for \$100/day. Sturdavant asked if the Village has equipment to help with this. Koch doesn't know. Sturdavant agrees with Hulwick on renting being a better option for now. Broering suggested Koch keeps track how often he needs this to find out the cost justification. Koch is pumping B6 twice a week and 2 guys have to move it. This is stopping him from using the truck bed as this is stuck in the back of the truck. Fisk re-iterated Broering's suggestion, and we re-visit later after some time of use but that Koch also get 3 prices at that point. Velez noted that for the 1st time we have had frozen lines and we may not need it later.

Broering moved we table the purchase of a hydraulic 5000lb 8ft trailer based on more info, to be brought back by Koch over the next 2 months supported by Sturdavant. Unanimously carried.

Koch noted he will look into get backhoe fixed since board doesn't want to spend that capital at this time. Leedy noted he may be able to coordinate with the Village a certified mechanic come to look and repair the equipment on site. Hulwick that Koch does need some type of digging equipment but for now we should get a repair estimate. Gray & Sturdavant noted we need an estimate on the repairs before deciding on a new purchase.

Kevin Jasper wants to put a future lead on Pierce St for a future hook-up. Koch is asking what Jasper needs to do to co-ordinate this. Gray noted permit fee of \$1200 plus the cost of getting the lead to the property. Gray suggested he fill out form for connection fee but he won't have to pay a monthly fee until he gets occupancy on a new structure.

Koch informed us that 2 aerators quit. They will need to be sent in. Hulwick noted this was done yearly before and Gray noted winter is hard on them.

Gray noted we have been paying mileage to Koch & Burdell as they are using personal vehicles since the tank is in the back of the FLAUA truck. Gray stressed that they keep this to a minimum. Hulwick asked about a smaller pump but Koch noted it wouldn't overcome the gravity issues.

Public Comment:

Linda Forwerck 116 Front St, Fife Lake, Fife Lake Township Supervisor

Mrs. Forwerck spoke about her letter from Twp noting corrections regarding FLAUA business to township minutes, as well as document control processes. Fisk addressed concerns in her letter, giving assurance all document control processes will be followed.

Cathy Sorrow of Vans Lane addressed documentation concerns from her last meeting on the FLAUA board. Broering asked for further clarification. A miscommunication resulted in appropriate documentation not being provided at special meeting. Fisk noted all future documentation to FLTwp will be addressed to Houts or Forwerck.

Julie Gray 10357 Grand Kal Road asked if all records are covered under Rognlie's home owner's insurance during the time she is scanning/organizing . Rognlie stated yes they are. Fisk noted this is not a permanent solution but we are currently scanning, while we investigate the best process of document storage on site at the plant.

Ben Kladder gave a report on behalf of Fleis-Vandenbrink to discuss the potential pre-application to the USDA for funding for a system upgrade. Two things are occurring: SAW & USDA. Flow meters are measuring and surveying, mapping will begin next week. We are also working on funding options for funding repairs, and USDA appears to be a better option. Liners, irrigation pumps at the plant, irrigation system itself, SKATA alert system, replacing several B stations, replacing 3 B stations with gravity-fed systems,

Gray asked about our outstanding bonds and Kladder replied that our outstanding bonds help us with grant monies as it's considered current debt. Broering asked about whether SAW grant was 100% grant. Kladder noted this is 10% match of \$66,000 over 3 years which can be in-kind and doesn't have to be cash. Kladder needs to have Koch keep close track of his time.

Fisk noted our board training and such are included in the requirements for USDA. Kladder noted most of the work is overlapping work to go toward the engineering and planning required by the USDA. Leedy noted we are approximately 45 days away from the next step. Kladder noted we have 10 steps to complete for this next step of pre-app to find out our loan/grant estimated numbers. Gray asked if 10% will roll in.

Hulwick asked about matching for USDA. Broering asked amount we would need for upgrades. Price was estimated at \$6,000,000.

Broering asked about MHI. Koch explained state changed criteria and made us not disadvantaged and Fleis has tried to appeal with no success.

Fred Joles 11728 State Street Fife Lake worked with USDA on possibilities for more money and Blake was able to leverage \$14,000 additional in funding.

Leedy noted if we did a door knocking appeal it could hurt us on our household income.

Old Business

Sumner request was addressed in the last month's minutes by motion. Leedy noted home is not considered structurally unsound or uninhabitable at this time and homeowner should know his path by May 1st on how he plans to move forward.

Bookkeeping Services Bid Opening:

Fisk read **Forest Area Services, LLC** bid letter stating FAS is owned by Forest Area Federal Credit Union and staff are thus employees of such. Services since April 2006.

\$75 hourly assistance to auditor as well as meetings

\$75 hourly assistance to customers, adding balances to property

\$100 hourly rate for attending FLAUA mtgs

\$52.95 monthly payroll plus \$2.50 per form for each payroll document

\$210.91 monthly billing

\$734.84 rest of books- as detailed

E-Billing, (USTI) options, yes, bonded

Cal Benke Bid 7986 Ingersoll Rd, Fife Lake

\$600/month for services requested, \$30/hourly to consultation, \$30 board

\$15 customer inquiries, Not a Sealed Bid, Not Bonded

HR BLOCK bid (Fisk passed out) Tony Temple
\$1300 montly fee covers all

Corey Caverson of Forest Area Services explained her bids:
Explained the customer charges are increased every time extra letters go out and calls come in regarding increases or tax roll increases. Sturdavant noted FAS the price is right there.

Sturdavant moved to accept the bid from Forest Area Services as presented, supported by Hulwick. **Roll Call**-Hulwick-Y, Ingersoll-Y, Sturdavant-Y, Broering-Y, Leedy-Y, Fisk-Y, Gray-Y, Velez-Y, Rognlie-Y

Broering has another question on tabling some items. Gray suggested
Leedy moved to table recording Secretary until a personnel committee is formed, Broering supported, unanimously carried.

Leedy moved tabling lawyer thing, Broering supported unanimously supported
Hulwick moved to table until Board Training, Broering unanimously supported

Leedy moved to table to user communication letter, Broering supported unanimously

Leedy moved Record Retention resolution 14-04 Sturdvant supported
Roll Call-Hulwick-Y, Leedy-Y, Fisk-Y, Gray-Y, Velez-Y, Rognlie-Y, Ingersoll-Y, Sturdavant-Y, Broering-Y,

Hulwick moved to adopt resolution 14-05 , Sturdavant supported
Hulwick-Y, Broering-Y, Leedy-Y, Fisk-Y, Gray-Y, Velez-Y, Rognlie-Y, Ingersoll-Y, Sturdavant-Y,

Broering moved to adopt the Non-Discrimination Policy as presented, supported by Velez
unanimously carried.

Roll Call-Hulwick-Y, Leedy-Y, Fisk-Y, Gray-Y, Velez-Y, Rognlie-Y, Ingersoll-Y, Sturdavant-Y, Broering-Y,


 Broering moved to adopt the Employee Safety Acknowledgement form with the addition of the words "add tools" after training, supported by Leedy. Unanimously carried.

Sturdavant noted it is Johns responsibility to operate safely and within budget.
Velez noted taking advantage of the intergovernment agreements. Fisk suggested Koch document the times for need for a 2nd person.

Board Training May 8 USDA Training. 2pm open to any local boards-at Village Hall.

Steering Committee consists of Ricky Hulwick, Lori Ann Rognlie, Lisa Leedy with Leedy to be Chair for this group.

Sturdavant thanked Sorrow for her service to the FLAUA.

 Purchasing Policy: Gray would like to add 3. Overdrafts Prohibited add "and Treasurer"
Hulwick wants 6. to add at costs to requestor as per the current fee schedule.

Hulwick Moved to adopt supported to adopt purchasing policy as amended. , Broering supported. Unanimously carried. **Roll Call**-Broering-Y, Hulwick-Y, Ingersoll-Y, Sturdavant-Y, Leedy-Y, Fisk-Y, Gray-Y, Velez-Y, Rognlie-Y,

Sturdavant asked Koch how long he can get this turned around. Koch said by end of next week. Fisk asked who we could work with if we need to Hulwick or Kingsley Manton.

Hulwick moved we have a person from each entity represented on the committees, Broering supported, unanimously carried.

Fisk recommended appointing Velez, Sturdavant, Fisk to Personnel Committee.

Leedy moved to adopt 14-06 Resolution to establish Personnel Committee, Sturdavant **Roll Call**-Broering-Y, Hulwick-Y, Ingersoll-Y, Sturdavant-Y, Leedy-Y, Fisk-Y, Gray-Y, Velez-Y, Rognlie-Y,

Leedy recommended the Personnel Committee review the Superintendent's job description (include John in this process).

Broering adjourned at 8:40

Respectfully,

Lisa Leedy
Imposter Recording Secretary