

FIFE LAKE AREA UTILITY AUTHORITY (FLAUA)

Regular Meeting - Minutes

Wednesday, November 16, 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 6:05 p.m.

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

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

**Absent:** Commissioner Tom Hempsted.

**Others in Attendance:**

Compliance Officer Ray Ravary  
Fife Lake Township Supervisor Gerianne Street  
Ms. Kay Held, Recording Secretary

**APPROVAL OF AGENDA:**

Add from Organizational Calendar to this Agenda: Review Board Member Terms/Appointments

**Board Action:**

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

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

**ACCEPTANCE OF MINUTES:**

**Acceptance of Regular Meeting Minutes of October 19, 2022:**

**Board Action:**

Ms. Gifford made a motion to accept the Minutes of the October 19, 2022, Regular Meeting as presented. Ms. Hayes seconded the motion.

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

Mr. Broering abstained from the vote as he was absent from the October meeting.

**TREASURER'S REPORT:**

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

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

Treasurer Thayer also reported on the following:

We should be at 83.33% YTD of Budget at this time. Total Expenses YTD are at 73.92% and Income YTD is at 96.73%.

The entry for Trash Removal is reported at 471% YTD; this is an incorrect entry. She will contact Ms. Emily Escajeda at H&R Block to have this corrected.

Contracted Labor expense is at 220% of Budget; this is due to labor for the fencing project. Two part-timers were contracted 1099 staff rather than employees. The Contract Labor had not been originally budgeted for. Payroll Expense is at 97%.

Overall, we are in good shape regarding Budget vs. Actuals; we will need to make year-end budget adjustments next month to balance the Contract Labor and Payroll accounts and possibly some other line item adjustments.

Treasurer Thayer reported she will have the 2022 Proposed Budget Adjustments and the 2023 Proposed Budget at the next meeting for Board review and approval.

The USDA Interest payment of \$37k has been processed and will be paid in December, as is originally planned for.

There was Board discussion of outstanding taxes and liens.

**Board Action:**

Ms. Hayes made a motion to accept the Financial Report as presented. Mr. Broering seconded the motion.

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

**Payment of Bills: October, 2022, Bills Payable:** There was Board discussion regarding Bills Payable. There was also discussion about Trash Pickup rates.

**Board Action:**

Mr. Broering made a motion to approve the October, 2022, bills as presented. Ms. Gifford seconded the motion.

ROLL CALL VOTE:

Hayes-Y, Thayer-Y, Broering-Y, Gray-Y, Gifford-Y, McGough-Y. Motion carried.

**GUESTS:**

Ms. Gerianne Street, Fife Lake Township Supervisor: Supervisor Street inquired about FLAUA Board vacancies. There are two vacant seats on the FLAUA Board; one opening each for representatives from Fife Lake Township and Springfield Township.

**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. Mr. Ravary reviewed his report with the Board.

The fencing project is completed; some adjustment to post heights need to be made, which the Compliance Officer will be doing. He is hoping to get the pontoon on the pond. A bracket needs to be added for installation of a motor. The current motor needs some work. He offered to bring in one of his own for use in the interim.

DMRs are completed, and the soil sample will be sent in.

He is getting the scrap metal and wood out. He still needs to get the wood chipped.

He asked the Board to authorize purchase of a new set of Carhartts; he has been wearing his current set for five years. The Board told him this is within his purchasing authority and to go ahead with it.

**CITIZEN COMMENT:** None.

**NEW BUSINESS:**

**Review 2023 Proposed Budget:**

Tabled to next month.

**Review Board Member Terms:**

Tabled to next month.

**OLD BUSINESS:**

**Distribute Modified P&L:**

Tabled to next month.

**Contract Renewals (Auditor, Accounting, Engineering & Accounting):**

Tabled to next month.

**COMMUNICATIONS:** President Gray stated we received Thanksgiving greetings from Fleis & VandenBrink.

**CITIZEN COMMENT:**

Ms. Gerianne Street, 8100 Hodge Road, Kingsley, MI 49649

Ms. Street commented she believes the FLAUA is doing a good job and is glad Compliance Officer Ray Ravary is back to work from his injury.

**ORGANIZATIONAL CALENDAR:**

Each item on the Organizational Calendar for September was reviewed and discussed.

**Review Board Member Terms/Appointments from Organizational Calendar:**

All Board Member Terms and Appointments were recently reviewed. New Oaths of Office are in place.

**BOARD COMMENT:**

President Gray made mention about 1099 staff; we may see some additional Workers Compensation fees or additional work on the Audit. Board discussion noted if they were on FLAUA payroll, we would be incurring payroll expenses. Treasurer Thayer indicated it is all in order with H&R Block and causes no issues with the Audit.

**OUTSTANDING TASK LIST:**

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

Treasurer Thayer reported a request for consideration of ARPA (American Rescue Plan Act) funds had been sent to both Fife Lake Township and Springfield Township with the approximately \$75k fencing quote. She does not know where Fife Lake Township is in their decision making process. Because we ended up doing the fencing project ourselves, Springfield Township has asked her to gather information on our actual expenditures on labor and materials for fence replacement so they can consider distributing ARPA funds to FLAUA.

Supervisor Street offered that ARPA distributions are for work to be done in the future.

Treasurer Thayer explained initially we were to send the estimates to Springfield Township and they would approve it; once the work was completed, they intended to pay the vendors directly with the funds. The most recent information she received from our FLAUA representative who went to Springfield Township was that they planned to instead send the funds directly to us for application to already paid expenditures or expenses on future projects. We are awaiting clarification for what is believed to be a \$25k ARPA fund distribution from them. There was Board discussion how there is a lot of misinformation about ARPA funds nationally.

**ADJOURNMENT:**

Ms. Thayer made a motion to adjourn the meeting. Ms. Gifford seconded the motion.

VOTE: YEAS: All. NAYES: None.

The meeting adjourned at 6:35 p.m.

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