

FIFE LAKE AREA UTILITY AUTHORITY (FLAUA)

Regular Meeting - Minutes

Wednesday, August 21, 2019, 6:00 p.m. 231-879-3565
Fife Lake Township Hall, 134 Morgan Street, Fife Lake, MI 49633

CALL TO ORDER: President Tom Gray called the meeting to order at 6:03 p.m.

ROLL CALL: President Gray called Roll.

Present: President Tom Gray, Vice President Marilyn Hayes, Treasurer Jodi Velez, and Commissioners Ron Broering, Jim Gifford, and David Gill.

Absent: Secretary Leigh Gifford and Commissioners Dave McGough and Cathy Sorrow.

Others in Attendance: Compliance Officer Ray Ravary.

APPROVAL OF AGENDA:

Board Action: Mr. Gill made a motion to approve the Agenda as presented. Mr. Gifford seconded the motion.
VOTE: YEAS: All. NAYES: None. Motion carried.

ACCEPTANCE OF MINUTES:

Acceptance of Regular Meeting Minutes of July 17, 2019:

Board Action: Ms. Velez made a motion to accept the Minutes of the July 17, 2019, Regular Meeting as presented. Ms. Hayes seconded the motion. VOTE: YEAS: All. NAYES: None. Motion carried.

TREASURER'S REPORT:

Treasurer's Report – Financial Report of July 31, 2019, and Payment of Bills:

The Treasurer's Report was distributed in advance of the meeting. An updated A/P report was distributed at the meeting.

Board discussion:

Treasurer Velez followed-up on the inquiry about Unapplied Cash Payment from last month's meeting. It is the account for pre-paid services from residents.

The Building Repair account was at 1400% last month and is reported at 1600% this month. Treasurer Velez has spoken with Ms. Charity Sawyer at H&R Block. It is for concrete work and will be reclassified to the appropriate account. Ms. Velez will follow-up to ensure it is corrected.

The AT&T reimbursement situation is ongoing. Mr. Ravary left a notification of final message with their Cost Prevention department. If there is no response by next meeting, we will have to get Legal involved. We now have in excess of \$4,000 into this. This is for the work at 123 Main Street after AT&T broke a line. Mr. Ravary will document FLAUA labor and expenses on this project and provide the Board with a detailed accounting to be submitted for reimbursement.

Board Action: Mr. Gifford made a motion to approve the Financial Report as presented. Mr. Broering seconded the motion.
VOTE: YEAS: All. NAYES: None. Motion carried.

Payment of Bills: There was Board discussion regarding Bills Payable.

Board Action: July, 2019, Bills Payable:

Mr. Broering made a motion to approve the July 31, 2019, bills as presented. Mr. Gill seconded the motion.
ROLL CALL VOTE: Hayes-Y, Velez-Y, Broering-Y, Gray-Y, J. Gifford-Y, Gill-Y. Motion carried.

GUESTS: None.

COMMITTEE REPORTS:

Personnel Committee: No meeting. No report.

Steering and Operations Committee: No meeting. No report.

Committee Members reviewed the condition of the fencing to determine the need for repairs. Board members discussed a timeline for this. It is not urgent, and will be tabled until next Spring. We have some old snow fencing to discard. Committee members will meet to look at old equipment and supplies in an effort to clean out and organize the building.

Compliance Officer/FVOP Report:

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

He has several letters to send out and asked for Board review and approval.

Re: Hook-up Letter to property owners advising their grace period to tie into the system has expired. This letter serves as a final notice otherwise legal action will be taken. There is Board consensus for approval to mail.

Re: Family Dollar contact for Hook-up Letter. He has located the address and spoken with a District Manager with Dollar General who asked him to send the letter to his attention. There is Board consensus to send this letter by Certified Mail.

Re: Maintenance Letter. He wrote a letter reminding residents of their accountability for proper disposal of items in the sewer system. It also discusses their liability for the improper disposal of items such as grease, rags, hygiene products, paper products etc., as well as excessive repair expenses associated with disposal of these items. There is Board consensus to distribute this letter. He will hand deliver.

Re: Leelanau Redi-Mix letter for the Habitat for Humanity property in Hayes Subdivision. Redi-Mix dug up, connected, and reburied the connection without a tie-in inspection. Due to risks in excavating the tie-in, Leelanau Redi-Mix will agree to be responsible for any damages that could be related to their work for 15 years. There is Board consensus to send this letter.

Re: Letter from Michigan Participating Township Plan regarding their recommendation for FLAUA to implement a concealed pistol policy. There was Board discussion and Mr. Ravary will prepare and present a policy draft to the Board at the next meeting.

Re: Station A-1 and washouts at Pierce Street. There is a continuing gravel problem which is covering the wet well and has run 20' off the shoulder of the road. A better resolution is needed. Board Members will meet to visually inspect and determine a plan of action for repairing this with asphalt as applying more gravel will not abate the washout problem.

We have two backup lift station pumps at Kennedy Industries, Inc. There was prior authorization to repair one. Mr. Ravary would like authorization to have the second one repaired.

Board Action: Mr. Gill made a motion to repair the second lift station pump currently held at Kennedy Industries, Inc. Mr. Broering seconded the motion. Repair on the other pump was previously approved.

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

Mr. Ravary will give Kennedy Industries the go-ahead to repair both pumps.

We have an old disc on-site; however it is never used. Mr. Ravary asked for permission to sell it. There was Board consensus to list it on Craigslist for \$500.

There is a 4" submersible pump from the irrigation pond he would also like to sell. There was Board consensus to list it on Craigslist for \$1,000.

There is a question on whether FLAUA received duplicate application and payment for hook-up at 247 Woodsege. Mr. Ravary will follow-up on this.

CITIZEN COMMENT: None.

NEW BUSINESS:

Document Retention – Recording Secretary’s Meeting Packets:

Recording Secretary Kay Held notified the Board that she has retained her copies of meeting packets and related documents dating back to May, 2014. She suggested FLAUA may wish to keep these hard copies on their property as she is not Board Secretary. Board discussion resulted in asking her to bring them with her to the next meeting for storage at the FLAUA office. She will bring these files to the September meeting and each January deliver the prior year’s meeting packets.

Engineering Firm:

Per Mr. Ravary’s Compliance Officer report, he has spoken with multiple engineering firms specializing in wastewater treatment systems about the prospect of becoming FLAUA’s engineer of record. This has been discussed at recent meetings. He has a good deal of information for the Board to review. He requested the Operations Committee meet to both review proposals for service and determine which firms FLAUA will meet with to discuss our needs and their available services and rates.

OLD BUSINESS:

Asset Management Plan: Ongoing.

Outstanding Task List Discussion:

The Outstanding Task List from last month was discussed. New items were added for individual and Board follow-up.

Triple Point Offer:

F&V and Triple Point are re-working their offer of services to insulate the irrigation header and reset the displaced aerator. It appears their offer of \$3,000 in services is off the table.

COMMUNICATIONS: President Gray reported to the Board that he received notification of Cathy Sorrow’s resignation from her role as FLAUA Commissioner. She notified Fife Lake Township (FLT) Board and FLAUA. We will be notified once FLT appoints a new Commissioner.

CITIZEN COMMENT: None.

BOARD COMMENT: None.

ADJOURNMENT: Mr. Broering made a motion to adjourn the meeting. Mr. Gill seconded the motion. The meeting adjourned at 7:16 p.m.

Submitted by: Kay Z. Held, Recording Secretary