

FIFE LAKE AREA UTILITY AUTHORITY (FLAUA)

Regular Meeting - Minutes

Wednesday, February 15, 2023, 6:00 p.m. 231-879-3565
Fife Lake Township Hall, 134 Morgan Street, Fife Lake, MI 49633

CALL TO ORDER: Secretary Marilyn Hayes called the meeting to order at 6:00 p.m.

ROLL CALL: Secretary Marilyn Hayes called Roll.

Present:

Vice President Marilyn Hayes, Treasurer Jodi Thayer, Secretary Leigh Gifford and Commissioners Tom Hempsted and Ron Broering. A quorum was established.

Absent:

President Tom Gray
Commissioner Gerianne Street

Others in Attendance:

Ms. Kay Held, Recording Secretary

APPROVAL OF AGENDA:

Date corrections to agenda:

Heading date should read February 15, 2023 (not 2022)

Approval of Minutes should read January 18, 2023 (not 2022)

Board Action:

Mr. Broering made a motion to approve the Agenda as amended. Ms. Thayer seconded the motion.

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

ACCEPTANCE OF MINUTES:

Acceptance of Regular Meeting Minutes of January 18, 2023:

Board Action:

Mr. Broering made a motion to accept the Minutes of the January 18, 2023, Regular Meeting as presented. Ms. Gifford seconded the motion.

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

TREASURER'S REPORT:

Treasurer's Report – Financial Report of January, 2023, and Payment of Bills:

The January, 2023, Treasurer's Report was distributed in advance of the meeting for Board review. An updated A/P was provided.

Treasurer Thayer also reported on the following:

The budget is currently at 8.33% YTD one month into the new year.

Income revenues are more than double the projected as we are collecting tax roll payments.

Ms. Thayer will evaluate why Trash Removal is a bit high. As is typical, Licenses and Permits are at 45% as they are paid annually, in the first quarter of the year.

There are a couple negatives in the total budget: Contracted Labor at -291.6% and Uncategorized Expense at -15%. This relates to reimbursement monies we receive from the Township and Village. She instructed Emily Escajeda at H&R Block to put these into the line items from where they came; however, the expenses came out of 2022 where we were over budget and made adjustments to balance. We received those reimbursements in a new fiscal year, which accounts for the negative percentage.

She spoke with Ms. Escajeda about possibly creating a line item for a special Reimbursements category. It is not income and should not be recorded as such. The existing Reimbursements category relates to reimbursements to users of the system. Her inclination is to leave it as is at this stage and not make any budget adjustments yet.

The report shows Income at 17% YTD and projected at 8%. Expenses are at 3%. The budget is in line.

FLAUA has received ARPA funds from Fife Lake Township and Springfield Township. The Fife Lake Village funds are anticipated.

Board Action:

Ms. Gifford made a motion to accept the Financial Report as presented. Mr. Hempsted seconded the motion.

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

Payment of Bills: January, 2023, Bills Payable:

There was Board discussion regarding Bills Payable. The following expenses/invoices were clarified:

The \$3,650 State of Michigan EGLE permit invoice was received and paid.

The Wade Logging expense for \$400 was for two days for a wood chipper at \$200/day.

Long Lake Marina charges are for outboard motor work.

Board Action:

Mr. Broering made a motion to approve the January, 2023, bills as presented. Ms. Gifford seconded the motion.

ROLL CALL VOTE:

Gifford-Y, Hempsted-Y, Hayes-Y, Thayer-Y, Broering-Y. Motion carried.

Treasurer Thayer stated she communicated with Gabridge regarding the one-year contract FLAUA approved and informed Baird, Cotter & Bishop as well. We will send RFPs in the fall. She and Ms. Escajeda have already been preparing documents in preparation of the annual audit. She noted some Board Members may receive an email from Gabridge, as in the past, asking for verification information. This is standard. It is legitimate. If anyone receives this request, please respond. The 2022 Audit preparation is underway.

GUESTS: None.

COMMITTEE REPORTS:

Personnel Committee: No meeting. No report.

Steering and Operations Committee: No meeting. No report.

Compliance Officer/FVOP Report: The Compliance Officer Report was distributed in advance of the meeting. Mr. Ravary was unable to attend this evening's meeting; however, available by phone if there were any questions.

A new construction sewer hookup is expected; Ms. Gifford gave the property owner Compliance Officer Ravary's phone number for application information.

CITIZEN COMMENT: None.

NEW BUSINESS:

Solar Energy Consideration:

This item was tabled until next meeting.

OLD BUSINESS: None.

COMMUNICATIONS: None.

CITIZEN COMMENT: None.

ORGANIZATIONAL CALENDAR:

Each item on the Organizational Calendar for February was reviewed and discussed. The Calendar was updated with any changes.

Turnover Recording Secretary Prior Year Meeting Packets for Permanent Record at Plant:

Recording Secretary Kay Held will deliver the 2022 files at the March meeting. Compliance Officer Ravary is out of town and would have been unable to receive them at this meeting.

EGLE Annual Invoice:

This was confirmed received and paid.

MUM and No-fault Insurance:

Treasurer Thayer has not yet received an invoice. She will check in with our insurance agent Paul Olson.

OUTSTANDING TASK LIST:

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

It was verified the \$874 expense for Professional Pumps was for belts, filter and oil to repair the Kennedy pump.

Ms. Thayer has ensured that FLAUA Minutes are up to date and on the website. She also updated Board Member information on the website and placed an announcement with requirements for current open FLAUA Board seats. We have Village and Springfield representative openings.

BOARD COMMENT: None.

ADJOURNMENT:

Ms. Thayer made a motion to adjourn the meeting. Mr. Broering seconded the motion.

VOTE: YEAS: All. NAYES: None.

The meeting adjourned at 6:23 p.m.

Submitted by: Kay Z. Held, Recording Secretary