

FIFE LAKE AREA UTILITY AUTHORITY (FLAUA)

Regular Meeting - Minutes

**Wednesday, March 16, 2022, 6:00 p.m. 231-879-3565
Fife Lake Township Hall, 134 Morgan Street, Fife Lake, MI 49633**

CALL TO ORDER: Vice President Marilyn Hayes called the meeting to order at 6:03 p.m.

ROLL CALL: Vice President Hayes called Roll.

Present: Vice President Marilyn Hayes, Treasurer Jodi Thayer, and Commissioners Tom Hempsted, Dave McGough and David Gill. A quorum was established.

Absent: President Tom Gray, Secretary Leigh Gifford and Commissioners Ron Broering and Jim Gifford.

Others in Attendance:

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

APPROVAL OF AGENDA:

Add to New Business: Review Organizational Calendar

Board Action:

Mr. Gill made a motion to approve the Agenda as amended. Mr. Hempsted seconded the motion.
VOTE: YEAS: All. NAYES: None. Motion carried.

ACCEPTANCE OF MINUTES:

Acceptance of Regular Meeting Minutes of February 16, 2022:

Board Action:

Ms. Thayer made a motion to accept the Minutes of the February 16, 2022, 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 February, 2022, and Payment of Bills:

The February, 2022, Treasurer's Report was distributed in advance of the meeting for Board review.

Treasurer Thayer also reported on the following:

Budget to Actuals should be at approximately 17% YTD. Nearly every line item is in line with this.

Licenses & Permits are up as they are paid early, for the year. Natural gas is at 40%; however, this is a winter expense. The Board discussed and had varied opinions about the possibility of exploring an annual budget plan for a consistent monthly amount. This does not change our actual cost and remaining as is gives us a real time look at our actual monthly expense.

Treasurer Thayer made an adjustment to the Office Supplies line item, which was showing at 32% YTD. There were two purchases errantly placed in this category. The purchase of a water closet (\$160) for the plant was moved to Building Repair and Maintenance, and the purchase of an AED (\$750) was moved to Operating Supplies. These corrections brought Office Supplies to 4.5% YTD. Income is at 25.5% YTD.

Treasurer Thayer reported she is exploring the QuickBooks Online login. This provides permissions to view and run reports but not make any modifications. It has been helpful to view transactions and identify/resolve issues rather than necessitate a call to H&R Block with inquiries.

Board Action:

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

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

Board Action:

Mr. Hempsted made a motion to approve the February, 2022, bills as presented. Mr. McGough seconded the motion.
ROLL CALL VOTE: Hempsted-Y, McGough-Y, Gill-Y, Hayes-Y, Thayer-Y. Motion carried.

Treasurer Thayer received an email from H&R Block stating a resident at 225 Pierce Street requested removal of late fees from the day they took ownership of the property in October, 2021. They stated neither the former owner nor real estate agent notified them of a past due account. They needed to switch the account over to themselves. They learned of the account delinquency upon receiving forwarded mail of the former owner.

FLAUA Policy does not allow for waiver of late fees unless there is some error of FLAUA or accounting service. It is the responsibility of the new owner to transfer utilities upon possession of the property. There is Board consensus that these late fees will not be waived.

Treasurer Thayer will notify the resident with Board decision that late fees will not be waived.

GUESTS: None.

COMMITTEE REPORTS:

Personnel Committee: No meeting. No report. The Committee is planning to set up a meeting. There was Board discussion about starting wages for new employees.

Board Action:

Ms. Thayer made a motion when advertising for a new employee, the starting rate will be at \$15.00/hour. Mr. Gill seconded the motion.

YEAS: All. NAYES: None. Motion carried.

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:

The entire tool box contents are now identified by etching with the exception of the ¼” sockets. He will continue the process of identifying other tools in the building. He is also creating a computerized equipment inventory list.

He repaired the pole barn garage door today. Brad from Performance Engineering will be by tomorrow, as will a representative from Perfect Fence.

CITIZEN COMMENT: None.

NEW BUSINESS:

Explore New Legal Counsel:

Compliance Officer Ravary provided a list of prospective Municipal Attorneys for Board consideration. There was Board discussion about several attorneys on the list. Mr. Ravary will send a letter to each of the selected attorneys to request a bid for service as our Attorney of Record with their rates, services and experience working with wastewater treatment facilities.

Ms. Thayer has not received any recommendations yet from our insurance agent Paul Olson as he is out of the office.

Review Organizational Calendar:

The Organizational Calendar for March was reviewed.

It was confirmed that Treasurer Jodi Thayer is the FLAUA Representative for the Michigan Township Participating Plan.

The State of Michigan LEP (Limited English Proficiency Plan) was tabled to next month. Ms. Thayer will explore any requirements.

OLD BUSINESS:

Asset Management Plan:

There was Board discussion about long-term needs. This was tabled to next month's meeting.

Compliance Officer Ravary provided an updated Asset Management Plan for Board review.

Asset List:

Compliance Officer Ravary and Treasurer Thayer have been preparing an asset inventory list of items valued over \$50. He is identifying them as FLAUA property.

As previously discussed, Mr. Ravary was asked to explore costs for a replacement truck. A new Super Duty Ford-F250 comparable to what we currently have is estimated to cost \$56,000. This is an 8' bed, turbo diesel for trailering, standard wheels with a work trim package. A snow plow package is \$250. A 9-month delivery time is estimated. The Board discussed considering the option for financing.

Mr. Ravary noted we currently have a Little John flat bottom boat 12' long x 44" wide with a 15" gunnel. This is very small for two people and has limited capacity. Additionally, it is too narrow and unstable. He has looked at some flat bottom boat options for something larger on the pond that would better accommodate 2-3 people, a pump and 30-gallon water tank. This would also allow us to spray ourselves rather than hire a service. Lund has two boat options:

15' 8" long, 70" wide, 20" gunnel - \$4,000

17' 9" long, 75" wide, 20" gunnel - \$5,700

He will also check Facebook Marketplace.

We have not yet received the title for the pontoon we purchased; therefore, we have not paid for it either. The pontoon serves a different function and will need to be crane lifted into pond. He plans to install a steel plate on the deck and a gantry crane to lift 250 lb. units out of the pond.

COMMUNICATIONS: None.

CITIZEN COMMENT: None.

OUTSTANDING TASK LIST:

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

Additional follow-up/resolution includes:

There has been no additional information from the FBI or Wells-Fargo suspected email fraud case. Nor have there been any subsequent suspect activities. Ms. Thayer has increased her security login.

There was follow-up discussion regarding the blocked Howard Street Alley situation. Some Board Members spoke with the resident who has agreed not to block the alley. Mr. McGough encouraged Board Members to visit the location after the snowmelt to view the actual location of the manhole. This will be reviewed upon a break in the weather.

BOARD COMMENT: None.

ADJOURNMENT:

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

The meeting adjourned at 6:57 p.m.

Submitted by: Kay Z. Held, Recording Secretary