

FIFE LAKE AREA UTILITY AUTHORITY (FLAUA)

Regular Meeting - Minutes

Wednesday, November 17, 2021, 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 6:03 p.m.

ROLL CALL: President Gray called Roll.

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

Absent: Commissioners Ron Broering and Jim Gifford.

Others in Attendance:

Ms. Kay Held, Recording Secretary

APPROVAL OF AGENDA:

Board Action: Mr. Gill made a motion to approve the Agenda as presented. Mr. Hempsted seconded the motion.

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

ACCEPTANCE OF MINUTES:

Acceptance of Regular Meeting Minutes of October 20, 2021:

Amendment:

At the bottom of Page 1, last line, change "Thayer's" to "Thayer"

Board Action:

Ms. Hayes made a motion to accept the Minutes of the October 20, 2021, Regular Meeting as amended. Mr. Gill seconded the motion.

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

TREASURER'S REPORT:

Treasurer's Report – Financial Report of October, 2021, and Payment of Bills:

The October, 2021, Treasurer's Report was distributed in advance of the meeting for Board review. Treasurer Thayer also reported:

With reference to the budget, a few points of note:

The phone account is at 99%.

Overall Administrative expenses are at 70%; we should be at 75% YTD.

Labor is only at 64%.

Overall Expenses are at 57%; we should be at 75% YTD.

Income is currently at 94%.

Overall, 2021 budget performance is in line.

There was Board discussion about rate review; this will be moved to the December meeting.

Treasurer Thayer stated the December 1 USDA payment will be due.

Board Action:

Ms. Hayes 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: October, 2021, Bills Payable: An updated A/P report was distributed at the meeting. There was Board discussion regarding Bills Payable.

Treasurer Thayer will review the Zoom account and cancel it with Board consensus. We can reinstate it if needed in the future.

There is a Running, Wise & Ford invoice for \$1,500; this should be the final bill as the case is settled unless there is additional work required related to this case. Regarding the settlement, Treasurer Thayer stated the Township Treasurer is hesitant to add it as a lien on the tax roll.

There was Board discussion whether this is a tax or property lien. If it is a tax lien, the County purchases the lien and pays FLAUA in June; the County is then reimbursed. If it is a property lien, FLAUA would be paid the settlement upon sale of the property. Commissioner Gifford will discuss this at the next Township meeting with the Township Treasurer and inquire why there is hesitancy to place it on the tax roll.

Board Action:

Mr. Gill made a motion to approve the October, 2021, bills as presented. Ms. Gifford seconded the motion.
ROLL CALL VOTE: Hayes-Y, Thayer-Y, Gray-Y, L. Gifford-Y, McGough-Y, Gill-Y, Hempsted-Y. Motion carried.

GUESTS: None.

COMMITTEE REPORTS:

Personnel Committee: No meeting. No report.

Part-time employee Mr. Jacob Shively reported to work since last report. He and Mr. Chris Houghton will be covering for Compliance Officer Ravary during his 2-week fall vacation.

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. There was Board discussion and review of the Compliance Officer's report in his absence.

The pontoon needs some work to accommodate the ability to pull up pumps. We got a trailer to move the pontoon on-site where it presently sits at the plant. We are still awaiting the title and have not yet paid Mr. Nick Crim.

The Compliance Officer's report states the Mahindra tractor is not yet back; there was service due and repair of a seal.

The surge protector has been installed. We do not have an electrical/electronic monitor in place for it; it should accompany the surge protector. President Gray authorized Mr. Ravary to order/purchase the monitor; it is approximately \$500.

There was Board discussion and a request for the Compliance Officer to create a written inventory of all equipment, electronics, supplies and tools we have on-site. This will be an instrumental document to know what we have in stock, in the truck and at the plant. The Board asks this of items over \$50. The Board would also like Mr. Ravary to identify items via engraving; purchase an engraving tool.

CITIZEN COMMENT: None.

NEW BUSINESS: None.

OLD BUSINESS:

Asset Management Plan:

Tabled to next month. There was brief discussion about long-term needs. Mr. Ravary will generate a list of areas that need updating.

Board Members were asked to consider submitting items for the existing Asset Management Plan and to take into consideration projected needs.

Outstanding Task List Discussion:

The Outstanding Task List was reviewed. New items were added for individual and Board follow-up. Additional follow-up/resolution includes:

Re: Farming Rights contract with Mr. Tim Birgy; it was verified the contract is for the 2020 through 2024 seasons.

Re: The Board plans to bid out for new legal counsel in January if the settlement/lien and Vans Lane case is completed.

Re: It was verified that the Gabridge (auditor) contract is through the 2021 audit.

Re: Performance Engineering is not under contract but rather an ongoing letter of service.

COMMUNICATIONS: None.

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 6:44 p.m.

Submitted by: Kay Z. Held, Recording Secretary