

FIFE LAKE AREA UTILITY AUTHORITY (FLAUA)

Regular Meeting - Minutes

Wednesday, June 15, 2022, 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 6:00 p.m.

**ROLL CALL:** President Gray called Roll.

**Present:** President Tom Gray, Vice President Marilyn Hayes, Secretary Leigh Gifford, Treasurer Jodi Thayer and Commissioners Ron Broering, Tom Hempsted, and David Gill. A quorum was established.

**Absent:** Commissioners Jim Gifford and Dave McGough.

**Others in Attendance:**

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

**APPROVAL OF AGENDA:**

Delete:  
2021 Draft Audit Approval (this was completed at last month's meeting).

**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 May 18, 2022:**

**Board Action:**

Mr. Gill made a motion to accept the Minutes of the May 18, 2022, Regular Meeting as amended. Ms. Gifford seconded the motion.

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

Mr. Broering and Ms. Hayes abstained from voting as they were absent from the May meeting.

**TREASURER'S REPORT:**

**Treasurer's Report – Financial Report of May, 2022, and Payment of Bills:**

The May, 2022, Treasurer's Report was distributed in advance of the meeting for Board review. An updated A/P was provided.

The budget should be at 41.66% to date; our Income is well over that. Anything over budget has reasonable explanations as outlined in prior meetings. For example, Natural Gas (seasonal), Insurances (once a year), etc. She continues to monitor the budget monthly.

**Board Action:**

Mr. Broering made a motion to approve the Financial Report as presented. Mr. Hempsted seconded the motion.

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

**Payment of Bills: May, 2022, Bills Payable:** There was Board discussion regarding Bills Payable.

Ms. Emily Escajada at H&R Block doesn't have receipts for several debit transactions from Mr. Ravary. He stated they are from Menards, Harbor Freight, Action Supply, and Grainger. He stated he turned the receipts in this week.

Our testing costs have increased. We also had monitoring well testing performed this time.

Treasurer Thayer inquired about a generic invoice for \$100 which had no vendor at the top for Remington Push Mower: change oil, sharpen blades, flush carburetor. Mr. Ravary replied the vendor is Dave Crowley, Fife Lake Small Engine.

**Board Action:**

Ms. Hayes made a motion to approve the May, 2022, bills as amended. Mr. Broering seconded the motion.

**ROLL CALL VOTE:**

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

**GUESTS:** None.

**COMMITTEE REPORTS:**

**Personnel Committee:** No meeting. No Report.

Mr. Ravary reported that his unused vacation time from last year had been eliminated. In the past it has been rolled over to the next year. There was Board discussion; Ms. Thayer noted the contract states his unused vacation time should be paid out (it was not), and not carried over. He prefers to roll it over. He currently has four weeks' (20 days) of vacation and is not always able to use it due to lack of part-time coverage.

There was Board discussion and consensus to allow his unused vacation to roll over and step outside Mr. Ravary's Employment Agreement to allow his 2021 unused vacation be rolled over. The standard FLAUA Employment Agreement will not be amended. This change is specific to Mr. Ravary's Agreement. In the event Mr. Ravary should leave FLAUA employment, any unused vacation will be paid out, as currently stated in the Agreement. Ms. Thayer will prepare an amendment to Mr. Ravary's agreement outlining the changes, to be approved next month.

**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 also reported on the following:

Regarding part-time employees, Seth was unable to work this past week due to vehicle issues, and Mark has physical limitations. He received 15 hours of assistance last week between three part-timers. He needs more backup and reliable schedules. Mr. Chris Houghton covers on the weekends.

Mr. Ravary has been cutting wood. He has not yet rented a wood chipper as he will need assistance. Autumn Olive has been a problem. The Board suggested trying the Brush Killer product.

Mr. Ravary had 300 yards of dirt put in a low spot near the fence as Grand Traverse County had no place to put it.

Mr. Ravary has a quote from Apple Fence: \$4k for 200 feet of 6' chain link fence with barbed wire, posts, caps and rails. He will talk to Neville Fence too. The Board discussed different fencing materials, costs, current fence condition, camera use, and what other facilities are using. The Board asked Mr. Ravary to email the quote(s) to them for consideration at next month's meeting.

**Board Action:**

Mr. Gill made a motion to authorize Compliance Officer Ravary \$2,000 to purchase of 4' high farm fencing materials. Mr. Broering seconded the motion.

**VOTE:** YEA: All. NAYE: None. Motion carried.

Prior to review of next month's quote review, Mr. Ravary will install as many posts as possible and then install fencing in sections. He needs assistance for the fence installation.

Mr. Ravary spoke with Mr. Paul Olson, our insurance representative regarding marijuana drug testing. He stated the insurance company does not require any drug screening. If there is drug use, they look at it within a claim. Mr. Olson believes FLAUA should continue to screen for illegal drugs.

There was Board discussion that the State approved marijuana, not the Federal Government. The Board will follow the lead of the insurance company. If there is a workplace accident or injury, drug testing will take place, as is the current procedure. Extensive discussion continued. Mr. Ravary stated the only place he could find drug testing services was Munson Healthcare (former Osteopath Hospital). There is a three-week waiting time for an appointment. Mr. Ravary will contact Munson's Kalkaska Memorial Hospital to see if they offer drug testing. At this time, the Board will continue to do pre-employment drug testing. If it is positive for Marijuana, it is the Board's purview to determine employment status.

**CITIZEN COMMENT:** None.

**NEW BUSINESS:**

**New Legal Counsel:**

Mr. Ravary received several responses to his inquiry letter which was sent to multiple prospective attorneys with municipal/utility experience. Mr. Brian Graham opted out. There was no response from Messrs. Chris Bizdok and Ray Montney. Mr. Tom Pezzetti declined. Mr. Michael Figliomeni of Mesick and Mr. Richard Figura of Empire area both replied with scope of service letters. The Board asked Mr. Ravary to email those two replies to all Board Members to review for next month's meeting.

A decision on new legal counsel was tabled to next month in order for the Board to review the response letters.

**State of Michigan LEP (Limited English Proficiency Plan):**

Ms. Thayer researched this and reported we do not have an LEP in place.

As part of the organization for the USDA grant, former FLAUA President William Fisk sent a letter on 11/16/16 stating the four-factor analysis was reviewed in Fife Lake Township, Grand Traverse County evaluating the number of people who speak languages other than English or don't speak English well. It was determined an LEP was not applicable as we have very few people who cannot communicate using the English language in the area we serve. At that time, these results were sent to Mr. Blake Smith of USDA and his staff person at the time.

Ms. Thayer also looked for updated census information on [www.LEP.gov](http://www.LEP.gov), and the most recent data is from 2015. She is confident that we do not qualify nor meet the levels requiring an LEP. She will check 2015 data in more depth.

**OLD BUSINESS:**

**Asset Management Plan:**

Previously discussed and finalized.

**Asset List:**

Previously discussed and will be updated on an ongoing basis.

**COMMUNICATIONS:**

Secretary Gifford stated Fife Lake Township requested the FLAUA Articles of Organization. Mr. Hempsted is a Township resident and lives in the Village. He represents the Township at FLT, having filled a Township position. He represents the Township on FLAUA. Ms. Thayer will check the hard drive for FLAUA Articles of Organization.

**CITIZEN COMMENT:** None.

**OUTSTANDING TASK LIST:**

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

**ORGANIZATIONAL CALENDAR:**

**90 Day Operations Review – Plant Employees:**

Ms. Thayer reported the Employee Agreement states that there is to be an employee review 90 days following hire then annually (not every 90 days). The Organizational Calendar was adjusted to reflect this.

**BOARD COMMENT:**

President Gray has been watching for a 14' flat bottom boat on Facebook Marketplace. Nothing has been available. Mr. Ravary actually may need a 16' boat. The width is important; it needs to be 4' wide. A 25 gallon sprayer and pump (250 lbs.) and a 75 lb. battery need to be installed on it.

Mr. Gray has seen sprayers where one person can manage the spray. There was Board discussion and consensus to keep looking but focus on other projects such as the fencing. The spraying cost last year was \$3,500; doing it ourselves will be much less costly.

As he was not at last month's meeting Mr. Broering inquired about the discussion on smoke testing, letters sent to residents by Compliance Officer Ravary and the lack of responses. The Board reiterated what was discussed. Mr. Ravary stated that Kyle from Michigan Rural Water will be out to do smoke testing.

**ADJOURNMENT:**

Mr. Broering made a motion to adjourn the meeting. Mr. Gill seconded the motion.

VOTES: YEAS: All. NAYES: None.

The meeting adjourned at 7:14 p.m.

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