

**FIFE LAKE AREA UTILITY AUTHORITY (FLAUA)
REGULAR MEETING
MINUTES
Thursday, June 19, 2014
6:00 p.m. Fife Lake Village Hall, Fife Lake, MI**

CALL TO ORDER: Meeting was called to order at 6 pm by Jodi Velez, Vice President. President William Fisk was unable to attend; Vice President Jodi Velez presided over the meeting in his absence.

ROLL CALL: Jodie Velez, Vice President, called Roll.

Present:

Jodi Velez-Vice President, Lori Ann Rognlie-Secretary, Tom Gray-Treasurer, and Commissioners Lisa Leedy, Robert Sturdavant, Ricky Hulwick, and Bill Saba (alternate Commissioner for Fife Lake Township, in attendance on behalf of Betty Ingersol).

Absent:

William Fisk-President and Commissioners Ron Broering and Betty Ingersol.

Guests:

John Koch, Superintendent, FLAUA. Members of the Public.

APPROVAL OF AGENDA:

Ms. Velez requested adding one item under New Business re: Discuss training for A4 and A6 Stations.

Mr. Koch requested an additional item be added to the Agenda to discuss purchasing a Variable Frequency Drive (VFD) and Locator for Pickerel Lake.

Board Action:

Ms. Velez asked for a motion to approve Agenda as amended. Mr. Gray made motion to pass Agenda as amended. Ms. Leedy seconded the motion. Motion passed.

CONSENT AGENDA: Regarding Minutes for May 15, 2014 Regular Meeting, May 29, 2014 Special Meeting, Treasurer's Report for May 2014, and Bills Payable for June 2014.

May 29, 2014 Special Meeting:

Board Action:

Vice President Velez made a motion for the Minutes of the May 29 Special Meeting be removed from the Consent Agenda as Ms. Lisa Leedy, Mr. Robert Sturdavant and Mr. Ricky Hulwick were not in attendance at the Special Meeting and have asked to abstain from voting on acceptance of these Minutes. Ms. Leedy supported this motion.

May 15, 2014 Regular Meeting/Treasurer's Report/Bills Payable:

Ms. Velez asked for any discussion regarding May 15, 2014 Regular Meeting, Treasurer's Report for May and Bills Payable for June. Mr. Gray noted that because Mr. Ron Broering and President William Fisk were unable to attend tonight is meeting, Mr. Gray would meet with one of them tomorrow to obtain required second signature on checks and mail them out tomorrow. Regarding Bills Payable, Ms. Leedy inquired if payment to RS Technical Service was for equipment repair. Mr. Gray replied it was for a Variable Frequency Drive (VFD) for Pickerel Lake (previously mentioned item added to Agenda). The current one is failing.

Board Action:

Mr. Gray made motion to accept the May 15, 2014, Regular Meeting Minutes, Treasurer's Report, and Bills Payable under the Consent Agenda as presented. Ms. Leedy supported.

Roll Call Vote (re: Bills Payable): Velez-Y, Rognlie-Y, Gray-Y, Leedy-Y, Sturdavant-Y, Hulwick-Y, Saba-Y. Absent: Fisk and Broering. Motion carried.

May 29, 2014 Special Meeting Minutes:

Board Action: Mr. Gray made motion to accept May 29, 2014, Special Meeting Minutes (with notation that Ms. Leedy, Mr. Sturdavant, and Mr. Hulwick abstain due to absence at that meeting). Ms. Rognlie supported. Vote to approve: YEAS: All. NAYES: None. Motion carried.

CORRESPONDENCE:

FLAUA is in receipt of a letter from Peter Wendling, Attorney, with Young, Graham, Eisenheimer & Wendling, P.C. Letter is attached to President's Report. Ms. Velez asked for any questions or comments. No comments other than to make note of this correspondence and reference statement from Mr. Wendling that he approves of the FLAUA's actions thus far.

PRESIDENT'S REPORT:

Ms. Velez presented President's Report and stated President Fisk is not at this meeting to answer any questions; therefore, Board will follow-up at next meeting in the event of any questions.

SUPERINTENDENT'S REPORT:

Superintendent Mr. John Koch presented his report with a reminder about the Confined Space Entry training next Thursday, June 26, from 8am-12noon.

Mr. Koch stated he has replaced a couple of dehumidifiers. The A Station was sweating badly; others are beginning to do so as well. He is replacing them as needed.

Mr. Koch has contacted several contractors about removal of underground gasoline tank; two bids are in packet. He can get one more bid if the Board would like; he had contacted one additional contractor but did not receive a response. Some providers did not wish to bid, as this was not their expertise. Mr. Sturdavant mentioned that the two bids (Elmer's and Northern A-1) are close in nature of service and cost, and he does not believe we need a third bid. He recommends choosing one of these two companies.

Mr. Koch states Northern A-1's total bid as worst case scenario and they would bill time & material as work proceeds; however, the total would not exceed the quote of \$4,296.00. Their bid states, "If material or site conditions are found that additional equipment or services are required for safe removal, a cost re-evaluation will be required." Elmer's bid total was \$4,300-\$4,675 depending on whether it was 2 or 3 product drums of which to dispose.

Mr. Gray noted differences between the itemization provided by Northern A-1 versus less detailed content of Elmer's quote.

Ms. Rognlie inquired how long the project would take. Mr. Koch responded we would need to work with the engineers because Fleis & Vanderbrink need to take soil samples. Once submitted to the State of Michigan, the project would need to be completed within 30 days.

Mr. Koch believes both firms are very qualified; however, feels that Northern A-1 is most knowledgeable in the work being requested as they perform a lot of this type of work.

Board Action:

Ms. Leedy made motion to accept Northern A-1's bid. Mr. Sturdavant seconded the motion.

Roll Call Vote: Rognlie-Y, Gray-Y, Leedy-Y, Sturdavant-Y, Hulwick-Y, Saba-Y, Velez-Y. Absent: Fisk and Broering. Motion carried.

Mr. Koch reported an odor issue at wastewater treatment plant and resolved the issue by adding sodium nitrate with approval of Department of Environmental Quality (DEQ) and flipping the cells. Problem is resolved. DEQ approval was not *required* in this instance; however, Mr. Koch sought it out.

Mr. Koch purchased new chain saw, chaps, and helmet system as directed by the FLAUA board.

Mr. Koch and assistant Mr. Joe Burfield installed a secondary high water float into wet well at Station A4. This float is related to the chatterbox that was installed last September.

Mr. Koch reiterates that the plant now has accurate and up-to-date records. He spoke with Ms. Janice Heuer of the DEQ indicating FLAUA is in compliance and submitting reports on time, monitoring well samples are done, plans are made to perform soil borings, etc. Current records are at the shop and available for anyone who may wish to view them. The records system is now very organized and detailed with greater ease in accessing them than they were prior to his arrival as Superintendent.

Mr. Koch said he and Ms. Sandra Wilton at Forest Area Services talked about Fuelman to get the tax back. He believes everything is now in order.

Mr. Gray asked how many chatterboxes FLAUA has installed as we are being billed for five. Mr. Koch responded we have four (A1, A2, A3, and A4), although we used to have a fifth. Telephone number is billing FLAUA; it appears the fifth is the Shop phone number. Ms. Rognlie and/or Mr. Koch will provide Mr. Gray with exact information as to chatterbox location and telephone number.

Mr. Koch states he has the generator at A3 working and, after several years of not doing so, it now switches over in the event of a power failure. It is old, however. It has been load tested. Mr. Sturdavant asked if there is any surge protection on it. Mr. Koch is not certain; however, will check.

Regarding the uniform contract, Mr. Koch is considering switching over to Cintas and they will offer governmental pricing (shirts, pants, t-shirts for Mssrs. Koch and Burfield) unless there are any objections by the Board. We should be able to save some money with the governmental pricing, and we would be supporting a local company. No contract is required but they do ask for a 3-year commitment. If FLAUA is unhappy for any reason, we can break the agreement. Mr. Gray asked if need to purchase initial uniforms. Mr. Koch will check; he does not think purchase is necessary as long as we continue to use their service. Mr. Hulwick mentioned past problems with current provider and supported exploring a change. There was no problem the last time we broke the agreement. Mr. Koch stated if the clothes are lost or destroyed, they would need to be paid for; however, the clothes will be insured. Ms. Rognlie asked for a motion to go with Cintas. As the uniforms are already an approved item, no vote is required.

Mr. Koch requested a week's vacation July 25-August 3. Assistant Mr. Joe Burfield will be available to cover. Mr. Koch has two weeks of accrued vacation and has not used any. He used comp time this past spring. Ms. Velez stated this topic would be covered later in the Personnel Report (including how comp time is tracked).

PUBLIC COMMENT:

Dawn Zimmerman, 6533 Fife Lake Road, Fife Lake, MI (home); 11798 State Street, Fife Lake, MI (cabin). Mrs. Zimmerman has the Superintendent's Report and requests the Minutes from both the May 15, 2014, Regular Meeting and the May 29, 2014, Special Meeting as well as the President's Report and Correspondence from Attorney Wendling (all from today's meeting packet). Mrs. Ellen Hart asked for the same. Commissioner Rognlie will provide those copies at the conclusion of today's meeting.

GUESTS:

Commissioner Leedy reported that Mssrs. Ben Kladder, Engineer, and John DeVoi, Project Manager with Fleis & VanderBrink (F&V) could not attend this evening's meeting. In their absence, she is providing information they asked her to forward regarding the status of Stormwater, Asset Management, and Wastewater (SAW) Grant monies as well as other information.

Ms. Leedy indicated that reports for televising service that took place in May should be available very shortly. They will be provided to the FLAUA Board and then made available to the public.

Ms. Leedy reports that the FLAUA and F&V have been working on the RD Grant and loan applications.

While most communities receive \$1 million in grant monies given they pursue all avenues, she is very pleased to report that the FLAUA will be receiving \$2.97 million in grant monies and that FLAUA will indeed be ardently pursuing every avenue and complying with all available resources and requirements, particularly to meet stringent guidelines and deadlines. The FLAUA has received a letter from the United States Department of Agriculture (USDA) (be it known; however, this is not a formal commitment) that we are to receive \$2.97 million from the USDA.

This has been approved at the State level and automatically needs to go to the National level for approval because the project is over \$5 million. Our project is estimated to be \$6.6 million. Approximately one-half of this project is to be paid by USDA grant monies and the remaining amount via loan dollars. The two of these are tied together. There are numerous deadlines to meet over the next few months including setting up specific and mandated policies and procedures.

The FLAUA would not be ready to begin construction until next spring. We will be ready to receive grant funds approximately March 2015; however, we must complete multiple tasks now, as those monies need to be allocated at this time.

Ms. Leedy commended the team effort of the Steering Committee, USDA Representative Blake Smith, our F&V engineers, Mr. Roger Swet, the new Bond Attorney, and Mr. Tom Traciak, the new Financial Advisor we have in place. Much work has been done behind the scenes to acquire the most money possible.

Mr. Gray inquired about the possibility of needing to borrow \$3 million and the process through which to repay those funds. Ms. Leedy stated this is one of the reasons we have a Financial Advisor who specializes in these types of projects. He has reviewed the numbers and has recommendations on loan repayment, one of which is through revenue bonds.

Mr. Gray inquired whether we are locked into the "Wants" list of the project. Ms. Leedy replied that nearly every item on the list is of necessity, high priority, and essential to the project. The engineers have helped prioritize the list of needs, and it has already been pared down significantly. The Board also previously approved this list. It is advisable to retain the entire list including those items that may be deemed of lesser necessity in the event some bids come in lower than anticipated. In essence, the monies from the grant must be allocated at the beginning of the process, not as we move along. Conversation continued among Ms. Leedy, and Messrs. Gray, Hulwick, and Sturdavant regarding this topic with the consensus being the monies awarded must be spent through the life of the project and therefore accounted for *now*. It should in no way be construed that the needs are being inflated. Simply put, as part of the USDA grant application, this information aided in qualifying the FLAUA for grant consideration.

Commissioner Leedy stated 80% of the Financial Advisor's clients are municipalities (300+ groups), and he provides training programs to the USDA. The Financial Advisor (F.A.) is working with the Bond Attorney and will present projections to the group with hard facts and figures. There is an assumption that revenue bonds will be required based on operations costs, usage, revenues, etc. The F.A. is reviewing our original ordinances and bylaws. We may need to spend down some cash to eliminate or minimize existing debt. It is a requirement of the USDA for a maintenance fund to be set aside, that revised policies and documents are to be put in place, and an upkeep/maintenance plan be developed for ongoing readiness of the system. Many communities are in the same situation, as their original plans were not followed 30+ years ago. The F.A. will lay out a plan for us to succeed (not just a Band-Aid approach) while meeting the programming and procedures required by the USDA.

Mr. Gray noted that we owe \$115k in bonds, have approximately \$85k in bond reserves, and bond interest redemption available. Ms. Leedy replied that is one example of operating on an extra lean cash flow basis. (She noted we are moving into Steering Committee Report early, as we are deep into this topic.)

Fleis and VanderBrink will provide us with the necessary and appropriate forms from their Operations Group and Blair Selover, the Regional Manager for F&V Operations. They will develop maintenance logs for the Superintendent and other forms to be adopted by FLAUA. New documents and procedures will be implemented prior to completion of the construction project. Mr. Selover will also make recommendations on parameters for our system and to allow us to work within financial constraints. He has worked with many organizations like FLAUA and is familiar with the needs of a smaller municipality going through this process. It appears this process will be happening quickly and soon. It is recommended this be done under the SAW Grant; however, there may be additional costs for his services.

OLD BUSINESS:

Municipal Attorney Due Diligence:

Ms. Leedy reported that RFQs were put out for an attorney for the FLAUA. As part of USDA requirement, we need to have legal counsel identified and a contract in place. The attorney would also work with our Bond Counsel and Financial Advisor. Our current attorney, Peter Wendling of Young, Graham, Eisenheimer & Wendling, P.C., would like to continue with us; however, the firm works with both Townships we serve and there is a desire to avoid any conflict of interest.

Additionally, the hourly rate of Mika, Meyers, Beckett & Jones of Manistee and Grand Rapids (in packet) is \$250-\$310. After the Board's due diligence, it is recommended we select Running Wise & Ford, PLC (in packet). They have specific experience with Authorities. William Davison, an attorney with their firm has more than 20 years' municipal experience. Their rate is \$140/hour. They come highly recommended, are well respected, and are local out of Traverse City.

Board Action:

Mr. Gray made motion to hire Running Wise & Ford as municipal attorney. Ms. Rognlie supported.

Roll Call Vote: Gray-Y, Leedy-Y, Sturdavant-Y, Hulwick-Y, Saba-Y, Velez-Y, Rognlie-Y. Absent: Fisk and Broering. Motion carried.

Mr. Gray suggested correspondence be drafted to our current attorney indicating we have chosen to move forward with a new attorney for municipal business due to a potential conflict of interest given their work with the two townships served by our Authority. The Board was in consensus on this matter.

NEW BUSINESS:

Steering Committee Report:

Ms. Leedy referenced earlier discussion about looking at revenue bonds, and articles of incorporations and bylaws to ensure everything is in place and that the F&V Operations Group will step in to assist Superintendent in reviewing and setting up processes, operations, and maintaining of systems. The Financial Advisor, Tom Traciak, will be meeting with Roger Swet, the Bond Attorney as things progress.

Ms. Leedy stated the other critical item requiring attention is to designate a banking institution to keep SAW and USDA funds separate from our other monies. This is to ensure transparency and eliminate the potential for any confusion with regard to FLAUA accounts that are presently held at Forest Area Credit Union.

This would either require a separate account at Forest Area Credit Union via a sub-share account or a different institution all together per grant requirements. Mr. Traciak recommends we consider an institution accustomed to working with municipal accounts. Furthermore, he recommends the monies be placed with an entirely different financial institution than the one with whom we currently bank.

Ms. Leedy stated:

- The account must be a specified municipal account.
- Banking will be via electronic means.
- Funds will only be in the accounts a very short time. Ultimately, this will account for approximately \$7 million; however, the electronic movement of monies will be money in/money out. For example: when we bill USDA, they make a deposit based on our billing and we pay out that amount. They suggested electronic billing & payment; therefore, FLAUA does not need to order different checks.
- There shall be no holds on accounts, as funds are federal monies.
- Interest cannot be drawn on the funds.
- Mr. Traciak stated the financial institution could not use the monies for their benefit/profit.

In exploring all options, Commissioner Rognlie stated she spoke with four banks; Commissioner Leedy spoke with two institutions. President Fisk spoke with Forest Area Credit Union, who has the option of setting up a sub-share account. The Financial Advisor for FLAUA does not recommend a sub-share account.

Treasurer Gray believes putting the funds into an account at a separate institution would be most appropriate. Commissioner Leedy agrees. Secretary Rognlie looked at Forest Area Credit Union, PNC Bank, Northwestern Bank/Chemical Bank and Chase. (Chemical Bank is in process of acquiring Northwestern). Mr. Gray discussed the possibility of having different signers on this account than the Forest Area accounts. Ms. Leedy stated that because disbursement of all funds is voted upon, it was not likely necessary to have a different set of authorized signers on the new account. Ms. Leedy believes FLAUA is able to have the same signers on accounts at both facilities and notes that the new account, as well, will require two signers. However, she will confirm. Current signers are William Fisk, President, Tom Gray, Treasurer, and Ron Broering, Commissioner.

Board Action:

Mr. Gray made a motion to utilize Northwestern Bank/Chemical Bank for SAW/USDA funds. Ms. Velez seconded motion.

Roll Call Vote: Leedy-Y, Sturdavant-Y, Hulwick-Y, Saba-Y, Velez-Y, Rognlie-Y, Gray-Y. Absent: Fisk and Broering. Motion carried.

Personnel Committee Report:

Ms. Velez presented the Personnel Committee Report, stating she and President William Fisk met with Superintendent John Koch for an informal review of how things are going at the plant in anticipation of his upcoming review and employment contract renegotiation. Mssrs. Fisk and Sturdavant, and Ms. Velez also wished to know if Mr. Koch had any concerns of them.

Evidently, there was a minor miscommunication about a telephone conference, which had since been resolved. A suggestion was made that when an instruction is given it be repeated back to ensure each party understands the information.

Ms. Velez noted that things look great at the plant, and records are in order and available for review if anyone should so choose.

Mr. Koch brought up the issue his comp time. His concern is that this information is not being tracked or recorded by the bookkeeping service or anyone with FLAUA. He has asked several times for this as it benefits both parties (he and FLAUA); re: transparency, tracking, and record keeping of comp time in the event anyone should have any questions. Ms. Velez stated the bookkeeping service will now track the comp time and it will be recorded on his pay stub.

Ms. Leedy asked if the comp time was calculated as straight time or time & one-half (1.5 time). Mr. Koch stated that anything worked over 40 hours is comp time and that initially he took comp time hour for hour; however regulatory issues state it should be at 1.5 time and has thus been calculated at 1.5 time.

Mr. Gray read from the employment contract. "The Hours/Pay Period: the normal work day will consist of 8 hours. A workweek will consist of 40 hours. However, given the nature of employee's duties and responsibilities, it is understood that the employee will not have a specific schedule of work hours yet will be required to document time on the job and activities performed during that time. The employee will have to schedule and reschedule such hours as are necessary to complete the work to be done as a supervisor without the need for overtime hours."

Mr. Gray noted in the past Mr. Koch was instructed if he works 45 hours one week, he needs to work 35 hours the following week and take comp time in that pay period. Ms. Leedy stated if he worked 45 hours one week, then he should actually be working 32.5 hours the next week (to allow for use of comp time) if comp time is at 1.5 times. Mr. Koch stated that with the volume of work required, all of the planned upgrades coming, and the fact that he only has a part-time relief person; it is just not possible to take the comp time. He believes by law, a person can only bank a certain number of comp hours; he believes 260 but is not sure.

There was extensive conversation among the Board regarding salary versus hourly employment in general, in self-employment, and for corporations, as well, as how it may pertain to Mr. Koch's contract. Mr. Gray stated Mr. Koch's salary is based on a 40-hour work week; Mr. Saba inquired if he cannot take the comp time the next week is it right to take it away from him? Consensus at the table was no.

Ms. Leedy and Ms. Rognlie stated the contract should be reviewed (this is coming due in August). Mr. Hulwick inquired as to whether the Financial Advisor would be able to assist in this matter, and Ms. Leedy indicated the new attorney would be utilized to clarify the language in the contract. Mr. Gray recommends referring to Labor Relations law as well.

In response to an inquiry by Ms. Rognlie whether his pay stub reflects the comp time, Mr. Koch responded that it did not; his paycheck was the same amount each pay period. He keeps track of comp time accrued and used (as in comp time that was used this past spring). He reiterated he is not comfortable being the only one to document and track his comp time. He also states that regardless of whether or not he has taken accrued comp time, he continues to work diligently and the improvements in the operation of the plant show results. Again, there was consensus among Board members at the table.

Mr. Gray reiterated contract verbiage and suggested Mr. Koch address this issue in the renegotiation of his contract. Original contract date was 8/26/13.

In summary, Ms. Velez stated things are definitely improving at the plant, and we are on the right track. We do have a couple of issues to iron out re: revising the employment contract, getting the bookkeeper on board and keeping track of the comp hours. We have some time to do that prior to the 1-year evaluation period, which is why Mssrs. Fisk and Sturdavant, and Ms. Velez did this pre-review.

Ms. Leedy states we have been paying his comp time and will continue to do so because that is what we have been doing and will re-evaluate when the contract is renewed.

Ms. Velez returns to Mr. Koch's request for vacation time July 25-Aug 3.

Board Action:

Mr. Gray makes motion to accept Mr. Koch's request for vacation time of July 25-August 3, 2014, and that he use comp time for that. Mr. Saba supports motion.

Roll Call Vote: Sturdavant-Y, Hulwick-Y, Saba-Y, Velez-Y, Rognlie-Y, Gray-Y, Leedy-Y. Absent: Fisk and Broering. Motion carried.

PCS's Offer to Customers:

PCS is Fleis & Vanderbrink's sub-contractor proposing to do lateral camera work on homeowners' lines. Ms. Velez is not entirely familiar with this issue and received an email from President Fisk stating at this time he has incomplete information on what services/costs PCS is offering. In a past meeting, Mr. Ben Kladder of F&V mentioned the service would be for camera work only (no cleaning of lines) at a cost of \$125 per homeowner. However, because there is no formal proposal or detailed information from PCS, Ms. Velez requested this issue be tabled until the next meeting unless there were any objections. There was none.

Variable Frequency Drive (VFD) for Pickerel Lake:

Mr. Koch stated the VFD was \$725. It takes 2 single phases and converts to 3-phase that runs pumps rather than use starters and contactors. The VFDs are originals. The one he replaced started failing a year ago and the other one is beginning to act up. It will need to be replaced. He has made inquiries about price. This station will remain the same with minimal upgrades in the project. The price will be nearly the exact as the Pickerel Lake VFD; he would be happy to research prices. Most VFDs have been in place since 2000 or 2002 and typically last 6-8 years. Therefore, it's not a matter of *if* but *when* they need to be replaced.

Mr. Gray inquired whether it would be cost-effective to have Great Lakes run a 3-phase motor. Mr. Sturdavant adds that it may be worth a call to inquire the same and if not available, find out their recommendation. Mr. Koch will inquire.

Request for Locator: Mr. Koch stated it is sometimes difficult to find manholes. When natural gas was put in at Pickerel Lake sub-division, manholes were buried. There are no as-built prints. He cannot find all manholes. A locator would be a good tool with Miss Dig too. Ms. Leedy states she owns a locator and is willing to lend it to Mr. Koch. He can then locate the manholes and tag GPS coordinates. Ms. Leedy suggests he contact F&V (Jim VanDyke per Ms. Rognlie) for locations and their longitude/latitude. Mr. Koch can then verify and log the readings.

Zimmerman Seed/Irrigation Fields:

Vice President Velez added this topic in reference to an email received from President Fisk regarding past practices for purchasing seed for the irrigation fields and what the intent is for this year. As Mr. Dar Zimmerman was in attendance at this meeting, he was asked what he planned to plant. He responded Alfalfa/Brome Grass/Timothy mix. He already has the seed and will see how much he uses. Regarding past practice, Mr. Zimmerman stated everything is the same as it was in the past.

Commissioner Leedy mentioned she received a message from President Fisk regarding the A4 and A6 Stations and Ed Hawks, Electrical Engineer, of F&V coming out to do a walk-through and look at these stations. It was also suggested Glen Stein of Advantage Electric join him to meet with Mr. Koch to go over the controls of these stations. Mr. Koch also mentioned problems with sediment and a desire to have the bottom of wet wells cleaned out first (this work through SAW Grant).

Ms. Leedy inquired if Mr. Koch was keeping logs on readings. There is no physical way to measure fluid in the tube and the pit. One item indicates another. Ms. Leedy, Mr. Koch, and Mr. Hulwick discussed process and Mr. Koch responded he is maintaining a maintenance record of actions taken.

Board Action:

Ms. Velez made motion to pay for Ed Hawks, Electrical Engineer with F&V to provide training on A4 and A6 Stations to Mr. Koch with Mr. Glen Stein of Advantage Electric also in attendance. Mr. Koch will coordinate this and attempt to get the two mains cleaned out in advance. Ms. Rognlie supported the motion.

Roll Call Vote: Hulwick-Y, Saba-Y, Velez-Y, Rognlie-Y, Gray-Y, Leedy-Y, Sturdavant-Y. Absent: Fisk and Broering. Motion carried.

PUBLIC COMMENT:

Mrs. Dawn Zimmerman:

Mrs. Zimmerman asked Mr. Koch about the secondary high water float in Station A4. He replied it is normally in a closed position. He drilled a hole in the manhole casting and put conduit in. He purchased a float, which will go off when water is too high. If wet well gets up too far, it will kick on, send a notice to chatterbox, and he will be called. This is a secondary backup system to the high water alarm control system.

Mrs. Zimmerman also inquired as to the lateral camera work. Northern A-1 was at her place June 6. She was informed the report is forthcoming and will be public knowledge. She requested a copy of it. It is unknown at this time if there is a DVD of the report. Mrs. Ellen Hart also requested a copy of the report.

Mrs. Ellen Hart, 11782 East State Street, Fife Lake, MI:

Mrs. Hart inquired as to who maintains the manhole covers. The one in front of her house is extremely loud every time someone drives over it. Mr. Koch responded that Fleis & Vanderbrink are in the process of lifting covers all over town to check them in advance of the SAW Grant structure. Often dirt, pebbles, and asphalt can seep into the cover and make them rattle. These manhole structures are going to be repaired/rebuilt to eliminate the debris problem and thereby the noise issues. Mr. Koch offered to stop by Mrs. Hart's home to look at the manhole that is making so much noise and see if he can clean it up.

TRUSTEE COMMENT:

Ms. Leedy stated the Pierce Street repaving project is going out for bid to include rebuild of manhole covers. The 6th Street cover is fine though.

Mr. Sturdavant expressed thanks to everyone on the Board and Mr. Koch for all of the work that has been done.

ADJOURNMENT:

Vice President Velez requested motion to adjourn the meeting. Commissioner Leedy made the motion to adjourn. Meeting adjourned at 7:55 p.m.

Note: Mrs. Hart approached the Board after Adjournment to express the excellent job she feels John Koch is doing as Superintendent.

Submitted by:

Kay Z. Held
Recording Secretary