

FIFE LAKE AREA UTILITY AUTHORITY (FLAUA)

Regular Meeting - Minutes

Wednesday, July 15, 2020, 6:00 p.m. 231-879-3565  
Fife Lake Township Hall, 134 Morgan Street, Fife Lake, MI 49633

**CALL TO ORDER:** President 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 David Gill, Jim Gifford, and David McGough.

**Absent:** Commissioners Ron Broering and Tom Hempsted.

**Others in Attendance:** Compliance Officer Ray Ravary.

**APPROVAL OF AGENDA:**

Additions:

New Business:

- New Hire of Hanna Ramsby, part-time employee
- ESRI contract (Trimble gis software)

**Board Action:** Mr. Gill made a motion to approve the Agenda as amended. Mr. Gifford seconded the motion.

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

**ACCEPTANCE OF MINUTES:**

**Acceptance of Regular Meeting Minutes of June 17, 2020:**

**Board Action:**

Ms. Thayer made a motion to accept the Minutes of the June 17, 2020, Regular Meeting as presented. Mr. Gill seconded the motion. VOTE: YEAS: All. NAYES: None. Motion carried.

**TREASURER'S REPORT:**

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

The July, 2020, Treasurer's Report was distributed in advance of the meeting for Board review. Ms. Thayer also noted the following:

A revised Budget vs. Actual was distributed. These figures should be at approximately 50% of budget at this time of the year. Income is at almost 60%. A few line items are higher than 50%; i.e., Insurance, Licenses and Permits. These are paid once, early in the year so they are essentially on track. Postage and Accounting Fees are a little over 50%; however overall Professional Fees are only at 30%.

Truck Repair is the highest over budget with unexpected expenses that have been discussed at prior meetings. Treasurer Thayer will run that line item to confirm the expenses and verify accuracy.

President Gray inquired about an entry on the Balance Sheet in Receivables/Monthly Transfers for \$7,479 "Auditor Accounts Receivable." Treasurer Thayer will investigate why this is listed in the Receivables category.

**Board Action:** Mr. Gill made a motion to approve the Financial Report as presented. Ms. Gifford seconded the motion.

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

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

Treasurer Thayer asked the Board to consider its position on whether it is going to continue to waive Late Fees due to Covid-19. Previously approved Late Fees waived in May/June totaled \$755. She had notified H&R Block Accounting that invoices

from July 1 and moving forward would not offer waived Late Fees unless the Board chose to take further action. There was Board discussion on this matter, with general consensus to not continue waiving Late Fees due to the pandemic.

**Board Action: July, 2020, Bills Payable:**

Ms. Hayes made a motion to approve the July, 2020, bills as presented. Mr. McGough seconded the motion. ROLL CALL VOTE: Hayes-Y, Thayer-Y, Gray-Y, L. Gifford-Y, J. Gifford-Y, McGough-Y, Gill-Y. Motion carried.

**GUESTS:** None.

**COMMITTEE REPORTS:**

**Personnel Committee:** No meeting. No report.

Ms. Thayer, Ms. Gifford and Mr. Ravary will choose meeting date options tonight and inform Commissioner Broering.

**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 also noted the following:

He received a letter from Tokyo Marine regarding the SCADA repairs when the radios went out; we will be receiving a check for \$1,567.50 from them.

The B3 sensor went out for the second time. The replacement cost is \$1,500. Mr. Jay Norris of ICE came out. He will warranty it; there will only be a service fee.

President Gray expressed concern about the geo-cloth billowing around underwater as stated in the Compliance Officer's report. It has been determined there is no hole in the liner but that one of the nests must have been disassembled from the MARS aerators moving around. There was also concern of it coming loose and clogging the overflow, causing the pond to overflow its banks. It was determined this material was not the liner, and they felt they could set the mast on the cloth so it wouldn't free up and block the overflow. Overall, they were not concerned with it. Mr. Ravary sent a letter to Triple Point and Geo to document the situation.

**CITIZEN COMMENT:** None.

**NEW BUSINESS:**

**New Hire Hannah Ramsby, part-time employee:**

A new part-time person has been hired. Mr. Ravary will provide the completed employment application and ensure proper drug testing is conducted.

Ms. Thayer made a motion to ratify the hiring of Hannah Ramsby as an additional part-time employee of the FLAUA at a rate of \$12.50/hour and a maximum of 20 hours/week. Mr. Gray seconded the motion.

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

**ESRI contract (Trimble gis software licensing fee):**

The ESRI licensing fee contract is up for renewal and is shared with the Village of Fife Lake. The agreement is for Standard Primary and Secondary Maintenance Service. The Village paid the full amount last year for the Trimble gis software licensing fee (\$2,700). The service dates are: 10/1/2020 – 9/30/2021. Our agreement with them was to share in the cost, with each entity paying every other year. The upcoming invoice would be our responsibility for the next service year.

Treasurer Thayer will verify the ESRI contract is updated to ensure that the Village **and** FLAUA are both listed in the document as there are 2 users.

**Board Action:**

Ms. Thayer made a motion to approve the 10/1/2020 - 9/30/2021 new year contract with ESRI for the gis software licensing agreement. Ms. Hayes seconded the motion.

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

**OLD BUSINESS:**

Asset Management Plan: Ongoing.

Mr. Ravary will bring an Outline of the Asset Management Plan to next month's meeting.

AT&T Update:

Re: Main Street sewer break and AT&T claim.

Compliance Officer Ravary received an email from AT&T representative/Sedgewick denying our request for reimbursement on the Main Street sewer break for expenses of approximately \$6,000. We have been awaiting communication from them for several months. After a recent follow-up contact, he received a denial stating the statute of limitations had passed on our claim. A formal claim had not been filed; they have been put on notice months ago requesting a response, indicating legal action would be pursued if no communication was received. Board discussion ensued. Mr. Ravary has all documentation in order to provide to the attorney.

**Board Action:**

Mr. Gill made a motion to pursue through our attorney a claim against AT&T for running cable through our sewer line on the Main Street sewer break. Ms. Thayer seconded the motion.

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

Mr. Ravary will provide documentation and expenses/invoices, and follow-up with our attorney to move forward with our claim against AT&T on the Main Street sewer break. He will ask our attorney for his opinion on going forward with this claim and to monitor our expenses against damages we are seeking. Mr. Ravary will also follow-up with the AT&T Loss Prevention contact to indicate this claim is going forward in a last effort to resolve the matter.

Outstanding Task List Discussion:

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

**COMMUNICATIONS:** Compliance Officer Ravary has some paperwork for the FLAUA website. He will provide to Ms. Thayer who will upload it.

**CITIZEN COMMENT:** None.

**BOARD COMMENT:** None.

**ADJOURNMENT:** Mr. Gill made a motion to adjourn the meeting. Ms. Gifford seconded the motion. The meeting adjourned at 6:59 p.m.

**Submitted by: Kay Z. Held, Recording Secretary**