

FIFE LAKE AREA UTILITY AUTHORITY (FLAUA)

Regular Meeting - Minutes

Wednesday, January 20, 2021, 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
MEETING ALSO PHYSICALLY HELD AT TOWNSHIP OFFICE.

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

ROLL CALL: President Gray called Roll.

Present: (physically present at the Township Hall and via Zoom for Remote Attendees):

President Tom Gray, Fife Lake Township, MI

Vice President Marilyn Hayes, Fife Lake Township, MI

Treasurer Jodi Thayer, Fife Lake Township, MI

Secretary Leigh Gifford, Fife Lake Township, MI

Commissioners: Ron Broering, David McGough and David Gill – each Fife Lake Township, MI

Commissioner Tom Hempsted, Fife Lake Township, MI (via Zoom)

Absent: Commissioner Jim Gifford

Others in Attendance:

Compliance Officer Ray Ravary, Traverse City, MI (via Zoom)

Recording Secretary Kay Held, Liberty Township, MI (via Zoom)

APPROVAL OF AGENDA:

Amendments:

Under New Business:

-Change "2021 Budget Review and Approval" to "2020 Adjusted Budget Review and Approval."

-Review Bids for the Vans Lane Tie In.

-On bottom of Current Agenda: Change Notice of Next Meeting Date from "January 20, 2020" to "February 17, 2021."

Board Action:

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

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

ACCEPTANCE OF MINUTES:

Acceptance of Regular Meeting Minutes of December 16, 2020:

Board Action:

Mr. Gill made a motion to accept the Minutes of the December 16, 2020, Regular Meeting as presented. Ms. Gifford seconded the motion. VOTE: YEAS: All. NAYES: None. Motion carried.

The following Board Members abstained from the vote as they were absent from the December meeting: Messrs. Broering, Gray and McGough as well as Ms. Hayes.

TREASURER'S REPORT:

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

The December, 2020, Treasurer's Report was distributed in advance of the meeting for Board review.

Board Action:

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

Payment of Bills: January, 2021, Bills Payable:

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

Mr. Ravary inquired whether ICE had been paid yet for their surveillance services so that he can pursue the grant reimbursement funds. The financial report showed it has been paid. Mr. Ravary needs a copy of the paid invoice; he will get a copy from Emily at H&R Block and pursue the grant funds.

Board Action:

Ms. Hayes made a motion to approve the January, 2021, bills as presented. Mr. Broering 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.

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:

There is one build going on right now. The resident is already tied in and we should begin billing her in approximately two months (not until occupancy).

Our generator has not been doing its weekly test. He is reviewing the manual.

The DMR is done.

Mr. Ravary is ¾ through the new application for renewal of the Discharge Permit. This is a time-intensive process, although more computerized than in the past. It still requires research of maps and well sites.

There was Board discussion about Fleis & VandenBrink's application during the system renovation, with the engineering firm doing this work. Mr. Ravary is completing this task, saving the Utility Authority a great deal of money.

CITIZEN COMMENT: None.

NEW BUSINESS:

Election of Officers:

Board Action:

Ms. Hayes made a motion to nominate Mr. Tom Gray as President.
Mr. Broering seconded the motion. VOTE: YEAS: All. NAYES: None. Motion carried.
Mr. Gray accepted the nomination.

Board Action:

Ms. Thayer made a motion to nominate Ms. Marilyn Hayes as Vice President.
Mr. Gray seconded the motion. VOTE: YEAS: All. NAYES: None. Motion carried.
Ms. Hayes accepted the nomination.

Board Action:

Ms. Gifford made a motion to nominate Ms. Jodi Thayer as Treasurer.
Mr. Broering seconded the motion. VOTE: YEAS: All. NAYES: None. Motion carried.
Ms. Thayer accepted the nomination.

Board Action:

Ms. Hayes made a motion to nominate Ms. Leigh Gifford as Secretary.
Mr. Broering seconded the motion. VOTE: YEAS: All. NAYES: None. Motion carried.
Ms. Gifford accepted the nomination.

Board Action:

Approval of 2020 Adjusted Budget:

Treasurer Thayer distributed the proposed 2020 Adjusted Budget in advance of the meeting. The following adjustments have been made to the 2020 Budget to bring it in balance:

Office Supplies:	+\$650 to \$3,250
Postage:	+\$100 to \$2,700
Accounting Fees:	+\$2,000 to \$10,000
Cell Phone:	+100 to \$1,250
Internet:	+\$50 to \$450
Building Repairs:	+\$100 to \$1,950
Truck Repair:	+\$1,000 to \$2,000
Uniforms:	+\$300 to \$1,800
Quickbooks Payments:	+\$300 to \$4,075
Professional Fees:	-\$4,600 to \$22,680

There is no line item with the exception of Revenue that is over 100% over budget.

Ms. Thayer also reported on the following and Board discussion followed:

There were a couple of fees/charges that didn't have line items:

We had \$1240.40 in Equipment Rental and should consider a line item for this in 2021 or possibly relegate it to Operating Expense.

Other small charges without line items included \$12.46 in Freight charges which could be rolled into Postage, and some small Bank Service charges.

There is an Uncategorized Expense line item budgeted at \$34,000. If there is any expense under \$1,500, she can instruct H&R Block to post to this account with a notation so that we can view detail as we analyze the budget.

Board Action:

Mr. Gill made a motion to accept the 2020 Adjusted Budget as amended. Mr. Broering seconded the motion.
VOTE: YEAS: All. NAYES: None. Motion carried.

Van's Lane Tie In:

We received one sealed bid before the deadline of December 31, 2020. This bid was hand delivered December 29, 2020, from All Aggregates. Treasurer Thayer opened and read the bid aloud. She asked Compliance Officer Ravary to ensure the bid covered the necessary services required for the tie-in. The total for the bid was \$4,380.00. There was Board discussion regarding tie-in requirements and the quote.

There was also discussion regarding legal issues with the Van's Lane court filing. Ultimately, we need to have all prospective defendants served, and that has not happened due to one resident passing away and a land contract situation.

Treasurer Thayer has worked with Attorney Grier on attempting to locate and serve the proper parties at a correct address. This was just this week, and she hasn't heard back yet on the status.

Treasurer Thayer was able to research and garner a great deal of information in a short time on the parties who should be served. Collectively, the Board is not entirely satisfied with the performance, time, and costs stemming from the attorney

on this single issue whereby Ms. Thayer utilized easily accessible records in short order. FLAUA has already incurred considerable legal expense on this matter, and it has yet to go to court. We will receive an itemized account statement to ensure no unrelated services have been incorrectly billed.

The Board is considering exploring a relationship with a different firm for legal services in the future based on this situation alone. There is Board consensus on this matter.

Board Action:

Mr. Gill made a motion to accept the bid from All Aggregates for the Van's Lane Tie-in to commence Spring, 2021. Acceptance of this bid and the project going forward is contingent on the court allowing for the tie-in to proceed. Mr. McGough seconded the motion.

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

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:

Treasurer Thayer has contacted Gabridge about scheduling our annual audit. It may not be completed until May; however, records are being gathered. The USDA requires a report by the end of January; i.e., statistical information, Officer list, budgets). Ms. Thayer, Mr. Ravary, and Emily at H&R Block are preparing this information.

Commissioner Broering made a point to thank the officers for stepping forward again to continue in their leadership roles on the FLAUA Board.

ADJOURNMENT: Ms. Thayer made a motion to adjourn the meeting. Mr. Gray seconded the motion. The meeting adjourned at 6:51 p.m.

Submitted by: Kay Z. Held, Recording Secretary