

Higgins Lake Utilities Authority

Business Coordinator Responsibilities

Contact Consumers Energy, when in a brown-out condition, to get the power turned off ASAP.

Act as a liaison between the HLUA Board and any employees, contractors, and consultants.

Work with Operations Services on any issues or questions the operators might run into between board meetings. Work with Operations Services, when we are in a power outage or brown-out condition. Check that the treatment plant has power or is running on generator power. Meet with Operations Services on-site to review any issues or problems that will or could need board involvement. Could be at grinder pump locations or at treatment plant.

Work with CTC Services on any issues or questions the admin might run into between board meetings.

Get approval for purchases according to the HLUA Spending Authorization Policy for the contractors. Procure equipment, parts, supplies, and materials for the contractors, as needed.

Process all CCCOA Land Use reviews for the HLUA. Work with cabin owners to resolve any conflicts or easement violations with their request. Provide written approval or denial with an explanation. Get HLUA Board approval for requests that meet the requirements for a board exemption.

Create, maintain, and update HLUA policies, resolutions, documents, etc. for the HLUA Board.

Review invoices for accuracy, as needed.

Maintain HLUA website. Add Meeting Minutes, Financial Reports, and Operations Reports each month, and post public notices as needed.

Maintain Grasshopper (800 number) account.

Work with insurance company on annual renewal and any claims the HLUA Board approves.

Other tasks assigned by the HLUA Board or Chairperson.