

FIFE LAKE AREA UTILITY AUTHORITY (FLAUA)

Regular Meeting - Minutes

Wednesday, October 19, 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 6:03 p.m.

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

**Present:** President Tom Gray, Vice President Marilyn Hayes, Treasurer Jodi Thayer, Secretary Leigh Gifford and Commissioner Tom Hempsted. A quorum was established.

**Absent:** Commissioners Dave Gill, Ron Broering, Jim Gifford and Dave McGough.

**Others in Attendance:**

Compliance Officer Ray Ravary  
Ms. Kay Held, Recording Secretary

**APPROVAL OF AGENDA:**

New Business: Board Resignations

**Board Action:**

Ms. Hayes made a motion to approve the Agenda as amended. Ms. Thayer seconded the motion.

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

**ACCEPTANCE OF MINUTES:**

**Acceptance of Regular Meeting Minutes of September 21, 2022:**

Page 1 under Approval of the Minutes Board Action: Change "Mr. Hayes" to "Ms. Hayes"

**Board Action:**

Ms. Hayes made a motion to accept the Minutes of the September 21, 2022, Regular Meeting as amended. Mr. Hempsted seconded the motion.

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

**TREASURER'S REPORT:**

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

The September, 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:

Regarding Budget to Actuals after nine months:

Line items should be at 75% YTD. Income is at 87.87% YTD.

Regarding the Administrative Expenses she was investigating, it was for the MI Rural Water Association membership dues. She will ask Emily at H&R Block to move that expense from Administrative to Training & Education.

Insurance, Postage, Internet, Electric and Natural Gas are slightly above projection. These line items will be adjusted at year-end if necessary to balance the budget.

Wages are a little high as expected due to the fence project; however, we now have fewer employees so that should level out.

**Board Action:**

Ms. Hayes 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: September, 2022, Bills Payable:** There was Board discussion regarding Bills Payable.

Add the MIOSHA penalty payment of \$600, payable to the State of Michigan.

**Board Action:**

Ms. Gifford made a motion to approve the September, 2022, bills as amended. Ms. Hayes seconded the motion.

ROLL CALL VOTE: Hayes-Y, Thayer-Y, Gray-Y, L. Gifford-Y, Hempsted-Y. Motion carried.

**GUESTS:** None.

**COMMITTEE REPORTS:**

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

Mr. Ravary spoke with Mr. Chris Houghton. He will continue weekend coverage for Mr. Ravary. He does not wish to replace Compliance Officer Ravary in the future.

**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.

Mr. Ravary is returned to work from his workplace injury.

He has contacted numerous resources for grub and mole control. He is also looking at various products. There are different products and uses for fields vs. turf/lawn.

Pond levels are at the third inlet, which is normal for this time of year. Effluent samples have been taken. He will blow out the system in November. He completed all of the MIOSHA reports (invoice has been received as discussed above in Bills Payable).

He spoke with Todd of T&D Welding, and would like him to install the battery on the boat. He is out of town often for work. He will also need a welder to have the motor affixed to the pontoon.

He has lost all part-time employees with the exception of Jeremiah Bacon and Chris Houghton.

Mr. Ravary spoke with Performance Engineering. A property owner wants to tie-in to the system. Performance Engineering is working with them on tie-in methods. They will provide FLAUA with a written report. There was Board discussion on the matter. We will await Performance Engineering's recommendations.

Mr. Ravary contacted NMC Freshwater Program to seek out prospective employee candidates. He may contact MI Rural Water Association too. They may have an internship program. In the interim, he may look for day labor help (1099) on projects.

**CITIZEN COMMENT:** None.

**NEW BUSINESS:**

**Board Resignations:**

A Letter of Resignation was received by Commissioner Jim Gifford, who represented Fife Lake Township on the FLAUA Board. Commissioner David Gill has also resigned from the FLAUA Board. He represented Springfield Township. A letter of Resignation was received from him.

**Board Action:**

Ms. Thayer made a motion to accept the resignations of Mr. Jim Gifford and Mr. David Gill. Ms. Hayes seconded the motion.

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

Candidates from those townships are welcomed.

**OLD BUSINESS:** None.

**COMMUNICATIONS:** None.

**CITIZEN COMMENT:** None.

**ORGANIZATIONAL CALENDAR:**

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

Small modifications were made to the Organizational Calendar today.

**Conduct Rate Review:**

Mr. Ravary has attended classes with MI Rural Waters Association and supplied rate data for their review. They can provide a rate review and suggestions. He will stay in communication with them. The Board will revisit this early 2023 after Mr. Ravary gets a report from MI Rural Waters Association.

It has been five years since there has been a rate increase. Rates were doubled at that time when the system renovation was completed. There was Board discussion regarding prospective rate increases.

**Contract Renewals (Auditor, Accounting, Engineering and Attorney):**

Several of these services have been renewed. Ms. Thayer will check expiration dates on any contracts.

**Distribute Modified P&L:**

This was tabled to the November meeting.

**OUTSTANDING TASK LIST:**

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

FLAUA has received our records from Fleis & Vandenbrink for our permanent file. Ms. Thayer received both electronic documents and hard copy contracts.

She will retain a set on the FLAUA hard drive and provide a copy to be kept at the plant.

**Board Action:**

Ms. Thayer made a motion to provide eight hours' payroll to Mr. Josiah Cummer for work he missed on due to an accounting error by H&R Block. Ms. Gifford seconded the motion.

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

Once FLAUA property is returned to the Compliance Officer, the check will be issued.

**BOARD COMMENT:** None.

**ADJOURNMENT:**

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

VOTE: YEAS: All. NAYES: None.

The meeting adjourned at 6:57 p.m.

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