



Higgins Lake Utilities Authority  
Regular Meeting Minutes  
January 15th, 2013

The meeting was called to order by Chairman DeHaan at 10:00 a.m.

Roll call: Present: Present: DeHaan, Hartman, Nellist Absent: English, Wood

Motioned by DeHaan, second by Nellist, **CARRIED** to approve the agenda. Yeas: All Nays: None.

Motion by DeHaan, second by Nellist, **CARRIED** to approve the minutes of the December 11<sup>th</sup> regular meeting

**WADE-TRIM REPORT:** Job reviewed report as given to the Board in written form. There were no service or MissDig calls for the month. Truax explained the suggestion of increasing the Maintenance Allowance to \$7,200 from \$3,600 to cover future unknown cost of repairs and maintenance. DeHaan requested a written proposal to be discussed at the next meeting.

Motion by DeHaan, second by Nellist, **CARRIED** to approve the Treasurer's report as given by Tatro. Yeas: All Nays: None

Motion by Nellist, second by Hartman, **CARRIED** to approve accounts payable. Yeas: All Nays: None

**OLD BUSINESS:** There was no old business for the month.

**NEW BUSINESS:** The board discussed an e-mail presented by V. Balmes from a resident that has an O&M payment delinquency that was due to be transferred to her property taxes. The resident requested more information and time to bring her balance up to date. The board requested that Tatro try to work out an agreement with her.

**MEMBERS COMMENTS:** None

**PUBLIC COMMENT:** None

Meeting adjourned 11:03 a.m.

Respectfully submitted,

Paul Tatro – Manager

Ron Wood- Secretary

Higgins Lake Utilities Authority  
Regular Meeting Minutes  
February 12th 2013

The meeting was called to order by Chairman DeHaan at 10:00 a.m.

Roll call: Present: Present: DeHaan, Hartman, Nellist Absent: English, Wood

Motioned by Nellist, second by Hartman, **CARRIED** to approve the agenda. Yeas: All Nays: None.

Motion by Hartman, second by Nellist, **CARRIED** to approve the minutes of the January 15<sup>th</sup>, 2013 regular meeting

**WADE-TRIM REPORT:** Truex reviewed report as given to the Board in written form. There were three service calls and no MissDig calls for the month. Truax explained the new proposed contract that would extend our agreement with WadeTrim thru 2015. Motion by DeHaan, second by Nellist to approve the contract extension with WadeTrim. Roll Call vote Yeas: All Nays: None. English and Wood absent. Also noted in the contract was an increase in the maintenance allowance to \$7,200 from \$3,600.

Motion by DeHaan, second by Nellist, **CARRIED** to approve the Treasurer's report as given by Tatro. Yeas: All Nays: None

Motion by Nellist, second by Hartman, **CARRIED** to approve accounts payable. Yeas: All Nays: None

**OLD BUSINESS:** Tatro gave the board an update on the progress of collecting the delinquent account of Della Lepien.

**NEW BUSINESS:** Tatro reported that the garage heater at the sewer facility was in need of repair and Tatro stated that the repairs were made and an invoice will follow. Tatro also reminded the board of the upcoming bond payment due soon and that a letter has been sent to the two Township Clerks for payment.

**MEMBERS COMMENTS:** None

**PUBLIC COMMENT:** None

Meeting adjourned 10:50 a.m.

Respectfully submitted,

Paul Tatro – Manager

*Ronald B Wood*  
Ron Wood- Secretary



Higgins Lake Utilities Authority  
Regular Meeting Minutes  
March 12th 2013

The meeting was called to order by Chairman DeHaan at 10:00 a.m.

Roll call: Present: DeHaan, Hartman, Nellist Absent: English, Wood

Motioned by Wood, second by Nellist, **CARRIED** to approve the agenda. Yeas: All Nays: None.

Motion by Nellist, second by Hartman, **CARRIED** to approve the minutes of the January 15<sup>th</sup>, 2013 regular meeting

**WADE-TRIM REPORT:** Job reported that the month of February was a quiet one with no service calls or MissDig orders. There was discussion with regards to the WadeTrim invoice that needed to be approved. The board agreed to allow WadeTrim more time to review the expense report received for the year contract year of 2012.

Motion by DeHaan, second by Wood, **CARRIED** to approve the Treasurer's report as given by Tatro. Yeas: All Nays: None

Motion by Nellist, second by Hartman, **CARRIED** to approve accounts payable. Yeas: All Nays: None

**OLD BUSINESS:** Tatro gave the board an update on the progress of collecting the delinquent account of Della Lepien The board suggested giving Ms. Lepien until March 15<sup>th</sup> to return signed payment agreement.

**NEW BUSINESS:** No new business for the month

**MEMBERS COMMENTS:** DeHaan requested that Tatro contact Larry Fox for an update on any progress in the expansion study.

**PUBLIC COMMENT:** None

Meeting adjourned 10:23 a.m.

Respectfully submitted,

Paul Tatro – Manager

Ron Wood- Secretary

*Ronald E Wood*



Higgins Lake Utilities Authority  
Regular Meeting Minutes  
April 9th 2013

The meeting was called to order by Chairman DeHaan at 10:00 a.m.

Roll call: Present: Present: DeHaan, Hartman, Nellist, Wood, English Absent: None

Motioned by Hartman, second by Wood, **CARRIED** to approve the agenda. Yeas: All Nays: None.

Motion by Nellist, second by Hartman, **CARRIED** to approve the minutes of the March 12<sup>th</sup>, 2013 regular meeting

**WADE-TRIM REPORT:** Job reported that the month of March had 1 service call and no MissDig orders. There were four periodic alarms caused by a power outage on St. Louis Blvd. Job also stated that the monitor wells have all been tested and results were all good.

Motion by DeHaan, second by Nellist, **CARRIED** to approve the Treasurer's report as given by English. Yeas: All Nays: None

Motion by Wood, second by Nellist, **CARRIED** to approve accounts payable. Yeas: All Nays: None

**OLD BUSINESS:** Tatro stated that Ms. Lepien has kept to her payment agreement to date. Motion by DeHaan, second by Nellist to request a reversal of the lien request made to the Beaver Creek Treasurer and hold the debt as a delinquency until paid in full per the signed payment agreement. Yeas: All Nays: None

**NEW BUSINESS:** No new business for the month

**MEMBERS COMMENTS:** DeHaan reported that he received the status from the two Township Treasurers regarding the Debt retirement account. The information received shows that a total of 30 residences paid their sewer assessment early and that the balance of the accounts equals over \$650,000. This money will be used to pay off the Municipal bonds off early when that option becomes available in 2016. DeHaan requested that Tatro have a draft budget prepared for the next meeting.

**PUBLIC COMMENT:** None

Meeting adjourned 10:50 a.m.

Respectfully submitted,

Paul Tatro – Manager

  
Ron Wood- Secretary

Higgins Lake Utilities Authority  
Regular Meeting Minutes  
May 14th 2013

The meeting was called to order by Chairman DeHaan at 10:00 a.m.

Roll call: Present: Present: DeHaan, Hartman, Nellist, Wood, English Absent: None

Motioned by Wood, second by English, **CARRIED** to approve the agenda. Yeas: All Nays: None.

Motion by English, second by Wood, **CARRIED** to approve the minutes of the April 9<sup>th</sup>, 2013 regular meeting

**WADE-TRIM REPORT:** Job reported that the month of April had 3 service calls and one MissDig order. Water samples were taken, tested and found to be well within permit requirements. Aerators are up and running.

Motion by DeHaan, second by Wood, **CARRIED** to approve the Treasurer's report as given by English. Yeas: All Nays: None

Motion by Nellist, second by English, **CARRIED** to approve accounts payable. Yeas: All Nays: None

**OLD BUSINESS:** None

**NEW BUSINESS:** The board reviewed the current budget and there was discussion regarding changes that need to be made for the upcoming budget year. DeHaan requested that a new proposed budget be presented to the board at next month's meeting No new business for the month

**MEMBERS COMMENTS:** None

**PUBLIC COMMENT:** None

Meeting adjourned 10:33 a.m.

Respectfully submitted,

Paul Tatro – Manager

  
Ron Wood- Secretary

Higgins Lake Utilities Authority  
Regular Meeting Minutes  
June 11<sup>th</sup>, 2013

The meeting was called to order by Chairman DeHaan at 10:00 a.m.

Roll call: Present: DeHaan, Hartman, Nellist, Wood, English Absent: None

Motioned by DeHaan, second by Hartman, **CARRIED** to approve the agenda. Yeas: All Nays: None.

Motion by Nellist, second by Wood, **CARRIED** to approve the minutes of the May 14th, 2013 regular meeting.

**WADE-TRIM REPORT:** Job reported that the month of May had 7 service calls and one MissDig order. Job reported that two of the flow meters at the facility need to be replaced. After much discussion it was decided to use half of the money from the WadeTrim repair fund and half from the budget.

Motion by Wood, second by Nellist, **CARRIED** to approve the Treasurer's report as given by English. Yeas: All Nays: none

Motion by Wood, second by English, **CARRIED** to approve accounts payable. Yeas: All Nays: None

**OLD BUSINESS:** Motion by DeHaan, second by Nellist, **CARRIED** to approve the budget for the 2013-2014 budget year.

**NEW BUSINESS:** Motion by DeHaan, second by Nellist, **CARRIED** to approve the contract of MMC for 2013-2014.


**MEMBERS COMMENTS:** None

**PUBLIC COMMENT:** None

Meeting adjourned 11:04 a.m.

Respectfully submitted,

Paul Tatro – Manager

  
Ron Wood- Secretary



**NEW BUSINESS:** The board discussed the possibility of changing the meeting date and time. A request from the Township supervisor to poll the board members to their opinion on the matter. No decision was made. It was noted by Hartman that she had been reappointed to the board for 2 years effective 07-01-2013 and it was stated that Nellist was reappointed for 1 year effective 07-01-2013.

**MEMBERS COMMENTS:** None

**PUBLIC COMMENT:** None

Meeting adjourned 10:40 a.m.

Respectfully submitted,

Paul Tatro – Manager

  
Ron Wood- Secretary

Higgins Lake Utilities Authority  
Regular Meeting Minutes  
July 9th, 2013

The meeting was called to order by Chairman DeHaan at 10:00 a.m.

Roll call: Present: Present: DeHaan, Hartman, Nellist, Wood, and English Absent: None

Motioned by DeHaan, second by Wood, **CARRIED** to approve the agenda. Yeas: All Nays: None.

Motion by English, second by Nellist, **CARRIED** to approve the minutes of the June 11th, 2013 regular meeting.

**WADE-TRIM REPORT:** Job reported that the month of May had 4 service calls and three MissDig orders. Job introduced Mark Fuller as the new representative from WadeTrim who will start working with Les until Jason returns. Job reported that he was expecting a DEQ. Inspection soon. This inspection is done annually as part of the discharge permit requirements. New flow meters have been ordered and awaiting installation. Tatro reported damage to the fence surrounding the treatment facility in several spots. DeHaan requested Tatro to get with the insurance agent to determine the steps necessary to report a claim and get repairs completed.

Motion by DeHaan, second by Nellist, **CARRIED** to approve the Treasurer's report as given by English. Yeas: All Nays: none

Motion by Nellist, second by English, **CARRIED** to approve accounts payable. Yeas: All Nays: None

**OLD BUSINESS:** Tatro reviewed the status for each of the contracts and policies with expiration dates. After discussion it was decided to continue with J. Anderson as our Auditor and to request a rate comparison on the insurance policy that expires in September. DeHaan updated the board on the lease agreement with AT&T that is set to expire on July 31<sup>st</sup>, 2013.

Higgins Lake Utilities Authority  
Regular Meeting Minutes  
August 13th, 2013

The meeting was called to order by Chairman DeHaan at 10:00 a.m.

Roll call: Present: Present: DeHaan, Hartman, Nellist, and English Absent: Wood

Motion by DeHaan, second by English, **CARRIED** to approve the agenda. Yeas: All Nays: None.

Motion by English, second by Nellist, **CARRIED** to approve the minutes of the July 9th, 2013 regular meeting. Yeas: All Nays: None

**WADE-TRIM REPORT:** Job reported that the month of July had 3 service calls and 3 MissDig orders. The new flow meters have been installed and recalibrated after initial problems after installation. Tatro reported no further vandalism damage at the treatment facility and he is still trying to secure quotes for insurance repair to fence. Job stated that more of the pump repair will be done on site instead of going to Gaylord for work.

Motion by DeHaan, second by Nellist, **CARRIED** to approve the Treasurer's report as given by English. Yeas: All Nays: none

Motion by Nellist, second by English, **CARRIED** to approve accounts payable. Yeas: All Nays: None

**OLD BUSINESS:** The board discussed the current insurance policy and requested that the agent attend our next meeting. Tatro stated that he and Jim Anderson are working to set a date for the audit. Tatro reminded the board of the tour of the Wastewater Treatment Facility on Wednesday. The payment for the bonds will be due just after next month's meeting and will be taken care of then. DeHaan stated that the meeting dates will not need to be changed at this time. Also the lease agreement with the tower company has now expired.

**NEW BUSINESS:** None

**MEMBERS COMMENTS:** None

**PUBLIC COMMENT:** None

Meeting adjourned 10:40 a.m.

Respectfully submitted,

Paul Tatro – Manager

Ron Wood- Secretary

*Ronald E Wood*



**NEW BUSINESS:** None

**MEMBERS COMMENTS:** None

**PUBLIC COMMENT:** None

Meeting adjourned 11:13 a.m.

Respectfully submitted,

Paul Tatro – Manager

Ron Wood- Secretary

*Ronald E Wood*

Higgins Lake Utilities Authority  
Regular Meeting Minutes  
September 10th, 2013

The meeting was called to order by Chairman DeHaan at 10:00 a.m.

Roll call: All Present: DeHaan, Hartman, Nellist, English and Wood Absent: None

Public Comments: During public comments, Mr. Jack Hull addressed the board in regards to the invoice he received from the authority for repairs made on his behave for roots in his drain. Mr. Hull requested a reduction in the cost for what he stated was due to being hook-up to the sewer system by unapproved methods. The board decided to table the request to have time to study Mr. Hull's request.

Motion by DeHaan, second by Wood, **CARRIED** to approve the agenda. Yeas: All Nays: None.

Motion by English, second by Nellist, **CARRIED** to approve the minutes of the August 13th, 2013 regular meeting. Yeas: All Nays: None

**WADE-TRIM REPORT:** Job reported that the month of July had 2 service calls and no MissDig orders. The emergency call up system has been repaired and the new flow meters have been installed and are now working correctly. Les stated that water samples have been taken and tested and were found to be well within DEQ. specifications. Tatro stated the Tim Truax called him just prior to the meeting and told him that we would be receiving a refund for the invoice from expenses above the normal monthly expenses. Mr. Truax stated that they couldn't find any justification for those expenses.

Motion by DeHaan, second by Nellist, **CARRIED** to approve the Treasurer's report as given by English. Yeas: All Nays: none

Motion by Nellist, second by English, **CARRIED** to approve accounts payable. Yeas: All Nays: None

**OLD BUSINESS:** Paul Olsen, our insurance agent reviewed the coverage for the annual renewal. Olsen stated that the two changes this year were the deductible increase from \$100 to \$500 and the premium increased about 4% to about \$3,400 per year. Olsen also reviewed his companies grant program and suggested that we look at possible participation. Tatro stated that the estimate for the fence repair had been received and turned over to the insurance company. Tatro also stated that the audit has been completed

**NEW BUSINESS:** None

**MEMBERS COMMENTS:** English stated that he will not be available for the November meeting.

**PUBLIC COMMENT:** None

Meeting adjourned 11:03 a.m.

Respectfully submitted,

Paul Tatro – Manager

Ron Wood- Secretary

*Ronald E Wood*



Higgins Lake Utilities Authority  
Regular Meeting Minutes  
October 8th, 2013

The meeting was called to order by Chairman DeHaan at 10:00 a.m.

Roll call: All Present: DeHaan, Hartman, Nellist, English and Wood Absent: None

Public Comments: None

Motion by Wood, second by English, **CARRIED** to approve the agenda. Yeas: All Nays: None.

Motion by English, second by Hartman, **CARRIED** to approve the minutes of the September 10th, 2013 regular meeting. Yeas: All Nays: None

**WADE-TRIM REPORT:** Job reported that the month of July had 1 service calls and no MissDig orders. The dial up system for the facility is up and running again. Job reported that the system has been shut down for the winter and the last of the hay has been harvested. Motion by DeHaan, second by English **CARRIED** to approve the Wade Trim report. Yeas: All Nays: None

The monthly treasurer's report was not available for the monthly meeting due to not receiving account statements.

Motion by Nellist, second by English, **CARRIED** to approve accounts payable. Yeas: All Nays: None

**OLD BUSINESS:** Tatro stated that he is in the process of completing a grant application from the insurance company. DeHaan requested that Tatro draft a new policy for the purpose of setting a date for resident responsibility for sewer hookup. Tatro stated that the fence repair is complete. Motion by DeHaan, second by Nellist, **CARRIED** to deny the request of Mr. Hull for a shared cost for repairs to his plumbing. Yeas: All Nays: None After discussion Motion by Hartman, second by Wood, **CARRIED** to have DeHaan meet with Attorney Gerald Brabant about possible options in the Wade Trim contract. Tatro stated that the audit has been completed.

**NEW BUSINESS:** None

**MEMBERS COMMENTS:** DeHaan made comments to the board regarding the meeting with Brabant about the Wade Trim contract and discussion he had with Chemical bank regarding setting up our on-line banking.

**PUBLIC COMMENT:** None

Meeting adjourned 10:52 a.m.

Respectfully submitted,

Paul Tatro – Manager

A handwritten signature in dark ink, appearing to read "Ronald E. Wood". The signature is written in a cursive, flowing style.

Ron Wood- Secretary

Higgins Lake Utilities Authority  
Regular Meeting Minutes  
November 13th, 2013

The meeting was called to order by Chairman DeHaan at 10:00 a.m.

Roll call: All Present: DeHaan, Hartman, Nellist, English and Wood Absent: None

Public Comments: None

Motion by Nellist, second by English, **CARRIED** to approve the agenda. Yeas: All Nays: None.

Motion by Hartman, second by Nellist, **CARRIED** to approve the minutes of the October 8th, 2013 regular meeting. Yeas: All Nays: None

**WADE-TRIM REPORT:** Tatro started the report to advise the board that Wade Trim has decided to not renew Les Job's contract and replace him with man out of Gaylord. Job stated that he had just been told of the change the day before and was taken by complete surprise by the decision. Job also reported that there were no service calls for the month and that the aerators have been pulled from the ponds for the winter.

Motion by DeHaan, second by Nellist, **CARRIED** to approve the treasurer's reports for September and October 2013. Yeas: All Nays: None

Motion by Nellist, second by English, **CARRIED** to approve accounts payable. Yeas: All Nays: None

**OLD BUSINESS:** Tatro stated that the certificate of deposit with Chemical bank has renewed for another 6 months. Motion by Wood, second by Nellist **CARRIED** by roll call vote to approve the resolution for the approval of the grant application. Yeas: All Nays None Tatro reported that the audit is complete and the auditor would be at our next meeting. Motion by English, second by Hartman, **CARRIED** by roll call vote to approve the new policy for the hook up of any drain not currently hooked to the system. Yeas: All Nays None. Motion by DeHaan, second by Wood **CARRIED** to change the By-laws to reflect a change in the meeting date from the second Tuesday of the month to the first Tuesday of the month. Yeas: All Nays: None



**NEW BUSINESS:** None

**MEMBERS COMMENTS:** English reported that he will be gone south until April and wood reported that he will be gone for the January and February meetings.

**PUBLIC COMMENT:** None

Meeting adjourned 10:51 a.m.

Respectfully submitted,

Paul Tatro – Manager

  
Ron Wood- Secretary

Higgins Lake Utilities Authority  
Regular Meeting Minutes  
December 3rd, 2013

The meeting was called to order by Chairman DeHaan at 10:00 a.m.

Roll call: All Present: DeHaan, Hartman, Nellist, English and Wood Absent: None

Public Comments: None

Motion by DeHaan, second by Wood, **CARRIED** to approve the agenda. Yeas: All Nays: None.

Motion by Wood, second by English, **CARRIED** to approve the minutes of the November 13th, 2013 regular meeting. Yeas: All Nays: None

**WADE-TRIM REPORT:** Truax reported that the wastewater permit renewal with the DEQ. should be in the mail in the coming days. Wade Trim will be amending our contract to reflect the cost saving from the testing requirement being changed from quarterly to annual for some sample testing. There was two service calls and I miss dig for the month of November.

Motion by DeHaan, second by Wood, **CARRIED** to approve the treasurer's reports for November 2013. Yeas: All Nays: None

Motion by English, second by Nellist, **CARRIED** to approve accounts payable. Yeas: All Nays: None

As a report from staff, Tatro reported that new refrigerator magnets with the cell phone service number on it have been ordered and will be sent to customers with their O&M payments in January.

**OLD BUSINESS:** Jim Anderson presented to the board the 2012-2013 annual audit results. Anderson explained his findings and answered board member questions. Anderson also suggested that a review of future cost be done based on parts and equipment replacement so that the board can be prepared for these expenses before they happen. Motion by DeHaan, second by English, **CARRIED** by roll call vote to approve the by-law change to show a meeting date change from the second Tuesday of the month to the first Tuesday of the month. Yeas: All Nays: None. DeHaan also requested that MMC. Develop a long term plan for preparing for the projected cost of repairs and replacement of parts. A goal of a 10% or \$500,000 equipment replacement fund is suggested.