

FIFE LAKE AREA UTILITY AUTHORITY (FLAUA)

Regular Meeting - Minutes

Wednesday, September 16, 2020, 6:00 p.m. 231-879-3565
Fife Lake Township Hall, 134 Morgan Street, Fife Lake, MI 49633

CALL TO ORDER: President 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, Treasurer Jodi Thayer, Secretary Leigh Gifford and Commissioners David Gill, David McGough, Jim Gifford and Tom Hempsted.

Absent: Commissioner Ron Broering.

Others in Attendance: Plant employee Chris Houghton, sitting in for Compliance Officer Ray Ravary.

APPROVAL OF AGENDA:

Board Action:

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

ACCEPTANCE OF MINUTES:

Acceptance of Regular Meeting Minutes of August 19, 2020:

Board Action:

Ms. Thayer made a motion to accept the Minutes of the August 19, 2020, Regular Meeting as presented. Ms. Hayes seconded the motion. VOTE: YEAS: All. NAYES: None. Motion carried.

TREASURER'S REPORT:

Treasurer's Report – Financial Report of September, 2020, and Payment of Bills:

The September, 2020, Treasurer's Report was distributed in advance of the meeting for Board review. A revised Budget vs. Actual was distributed. Treasurer Thayer also noted the following:

Our YTD budget should be at 66.6%, and we are right in line with that. Gross Income is at 76.9% of budget. Gross Expenses are at 44.4%.

The majority of categories are in line with YTD budget expectations. Office Supplies are slightly over but can be adjusted at year-end if necessary. As discussed during prior meetings, annual or one-time expenses; i.e., insurances, licenses, permits, show high YTD as they are paid up front or early in the year.

Treasurer Thayer relayed a concern from a consumer on Anthony Street who capped a trailer on their lot some time ago. At the time, FLAUA suggested they consider continuing their monthly payment as opposed to paying a disconnect/reconnect fee believing it would be short-term, which would be more cost effective for them. Now two years later, they calculate they have paid \$240 more in monthly fees than they would have paid to disconnect/reconnect and are asking for a credit. There was Board discussion on the matter and general consensus not to issue a credit as the Board is not responsible for the length of time that has passed since the consumer's initial decision.

Re: Account 405042 call to Emily at H&R Block on 8/14/20 about vacant property, never capped and inquiring about a refund or new hook up for new house. Treasurer Thayer will check with Emily whether this is a separate matter from the Anthony Street item stated above.

Emily at H&R Block received inquiry from Talon Title about 530 Merritt Street and whether it was on the sewer system. The Compliance Officer has stated it was not. Emily followed up with the title company.

Per Emily's call list, she received a call about Family Dollar not paying their bill and does not have correct contact information for billing. Compliance Officer Ravary will need to pull the application to see who is listed for contact/billing. Treasurer Thayer will follow-up with him as he is absent this evening and with Emily at H&R Block.

Board Action:

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

Payment of Bills: There was Board discussion regarding Bills Payable. An updated A/P was distributed.

There was Board discussion to clarify the following:

-Payment to Fay Servicing 8/7/20: FLAUA received an overpayment of \$550.12 from mortgage company Fay Servicing. This entry and amount shown is returning the overpayment.

-Integrated Controls Engineering 8/21/20 in the amount of \$2,543.75: This was parts and labor to install a new magnetic flow transmitter at irrigation panel, calibrate it and adjust antenna.

-PVS Technologies 8/12/20 for \$1,732.93: It is believed this is for the purchase of chloride chemicals. Treasurer Thayer will review and verify this.

-Treasurer Velez verified from last month's discussion the Integrated Controls bill for \$710.64 was the quarterly SCADA fee.

Board Action: September, 2020, Bills Payable:

Mr. Gifford made a motion to approve the September, 2020, bills as presented. Mr. Gill seconded the motion.
ROLL CALL VOTE: Hayes-Y, Thayer-Y, Gray-Y, L. Gifford-Y, J. Gifford-Y, McGough-Y, Gill-Y, Hempsted-Y. Motion carried.

GUESTS: None.

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 and discussed among the Board.

Mr. Chris Houghton attended in Compliance Officer Ray Ravary's absence and reported on the following:

Several sprinkler heads were broken from hay mowing and have been repaired.

One of the radios on A-5 went down. Mr. Houghton contacted Mr. Jay Norris of ICE after receiving hundreds of alarm notifications. It has since been replaced and the faulty radio sent in for evaluation; Mr. Norris believes the cause of the failure may have been from some sort of electrical surge.

CITIZEN COMMENT: None.

NEW BUSINESS: None.

OLD BUSINESS:

Asset Management Plan: Ongoing.

Outstanding Task List Discussion:

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

COMMUNICATIONS: None.

CITIZEN COMMENT: None.

BOARD COMMENT: None.

ADJOURNMENT: Ms. Thayer made a motion to adjourn the meeting. The meeting adjourned at 6:32 p.m.

Submitted by: Kay Z. Held, Recording Secretary