

approved

**Fife Lake Area Utility Authority Meeting Minutes
May 15, 2014 6pm
Fife Lake Village Hall**

Called to order at 6:03 pm

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

Absent: Sturdavant (excused), Broering (*arrived later into the mtg*)

Guests: Ben Kladder & John DeVol of Fleis & Vandenbrink,
Kay Held, candidate for Recording Secretary

Approval of Agenda: Additions to the agenda of the following are requested: RFQ Legal Services, Closed Space Equipment, Expenses for Closed Space training, disposition of underground gas tank, Equipment purchases for breaker for A-1 #2 and Chain Saw
Velez moved to accept the agenda as amended, Rognlie supported. Unanimously carried.

Consent Agenda: Rognlie requested to remove the bills payable from the consent agenda, Leedy supported. Unanimously carried..

Remaining Consent Agenda items (Minutes & Treasurer's Report): Gray moved, Velez supported to accept the consent agenda items as presented. Unanimously carried.

Rognlie asked for bills details/clarifications: Tom Heists bill were for repairing/rebuilding the 2 aerators.

Rognlie moved to pay the bills as presented. Hulwick supported.

Hulwick-Y, Gray-Y, Ingersoll-Y, Velez-Y, Rognlie-Y, Leedy-Y Fisk-Y . Unanimously carried.

Absent: Sturdavant (excused), Broering

Correspondence: Koch explained the letter from DEQ to USDA was in support of the upgrades FLAUA is seeking. Attorney Letter noting rate increase for their fees was acknowledged.

Fleis email explaining prioritizing manhole replacement was noted.

President's Report: Fisk went over the written report (as presented)

Superintendent's Report: Koch noted breaker was received but turns out not needed. Board consensus was to send it back at this time (\$500+ our cost, may incur restocking fee). Koch requested Friday, May 16, 22, 23, 27 as days off coming up. Burdell is able to cover the absence. Hulwick noted there are often problems on holiday weekends when seasonal owners are up.

Public Comment: none

Guests: Fleis update-Ben Kladder gave USDA pre-application status noting we have about 3wks left to file. Most everything is finalized with just a few details to complete, with input

from the Steering Committee. Concept, narrative, maps and budget are all done. They need a signed SF424 application form and commercial credit form and it will be then ready to submit. Gray asked at what point the 3 members of the authority must approve documents. John DeVol replied that happens once it gets to the final application and our bond attorney will guide us on the process. We will target a June full application date.

Ethics: Leedy moved to adopt the Standards of Ethics or Conduct as presented. Rognlie supported. Unanimously carried.

Newsletter: Velez, moved supported by Hulwick to table newsletter to customers until our Steering Committee meets with Financial Advisor & Bond Attorney along with our Engineers.

Personnel Committee: Fisk gave an overview of the interview process. Velez has application documents for review. Gray & Rognlie asked a few questions regarding any limitations of driving to meetings and electronic equipment for communicating. Ms. Held noted she has DSL & does have a pc/printer. Driving is no issue as she is 9 miles south. Velez added that the Personnel Committee recommendation is to hire Kay Held, with pay at \$100 per meeting and \$50 per special meeting. As per Gray's recommendation, of considering mileage reimbursement, *Fisk noted we could add mileage reimbursement at a later date if we so choose.*

Leedy moved to hire Kay Held for the Recording Secretary position based on the recommendation from the personnel committee, with support from Rognlie.

Roll Call: Fisk-Y, Velez-Y, Rognlie-Y, Gray-Y, Hulwick-Y, Ingersoll-Y, Leedy-Y. Unanimously carried. **Absent:** Sturdavant (excused), Broering

Kay noted she has a pre-planned vacation from July 20-27. Fisk will send Kay the schedule.

Steering Committee Report- Leedy noted we were covered with Fleis' report. We need to vote on Financial Advisor and Bond Attorney. Devol outlined the process and roles of each. The Steering Committee recommends we contract with Tom Traciak Financial Advisor and Roger Swet for Bond Attorney based on the USDA list, and Fleis' positive experience with several applicants, which we then narrowed down from there. *Broering arrived at 6:55pm*

Hulwick moved to contract Tom Traciak for Financial Advisor and Roger Swet for Bond Attorney with support from Velez.

Roll Call: Ingersoll-Y, Leedy-Y, Gray-Y, Broering-Y, Hulwick-Y, Velez-Y, Rognlie-Y, Fisk-Y. Unanimously carried. **Absent:** Sturdavant (excused)

RCAP Training: Fisk offered the packet from USDA training for use by anyone wishing to borrow it. Fisk complimented Michael Barrington of the USDA on his value to FLAUA on how to proceed with best practices and his training expertise.

Closed Space Equipment: Board consensus was to recommend we rent equipment as needed for closed space purchase, as opposed to purchase this. Koch noted Joe Little from MIOSHA says "A" stations are not permit entry spaces. Tripod would only be needed if we go into a manhole. Fisk found the recommendation from MIOSHA was to have a booklet for each station recording our air ratings with dates and times when taken and when we went into the confined space. If welding or any other dangerous conditions occur then it automatically

turns back into a permit-required space. Joe Little is getting a policy together for Koch to present to the board. Rognlie re-iterated maintaining the notebook for each station and asked Koch to comply asap.

Hulwick moved that, when needed, we rent OSHA-required equipment for safety needs as opposed to purchase while staying within the guidelines of Purchasing limitations, supported by Leedy.

Roll Call: Broering-Y, Gray-Y, Hulwick-Y, Ingersoll-Y, Leedy-Y, Fisk-Y, Velez-Y, Rognlie-Y. Unanimously carried. **Absent:** Sturdavant (excused)

Expenses for Closed Space training: Leedy moved to authorize FLAUA to pay the cost of refreshments at confined space training up to \$100, as well as to pay the cost of \$50 for any staff or board that wishes to participate in training. Supported by Velez.

Roll Call: Gray-Y, Broering-Y, Hulwick-Y, Ingersoll-Y, Leedy-Y, Fisk-Y, Velez-Y, Rognlie-Y. Unanimously carried. **Absent:** Sturdavant (excused)

Disposition of underground gas tank: Koch outlined the process of digging out the tank: liquids must be sucked out, solids go to storage containers and either left onsite or shipped out via proper channels, cleaned, holes cut out, DEQ permission then removed off site. Fleis inspects, soil samples and approvals with DEQ.

Leedy moved to have Koch seek 2 additional "equivalent" prices to compare so we can make the best choice for tank removal, supported by Broering. *Gray asked Fleis to make sure we are not holding up any permitting. Fleis confirmed this is not in fact going to hold up.* Fleis will check to see if this is a fundable item under the USDA project.

Roll Call: Fisk-Y, Velez-Y, Rognlie-Y, Leedy-Y, Ingersoll-Y, Gray-Y, Broering-Y, Hulwick-Y. Unanimously carried. **Absent:** Sturdavant (excused)

Chain Saw: Gray moved to authorize Koch make the chainsaw and safety gear purchase (chaps, eye/hat/ear/mask, etc) with support by Rognlie.

Roll Call: Gray-Y, Broering-Y, Hulwick-Y, Ingersoll-Y, Leedy-Y, Fisk-Y, Velez-Y, Rognlie-Y. Unanimously carried. **Absent:** Sturdavant (excused)

RFQ Legal Services: Fisk sent a letter to our current attorney requesting how they would handle a conflict of interest (via email). We are awaiting the response.

Rognlie moved to authorize the RFQ be issued for legal services as presented. Leedy supported. Unanimously carried.

Miss Dig Costs: We are not currently registered and need to get our infrastructure registered with the Miss Dig system. The cost is estimated at \$16.30 per month.

Broering moved to enter the Miss Dig system, Rognlie supported.

Roll Call: Hulwick-Y, Broering-Y, Gray-Y, Leedy-Y, Ingersoll-Y, Rognlie-Y, Velez-Y, Fisk-Y. Unanimously carried. **Absent:** Sturdavant (excused)

Koch will handle the paperwork. Rognlie would like to copy any paperwork in the business files (relating to Miss Dig or any other pertinent info).

SF424: Gray to authorize Fisk to sign the USDA preapplication, supported by Velez.
Unanimously carried.

Public Comment: Kay Herd asked about the Open Meetings Act training in TC on the 22nd.
Leedy had RSVP'd but can't attend so Kay could attend in her place (since the class is full).

Koch asked for clarification to go into A stations. Board consensus was yes, as long as the blower is working and documentation is being kept and there is no obvious hazard situation in place and any other safety precautions are in place.

Trustee Comments: Hulwick asked about logo magnets for the truck. Koch says we have decals but he's waiting for the weather to improve to install. Hulwick also asked if any changes were being made in cells-crops. Koch said Dar Zimmerman is cutting the first cut of hay and planting alfalfa. Koch moved a brush pile. Hulwick asked if the farmer should be paying something for a farming lease from the land to save FLAUA costs and bring in revenue. Leedy asked for cost of seed & Hulwick noted its about \$2600 expense to FLAUA. Broering noted we have special circumstances outside a normal farm lease. Koch will speak to Dar Zimmerman about paying for the seed. Gray noted Dar might want a document if he is putting the cost in on seeds to guarantee he gets the cuts.

Fisk moved to adjourn. Supported by Rognlie.

Meeting adjourned at 7:50 pm

Respectfully submitted,



Lisa Leedy