

FIFE LAKE AREA UTILITY AUTHORITY (FLAUA)

Regular Meeting - Minutes

Wednesday, December 16, 2020, 6:00 p.m. 231-879-3565
Fife Lake Township Hall, 134 Morgan Street, Fife Lake, MI 49633

VIA VIDEO AND TELEPHONIC CONFERENCE
PURSUANT TO PUBLIC ACT 228 OF 2020, DUE TO COVID-19 PANDEMIC

CALL TO ORDER: Treasurer Thayer called the meeting to order at 6:21 p.m.

ROLL CALL: Treasurer Thayer called Roll.

Present: Treasurer Jodi Thayer, Secretary Leigh Gifford and Commissioners David Gill, Jim Gifford and Tom Hempsted.

Absent: President Tom Gray, Vice President Marilyn Hayes and Commissioners Ron Broering and David McGough.

Others in Attendance: Compliance Officer Ray Ravary.

APPROVAL OF AGENDA:

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

ACCEPTANCE OF MINUTES:

Acceptance of Regular Meeting Minutes of October 21, 2020:

Board Action: Ms. Thayer made a motion to accept the Minutes of the October 21, 2020, Regular Meeting as presented. Mr. Gill seconded the motion. VOTE: YEAS: All. NAYES: None. Motion carried.

There was no November meeting Minutes to approve as the November, 2020 meeting was cancelled due to Covid-19 restrictions.

TREASURER'S REPORT:

Treasurer's Report – Financial Reports of November & December, 2020, and Payment of Bills:

The November and December, 2020, Treasurer's Reports were distributed in advance of the meeting for Board review. A revised Budget vs. Actual was distributed.

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

Payment of Bills: November and December, 2020, Bills Payable:

There was Board discussion regarding Bills Payable. An updated A/P was distributed.

Board Action: Mr. Gill made a motion to approve the November and December, 2020, bills as presented. Mr. Gifford seconded the motion. ROLL CALL VOTE: Gill-Y, Hempsted-Y, J. Gifford-Y, L. Gifford, Thayer-Y. Motion carried.

GUESTS: None.

COMMITTEE REPORTS:

Personnel Committee: No meeting. No report.

New part-time employee Jacob Shivilie resigned from his position recently. We will discuss in a future meeting replacement of this employee.

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. Mr. Ravary also reported on the following:

He has been working with attorney Tom Grier about the tie-in lawsuit, and it is becoming more complex. Near the end of January there will be a hearing on the amended complaint.

CITIZEN COMMENT: None.

NEW BUSINESS:

Election of Officers:

Board Action: Ms. Thayer made a motion to table the election of officers to next month's meeting. Ms. Gifford seconded the motion. VOTE: YEAS: All. NAYES: None. Motion carried.

Approval of 2021 Proposed Budget:

Postage, Building Repairs, and Truck Repairs were slightly over budget; however no adjustments were made for 2021. It is the hope that more people will pay electronically, reducing an increased need for postage. We don't anticipate additional building repairs. Our truck repairs were over due to new tires and the insurance deductible.

Uniforms and Payroll were slightly changed; not enough to make an adjustment for 2021. The remaining changes were explained via email with the Proposed 2021 Budget.

Board Action: Mr. Gill made a motion to accept the Proposed 2021 Budget as presented. Mr. Gifford seconded the motion. VOTE: YEAS: All. NAYES: None. Motion carried.

Treasurer Thayer will distribute the Adjusted 2020 Budget in the January meeting packet for review and approval.

Approval of 2021 H&R Block Accounting Contract:

We are under contract with H&R Block for the years 2019, 2020 and 2021.

Treasurer Thayer reported the following changes on H&R Block's 2021 accounting contract proposal:

Bookkeeping fee went up from \$110 to \$115/month.

Monthly Billing to Sewer Customers fee went up from \$160 to \$165/month.

Standard bookkeeping Services fee remained the same.

The total increase in the proposal from 2020 to 2021 is \$10/month.

Board Action: Mr. Hempsted made a motion to accept the 2021 H&R Block Accounting Contract proposal as presented. Ms. Thayer seconded the motion. VOTE: YEAS: All. NAYES: None. Motion carried.

OLD BUSINESS:

Asset Management Plan: Ongoing.

Outstanding Task List Discussion:

There was Board discussion and consensus to table review of the October OTL until next month's meeting.

COMMUNICATIONS: None.

CITIZEN COMMENT: None.

BOARD COMMENT: None.

ADJOURNMENT: Mr. Gill made a motion to adjourn the meeting. The meeting adjourned at 6:38 p.m.

Submitted by: Kay Z. Held, Recording Secretary