

FIFE LAKE AREA UTILITY AUTHORITY (FLAUA)

Regular Meeting - Minutes

Wednesday, August 19, 2020, 6:00 p.m. 231-879-3565  
Fife Lake Township Hall, 134 Morgan Street, Fife Lake, MI 49633

**CALL TO ORDER:** President Gray called the meeting to order at 6:00 p.m.

**ROLL CALL:** President Gray called Roll.

**Present:** President Tom Gray, Vice President Marilyn Hayes, Treasurer Jodi Thayer, Secretary Leigh Gifford and Commissioners David Gill, Ron Broering, Jim Gifford and Tom Hempsted.

**Absent:** Commissioners David McGough and Leigh Gifford.

**Others in Attendance:** Compliance Officer Ray Ravary.

**APPROVAL OF AGENDA:**

Additions ~Add under New Business:

Security Camera Grant  
Trimble Quote from Performance Engineering  
Effluent Meter Upgrade

**Board Action:**

Mr. Broering made a motion to approve the Agenda as amended. Mr. Gill seconded the motion.  
VOTE: YEAS: All. NAYES: None. Motion carried.

**ACCEPTANCE OF MINUTES:**

**Acceptance of Regular Meeting Minutes of July 15, 2020:**

**Board Action:**

Ms. Thayer made a motion to accept the Minutes of the July 15, 2020, Regular Meeting as presented. Ms. Hayes seconded the motion. VOTE: YEAS: All. NAYES: None. Motion carried.

Messrs. Broering and Hempsted abstained from voting as they were not present at the July meeting.

**TREASURER'S REPORT:**

**Treasurer's Report – Financial Report of August, 2020, and Payment of Bills:**

The August, 2020, Treasurer's Report was distributed in advance of the meeting for Board review. A revised Budget vs. Actual was distributed. Treasurer Thayer also noted the following:

At the end of July, we should be at 58.31% to budget. Insurance is at 92.15% and Workers Compensation is at 63.55%; as noted in previous meetings, we pay these premiums once a year, early in the year. Likewise, Licensing and Permits are once per year and are at 91% to budget.

Postage and Accounting Fees are slightly over budget and will be monitored. Professional Fees are only at 32%.

The Truck Repair category is high. Per requested at the last meeting, Treasurer Velez reviewed all repair costs year-to-date:

\$63.60 Discount Tire  
\$109.95 Art's (plow blade)  
\$156.85 New Battery  
\$25.21 Thirlby Automotive (Misc.)  
\$719 New Tires  
\$500 Insurance Deductible from accident

The new tires and deductible were not anticipated and subsequently put us over budget. We will make budget adjustments at the end of the year to balance accounts.

Bottom line: Total Income is at 68.38%. Total Expenses are at 40.99%. Overall, we are in good shape year-to-date.

**Board Action:**

Mr. Broering made a motion to approve the Financial Report as presented. Mr. Gifford seconded the motion.

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

**Payment of Bills:** There was Board discussion regarding Bills Payable. An updated A/P was distributed. An additional bill was presented from ESRI for gis yearly maintenance agreement. This was discussed at the last meeting; Treasurer Thayer investigated to verify our responsibility in this invoice.

The service is shared with the Village of Fife Lake. The current invoice is \$1,500 for primary use and \$1,200 for secondary use (\$2,700 for 10/1/20 through 9/30/21). She confirmed that in July, 2017, we paid the Village \$1,350 for our share; in August, 2018 we paid the Village \$1,500. In 2019 the Village paid the entire amount; in 2020 we are responsible for the entire amount.

**Board Action: August, 2020, Bills Payable:**

Mr. Broering made a motion to approve the August, 2020, bills as amended. Mr. Gifford seconded the motion.

ROLL CALL VOTE: Thayer-Y, Broering-Y, J. Gifford-Y, Hempsted-Y, Gill-Y, Hayes-Y, Gray-Y. Motion carried.

**GUESTS:** None.

**COMMITTEE REPORTS:**

**Personnel Committee:**

Commissioners Broering, L. Gifford and Thayer met with Compliance Officer Ray Ravary to discuss performance evaluations.

**Mr. Ray Ravary, Compliance Officer:**

Mr. Ravary is now in his 5<sup>th</sup> year of employment. He was to have received an additional week of vacation upon reaching Year 3 of employment (bringing it to three weeks/year). He did not receive that in Years 3 or 4. It is the recommendation of the Personnel Committee to make up for the additional vacation week he did not receive in Years 3 and 4 by giving him an additional week of vacation for the next two years.

In lieu of a salary increase during this performance evaluation, he proposed additional vacation benefits beginning now, Year 5. This does not impact the bottom line in term of salary costs. There remains a stipulation that he needs to have coverage in place at the plant when he is on vacation.

It is the recommendation of the Personnel Committee to increase Mr. Ravary's vacation by two weeks for the next two years to make up for the vacation time he was shorted, as an increased benefit.

In summary, for years 2020-21 and 2021-22, he is to receive five weeks of vacation each year. This will also make up for the vacation week he should have received each of the past two years.

**Board Action**

Mr. Gifford made a motion to increase Mr. Ravary's vacation by two weeks, bringing it to five weeks for the periods 5/2020-4/2021 and 5/2021-4/2022. Beginning 5/2022 he would receive the four weeks per year as previously planned, with evaluations as regularly scheduled. Mr. Gill seconded the motion.

ROLL CALL VOTE: Broering-Y, J. Gifford-Y, Hempsted-Y, Gill-Y, Hayes-Y, Gray-Y, Thayer-Y. Motion carried.

**Mr. Chris Houghton:** Part-time employee Chris Houghton was not personally present with the Committee members; however, his performance and a pay increase were considered. There was extensive Board discussion at this evening's meeting. Mr. Houghton was hired in July, 2018 at \$12/hour. After 90 days his pay was increased to \$13/hour and in July, 2019 he was increased to \$14/hour. It is now one year later and he is taking training in pursuit of licensure.

**Board Action:**

Mr. Broering made a motion to increase Mr. Chris Houghton's pay to \$16/hour with a requested minimum work week of 15 hours effective Friday, August 21, 2020. He is to remain at a maximum of 20 hours/week. Ms. Thayer seconded the motion.

ROLL CALL VOTE: J. Gifford-Y, Hempsted-Y, Gill-Y, Hayes-Y, Gray-Y, Thayer-Y, Broering-Y. Motion carried.

Ms. Hannah Ramsby: Part-time employee Hannah Ramsby has not yet been employed with FLAUA for 90 days. Her 90-day Review has been put on the Outstanding Task List calendar.

**Steering and Operations Committee**: No meeting. No report.

**Compliance Officer/FVOP Report**:

The Compliance Officer Report was distributed in advance of the meeting and discussed among the Board. Compliance Officer Ravary also noted the following:

Tina from the hardware store wants plumbing at a separate building at her home and wants to tie in to another lead. She would like to know what fees she will be charged. There was Board discussion regarding the lots, leads, connection, and application requirements.

If it is a separate structure on a separate lot, going to a separate tap, there would be an application and tie-in fee. To avoid these fees, she would need to tie into her existing connection which would likely require tearing up her driveway and costing much more in expenses. Mr. Ravary will pass this information on to her.

Mr. Ravary spoke with attorney Tom Grier about our grievance with AT&T and attempts to recover costs. He indicated there was a change in the law and does not believe we have the grounds to sue. Nor does he think we will be able to recover our costs from them. Mr. Ravary will email Attorney Grier's opinion to the Board. He will also check with MISSDIG to investigate whether AT&T contacted them in this matter.

Re: Vans Lane Lawsuit – Tom Grier has misplaced some of the documentation; Mr. Ravary will forward him what he needs.

Re: 2015 smoke test. Mr. Ravary was reviewing the Asset Management Plan and cannot determine whether residents who had cracked cleanouts received letters as a result of the smoke test. His interpretation of the former report was that Fleis & VandenBrink expected FLAUA to notify residents. There was Board discussion. Ms. Thayer will check former Board Secretary Rognlie's hard drive to see if a letter was sent to residents after the 5/2015 smoke test.

**CITIZEN COMMENT**: None.

**NEW BUSINESS**:

Security Camera Grant:

FLAUA was awarded the Michigan Township Participating Plan (MTTP) \$2,500 grant (maximum allowable award) for a video surveillance system that the DEQ heavily recommended for use at the plant. This system would work in conjunction with our existing SCADA program. Mr. Jay Norris, Controls Engineer of Integrated Controls Engineering (ICE) provided a detailed bid in the amount of \$5,733.52. Additional costs include some cabling and the time of Compliance Officer Ravary for prep work.

**Board Action**

Mr. Broering made a motion to approve Integrated Controls Engineering (ICE) Quote FLW-5720 in the amount of \$5,733.52 for a video surveillance system, in conjunction with the Michigan Township Participating Plan (MTTP) \$2,500 grant. Note, we are a tax-exempt organization; therefore, the \$324.54 sales tax would be backed out, as well as the grant amount. Mr. Broering seconded the motion.

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

Performance Engineering Quote for Trimble/gis Training:

A detailed quote for this training was distributed at the meeting and Board discussion followed.

**Board Action**:

Mr. Gill made motion to approve Proposal 2020679 from Performance Engineering for Trimble/gis Training. Mr. Broering seconded the motion. VOTE: YEAS: All. NAYES: None. Motion carried.

Upgrade to Effluent Metering System:

The effluent meter has not been working all summer. Mr. Jay Norris of ICE has been troubleshooting it. He and Mr. Ravary both think it is the batch controller. Mr. Norris proposed installation of an input card with a radio link that will connect to the camera system.

**Board Action:**

Ms. Hayes made a motion to approve the proposal from Mr. Jay Norris of Integrated Controls Engineering (ICE) to upgrade the effluent metering system with a batch controller. This estimate is in the amount of \$1,812.50 (without radio link) and includes labor. We would have the radio link once we have the surveillance camera system installed. Mr. Broering seconded the motion. VOTE: YEAS: All. NAYES: None. Motion carried.

Mr. Ravary spoke with Performance Engineering about getting an engineering bid on headworks upgrade. He did not receive it in time for tonight's meeting and will follow-up on this.

**OLD BUSINESS:**

Asset Management Plan: Ongoing.

Outstanding Task List Discussion:

The Outstanding Task List was reviewed. New items were added for individual and Board follow-up.

**COMMUNICATIONS:** None.

**CITIZEN COMMENT:** None.

**BOARD COMMENT:**

Ms. Thayer reported a constituent update to the Board; Ms. Bonnie Gonyer, Treasurer, Springfield Township has retired. The new Treasurer is Jessica Plude. Ms. Hayes will make the update to the Board of Commissioners list.

**ADJOURNMENT:** Mr. Broering made a motion to adjourn the meeting. Ms. Thayer seconded the motion. The meeting adjourned at 7:30 p.m.

**Submitted by: Kay Z. Held, Recording Secretary**