

FIFE LAKE AREA UTILITY AUTHORITY (FLAUA)

Regular Meeting - Minutes

Wednesday, October 20, 2021, 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 Thayer, Secretary Leigh Gifford and Commissioners Ron Broering, Tom Hempsted, David Gill and David McGough. A quorum was established.

Absent: Commissioner Jim Gifford.

Others in Attendance:

Mr. Ray Ravary, Compliance Officer
Ms. Kay Held, Recording Secretary

APPROVAL OF AGENDA:

Board Action:

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

ACCEPTANCE OF MINUTES:

Acceptance of Regular Meeting Minutes of September 15, 2021:

Board Action:

Ms. Hayes made a motion to accept the Minutes of the September 15, 2021, Regular Meeting as presented. Ms. Gifford seconded the motion.

VOTE: YEAS: All. NAYES: None. Motion carried.
Ms. Thayer abstained as she was absent from the September 15, 2021 meeting.

Acceptance of Special Meeting Minutes of September 21, 2021:

Board Action:

Ms. Thayer made a motion to accept the Minutes of the September 21, 2021, Special Meeting as presented. Mr. Broering seconded the motion.

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

Acceptance of CLOSED SESSION Minutes of the Special Meeting September 21, 2021:

Board Action:

Mr. McGough made a motion to accept the Minutes of the CLOSED SESSION of the September 21, 2021, Special Meeting as presented. Mr. Broering seconded the motion.

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

TREASURER'S REPORT:

Treasurer's Report – Financial Report of September, 2021, and Payment of Bills:

The September, 2021, Treasurer's Report was distributed in advance of the meeting for Board review. Treasurer Thayer also reported:

There was a question about the reporting of the Profit & Loss totals; they are possibly misaligned or incorrectly totaled. One location states Total Operating Expenses of \$11,309; another tally on Page 2 shows \$13,493. Treasurer Thayer will consult with Ms. Emily Escajeda of H&R Block to clarify this discrepancy.

Ms. Thayer reported Budget vs. Actual should be at 75% Year-to-Date. A few accounts are over projections at this date; i.e., Telephone (90%) due to purchase of new phones, and Uniforms (95%). New uniforms had not been purchased in quite some time.

Total Expenses are at 52%, and Total Income is at 86%. Overall, budget performance is well in line.

Board Action:

Ms. 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: September, 2021, Bills Payable: An updated A/P report was distributed at the meeting. There was Board discussion regarding Bills Payable.

The purchase of two bags of rye grass for the banks of the pond was reviewed at a cost of \$216 for two 50# bags. This was perennial seed, which resolved the inquiry.

There was a question on the invoice from Running & Wise; this should be their final invoice, from the most recent mediation.

Board Action:

Mr. Broering made a motion to approve the September, 2021, bills as presented. Mr. Gill seconded the motion.

ROLL CALL VOTE:

Hayes-Y, Thayer-Y, Broering-Y, Gray-Y, L. Gifford-Y, McGough-Y, Gill-Y, Hempsted-Y. Motion carried.

GUESTS: None.

COMMITTEE REPORTS:

Personnel Committee: No meeting. No report.

A 90-day performance review for part-time employee Mr. Jacob Shively has not yet taken place; however, he has not reported to work for three weeks. The status of his employment will be reviewed. Mr. Chris Houghton has not been meeting his required work hours as well. Compliance Officer Ravary will be exploring the possibility of new part-time employees.

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 reported on the following.

He will need to order Ferric Chloride again. There may be a shortage. Additionally, there has been a price increase.

He has started preventative maintenance on the used zero turn mower purchased from Fife Lake Township.

The pond is way down; this could become a problem. There was discussion about pumping once irrigation is completed.

We have yet to get the pontoon boat from Mr. Nick Crim; he has not produced the registration and title yet. We will need a bigger, wider flat-bottomed boat. It will need to hold a 30-gallon water tank. The current boat leaks. This will likely be at least a \$1,000 expense. Board Members were asked to keep their eyes open for something.

Mr. Gray has noticed the work truck has a rattle; Compliance Officer Ravary has been unable to locate the source.

Mr. Ravary reported he completed the DMR and annual bio solids report.

CITIZEN COMMENT: None.

NEW BUSINESS:

Post for Accounting/Audit/Engineering Contracts:

There was Board discussion on whether there is a contract duration/end date with our existing engineering firm, Performance Engineers, Inc. Additionally, Ms. Thayer will review the same with H&R Block and Gabridge to see if there are specified contract lengths with these firms for calendaring purposes. Note: It was verified the current Gabridge contract is for three years; 2019, 2020 and 2021.

Treasurer Thayer will confirm whether the USDA still requires an annual audit.

OLD BUSINESS:

Asset Management Plan:

Tabled to next month. There was brief discussion about long-term needs. Mr. Ravary will generate a list of areas that need updating.

Outstanding Task List Discussion:

The Outstanding Task List was reviewed. New items were added for individual and Board follow-up. Additional follow-up/resolution includes:

Ms. Gifford confirmed that she expressed FLAUA's request with Fife Lake Township Board for consideration of American Rescue Plan Act (ARPA) funds. She stated they are just now beginning the process of planning for allocation of monies.

Compliance Officer Ravary and President Gray spoke with our contract farmer on planting plans. They discussed and confirmed when and what will be planted. Need to verify if length of contract is five years.

Compliance Officer Ravary will contact Grand Traverse County regarding ARPA funds they received and the impending infrastructure bill as funds may be available for distribution to FLAUA.

COMMUNICATIONS: None.

CITIZEN COMMENT: None.

BOARD COMMENT: None.

ADJOURNMENT: Mr. Broering made a motion to adjourn the meeting. Ms. Gifford seconded the motion. The meeting adjourned at 6:45 p.m.

Submitted by: Kay Z. Held, Recording Secretary