

Higgins Lake Utilities Authority
Regular Meeting Minutes
January 10th, 2012

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

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

Public Comment- No public comments at this time.

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 13th, 2011 regular meeting, Yeas: All Nays: None.

WADE-TRIM REPORT: Jason Hamilton of Wade Trim reviewed the report as given to the Board in written form. One service call and three Miss Dig orders were completed. Hamilton explained that per our contract an increase will increase 2.858% (cpi) with the renewal of the agreement for 2012

Motion by DeHaan, second by Nellist, **CARRIED** to approve the Treasurers report as given by Tatro for English Yeas: All Nays: None

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

OLD BUSINESS: None

NEW BUSINESS: None

MEMBER COMMENTS: None

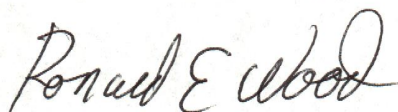
PUBLIC COMMENT: None

Meeting adjourned 10:18 a.m.

Respectfully submitted,

Paul Tatro – Manager

Ron Wood- Secretary



Higgins Lake Utilities Authority
Regular Meeting Minutes
February 14th, 2012

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

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

Public Comment- No public comments at this time.

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 January 10th, 2012 regular meeting, Yeas: All Nays: None.

WADE-TRIM REPORT: Jason Hamilton of Wade Trim reviewed the report as given to the Board in written form. There were no service calls for the month and one Miss Dig order was completed. A problem was found with the dialer system which seems to be resolved.

Motion by Wood, second by Hartman, **CARRIED** to approve the Treasurers report as given by Tatro for English Yeas: All Nays: None

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

OLD BUSINESS: James Anderson presented the board with the audit report for the 2011 financial year. Anderson stated that all accounts seem to be in order and he discuss with the board on how they should proceed with the budget and how best to budget for future maintenance and parts replacement expenses.

NEW BUSINESS: None

MEMBER COMMENTS: None

PUBLIC COMMENT: None

Meeting adjourned 10:59 a.m.

Respectfully submitted,

Paul Tatro – Manager

Ron Wood- Secretary

Ronald E Wood

NEW BUSINESS: Larry Fox from C2AE updated the board on the feasibility study/project plan being financed through a S2 grant program. Gerrish Township will apply for the application and the Higgins Lake Foundation will cover the cost and matching funds to have the plan submitted for grant money. No action by the board is required at this time.

MEMBER COMMENTS: None

PUBLIC COMMENT: None

Meeting adjourned 10:37 a.m.

Respectfully submitted,

Paul Tatro – Manager

Ron Wood- Secretary

Ronald E Wood

Higgins Lake Utilities Authority
Regular Meeting Minutes
March 13th, 2012

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

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

Public Comment- No public comments at this time.

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

Motion by Nellist, second by Wood, **CARRIED** to approve the minutes of the February 14th, 2012 regular meeting, Yeas: All Nays: None.

WADE-TRIM REPORT: Jason Hamilton of Wade Trim reviewed the report as given to the Board in written form. There were no service calls for the month and one Miss Dig order was completed. The sewer facility was without power for several hours during the month with additional propane use running the generator.

Motion by DeHaan, second by Nellist, **CARRIED** to approve the Treasurers report as given by Tatro for English Yeas: All Nays: None

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

Staff Report: Tatro reported that he and his MMC staff would not be available for the next meeting April 10th. Tatro stated that he would have all documents ready for the meeting and Hartman agreed to take minutes.

OLD BUSINESS: None

ACCOUNTS PAYABLE: Motion by DeHaan and seconded by Wood to pay the accounts payable in the amount of \$8,689.85. All ayes, motion carried.

REPORTS FROM STAFF: None

CORRESPONDENCE: None

SPECIFIC AGENDA MATTERS: None

OLD BUSINESS: None

NEW BUSINESS: None

MISCELLANEOUS: None

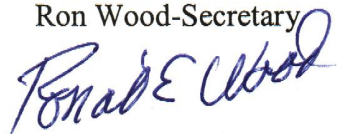
MEMBER COMMENTS: Chairman DeHaan made a comment regarding the possible request from Larry Fox, C2AE, for this board to do a "Resolution in Support of Gerrish Township Applying for a S2 Grant". Chairman DeHaan is not at ease with this board offering support at this time as there are no agreements in place and Gerrish Township has not asked for this. He feels that the Higgins Lake Utilities Authority Boards responsibility is to Lyon and Beaver Creek townships and their residents. The board all agreed with Chairman DeHaan.

PUBLIC COMMENTS: None

The meeting was adjourned at 10:48 am.

Sharon K. Hartman-Board Member

Ron Wood-Secretary

A handwritten signature in blue ink, appearing to read "Ron Wood", is written over the printed name "Ron Wood-Secretary".

**HIGGINS LAKE UTILITIES AUTHORITY
REGULAR MEETING APRIL 10, 2012**

The regular meeting of the Higgins Lake Utilities Authority was held on April 10, 2012 and called to order by Chair DeHaan at 10:00 am at the Beaver Creek Township Meeting room. Board members present: DeHaan, Nellist, Wood, English and Hartman. There were four guests present: Lyon Supervisor, Beaver Creek Township Supervisor, Jason Hamilton and Les Job from Wade Trim.

PUBLIC COMMENT: None

APPROVAL OF AGENDA: Motion by DeHaan and seconded by Wood to approve the agenda. All ayes, motion carried.

APPROVAL OF MINUTES: Motion by DeHaan and seconded by Hartman to approve the minutes from the March 13, 2012 meeting. All ayes, motion carried.

WADE-TRIM REPORT: Jason Hamilton from Wade-Trim went over the Monthly Summary Report with the board. There were two pumps pulled and repaired with a cost of \$226.81 each. There were three service calls, 3 Miss Dig orders and maintenance done.

Discussion regarding having a 10 year Capital Improvement Plan done, which was brought up by the auditor last month. Motion by DeHaan to authorize Wade-Trim to proceed to prepare a 10 year Capital Improvement Plan at \$50 per hour, not to exceed \$1,000, and to be completed no later than June 2012. Seconded by Wood. All ayes, motion carried. The plan will show each piece of equipment and repair/replacement costs so that the board can determine what amount of money needs to be set aside each year to cover future repair/replacement of equipment. Jason stated that a rough estimate for a comparable lagoon system would be \$20,000-\$22,000, but we will be much more accurate after the study is done.

Lyon Supervisor stated that due to the consideration of looking at a sewer system around the whole lake, he is constantly asked what the capacity of our system is. Jason will put "Total Capacity" in next months Monthly Summary Report. He believes we are current at 1/4th to 1/2 capacities.

TREASURER'S REPORT: Debt Retirement Account has balance of \$185.29, O & M Account has balance of \$101,029.07, ER&R Account has balance of \$44,184.82. Motion by DeHaan and seconded by Nellist to approve the Treasurer's Report as given. All ayes, motion carried.

Question on Page 1 of 2, Profit & Loss Budget vs. Actual Report, Expense 537.760 Miscellaneous amount showing \$9,222.77 actual amount. What does this represent? English will research why it is so much.

NEW BUSINESS: After review and discussion of the current budget some minor changes were made for the 2012-13 budget. Motion by Nellist and seconded by Wood to approve the budget for the July 2012 – 2013 budget year. Roll call vote all Yeas Motion by DeHaan, second by Nellist to transfer \$40,000 from the ER&R account to a six month C.D. All Yeas.

MEMBER COMMENTS: None

PUBLIC COMMENT: None

Meeting adjourned 10:55 a.m.

Respectfully submitted,

Paul Tatro – Manager

Ron Wood- Secretary

Ronald E Wood

Higgins Lake Utilities Authority
Regular Meeting Minutes
May 8th, 2012

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

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

Public Comment- No public comments at this time.

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

Motion by Nellist, second by Wood, **CARRIED** to approve the minutes of the April 10th, 2012 regular meeting, Yeas: All Nays: None.

WADE-TRIM REPORT: Les Job of Wade Trim reviewed the report as given to the Board in written form. There were one service calls for the month and two Miss Dig order was completed. DeHaan ask Tatro to contact Jason Hamilton to find the status of a total capacity report that he requested for this meeting. DeHaan requested that Tatro contact the homeowner at 10885 W. Higgins Lake Dr. to advise him of the damage caused to the system by stump removal.

Motion by DeHaan, second by Wood, **CARRIED** to approve the Treasurers report as given by Tatro for English Yeas: All Nays: None

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

Staff Report: Tatro reported on the delinquent payment status.

OLD BUSINESS: None

OLD BUSINESS:

DeHaan stated that a \$40,000 C.D has been purchases to try to enhance the interest earned on the Equipment Replacement Account. Tatro reviewed the Violation Letter that was sent to a residence that had damaged some equipment while working in his yard Discussion regarding board member appointments

NEW BUSINESS: Tatro reported that the residence continue to have problems with the pager system and recommends that the board approve the purchase of a cell phone for the serviceman Les Job to replace the pager. Motion by DeHaan, second by Wood to approve the purchase of a cell phone. Yeas All Nays None. After discussion a Motion by DeHaan, second by English to approve the renewal of the MMC. Contract for an additional year under the same terms. Yeas All Nays None.

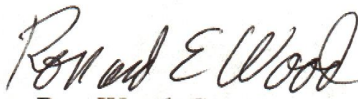
MEMBER COMMENTS: None

PUBLIC COMMENT: None

Meeting adjourned 11:12 a.m.

Respectfully submitted,

Paul Tatro – Manager


Ron Wood- Secretary

Higgins Lake Utilities Authority
Regular Meeting Minutes
June 12th, 2012

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

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

Public Comment- No public comments at this time.

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

Motion by Nellist, second by Hartman, **CARRIED** to approve the minutes of the May 8th, 2012 regular meeting, Yeas: All Nays: None.

WADE-TRIM REPORT: Jason Hamilton of Wade Trim reviewed the report as given to the Board in written form. There were seven service calls for the month and two Miss Dig order was completed. Hamilton also noted that the capacity numbers that the board requested were part of the monthly report and showed a pretty consistent 25% capacity usage on a average basis. Tim Truax from WadeTrim also reviewed a report that was also requested by the board that shows the anticipated expenses that need to be taken into consideration for parts and equipment that can be expected to be of need of repair or replacement due to age. DeHaan requested that the board study the information and be prepared to talk about it at next months meeting.

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

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

Staff Report:

NEW BUSINESS: Tatro reported that a resident at 108 Mt. Pleasant was having plumbing issues that Tatro believes are toilet related and DeHaan requested that Tatro follow up on the problem and report back.

PUBLIC COMMENT: None

Meeting adjourned 10:50 a.m.

Respectfully submitted,

Paul Tatro – Manager

Ron Wood- Secretary

Higgins Lake Utilities Authority
Regular Meeting Minutes
July 10, 2012

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

Roll call: Present: All board members present. Absent: None

Public Comment- No public comments at this time.

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

Motion by English, second by Nellist, **CARRIED** to approve the minutes of the June 12th, 2012 Board Meeting as amended. Yeas: All Nays: None.

WADE-TRIM REPORT: Job reviewed report as given to the Board in written form. Fourteen service calls were made and no MissDig orders were completed. Job stated that the reason for the increased number of service calls come from people coming up for the first time causing new start-ups that cause the switch to go into alarm status. Job recommended that the drains be purged prior to leaving cottage for long periods and Tatro stated that a new reminder would be sent to residents.

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

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

OLD BUSINESS: Tatro up-dated the board that the hay has been cut, a violation letter has been sent for the damage done by the stump removal and a cell phone has been purchased to replace the pager system. DeHaan reported that ATT is still interested in continuing the tower lease and that we should be receiving a check soon.

Higgins Lake Utilities Authority
Regular Meeting Minutes
August 14, 2012

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

Roll call: Present: DeHaan, Nellist, English. Excused absent: Wood, Hartman.

Public Comment: None.

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 10, 2012 Board Meeting. Yeas: All. Nays: None.

WADE-TRIM REPORT: Hamilton and Job review written report. Nine service calls for the month. Report indicated that no pump connection was ever completed at 113 Gratiot Legion and the septic tank was never removed, however the tank was found to be empty. Job to follow up on this situation and report in September. Written report is attached to the minutes for reference.

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

Motion by DeHaan, second by Nellist, **CARRIED** to approve accounts payable. Yeas: All. Nays: No.

OLD BUSINESS: 1. Tower option renewed by AT&T for another year. Check received and deposited. 2. Stump removal damage cost partially paid. Invoice sent to association member for additional costs to repair damage to pump. 3. MMC reported the audit has been arranged with Jim Anderson.

NEW BUSINESS: None.

PUBLIC COMMENT: Beaver Creek Township Supervisor Ashton indicated that an issue has been raised by a township official that the proposed tower site may be in violation of the township zoning code. Further information will be forthcoming.

Meeting adjourned: 10:23 a.m.

Respectfully submitted:



William F. DeHaan, Chairman

NEW BUSINESS: None

PUBLIC COMMENT: None

Meeting adjourned 10:32 a.m.

Respectfully submitted,

Paul Tatro – Manager

Ronald E Wood
Ron Wood- Secretary

Higgins Lake Utilities Authority
Regular Meeting Minutes
September 11, 2012

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

Roll call: Present: All board members present. Absent: None

Public Comment- No public comments at this time.

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

Motion by English, second by Wood, **CARRIED** to approve the minutes of the August 14th, 2012 Board Meeting as amended. Yeas: All Nays: None.

WADE-TRIM REPORT: Hamilton reviewed report as given to the Board in written form. Eight service calls were made and one MissDig order was completed. Job reported that 113 Gratiot Legion was never connected to the system and with new construction the connection should be made then. It was also suggested that Tatro follow-up with the Township plumbing inspector to assure the connection is made and inspected.

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

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

OLD BUSINESS: Tatro up-dated the board on the unpaid invoice for damage done by stump removal. Tatro stated that he has sent the resident a second bill. Tatro stated that the audit was scheduled to be completed September 18th. DeHaan ask Beaver Creek Supervisor Brian Ashton if there was any new issues from the Twp. zoning administration in regards to the tower construction planned for the treatment facility site, Ashton stated that nothing had changed since its approval last year. After discussion the board agreed to look at putting the insurance policy out for bids.

Higgins Lake Utilities Authority
Regular Meeting Minutes
October 09, 2012

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

Roll call: Present: All board members present. Absent: None

Public Comment- No public comments at this time.

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

Motion by Nellist, second by Wood, **CARRIED** to approve the minutes of the August 14th, 2012 Board Meeting as amended. Yeas: All Nays: None.

WADE-TRIM REPORT: Job reviewed report as given to the Board in written form. Three service calls were made and no MissDig orders were requested. Job discussed with the board of a drain problem at 2812 Mich. Central. Tatro stated he would get with homeowner and investigate further.

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

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

OLD BUSINESS: Tatro up-dated the board on the unpaid invoice for damage done by stump removal. Tatro stated that the resident has not responded to a second bill. DeHaan requested Tatro to research to find the next step in collecting this invoice.

NEW BUSINESS: DeHaan stated that the renewal for the certificate of deposit is up coming and Motion by Wood, second by Nellist to renew the C.D and add an additional \$15,000 from the ER&R account. Yeas: All Nays: none

PUBLIC COMMENT: None

Meeting adjourned 10:40 a.m.

Respectfully submitted,

Paul Tatro – Manager


Ron Wood- Secretary

NEW BUSINESS: The board discussed a letter from the Beaver Creek Treasure in regards to the list of O&M payment delinquencies that were sent to her to be put on the residents taxes. DeHaan stated that he would talk to Balmes and apologies for the mistake that caused her to receive them late. DeHaan asked Tatro to contact Wade Trim about amending the Maintenance and repair limit.

PUBLIC COMMENT: None

Meeting adjourned 10:40 a.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Ronald E. Wood".

Paul Tatro – Manager

Ron Wood- Secretary

Higgins Lake Utilities Authority
Regular Meeting Minutes
November 13th, 2012

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

Roll call: Present: All board members present. Absent: None

Public Comment- No public comments at this time.

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

Motion by English, second by Hartman, **CARRIED** to approve the minutes of the October 9th.

WADE-TRIM REPORT: Hamilton reviewed report as given to the Board in written form. Two service calls were made and one MissDig order was requested. Hamilton stated that repair cost on four pumps that were need of repair was \$503.04. Some of the cost may be reimbursable but WadeTrim suggested the board raise the maintenance and repair limit from \$3,600 to \$7,200.

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: DeHaan suggested that a hearing date be set to be part of the next board meeting on December 11th, 2012. Tatro stated that he would set the date and notify the homeowner as outlined in the Township Ordinance. Tatro stated that the issues at 2812 Michigan Central have been identified and the homeowner has been notified. DeHaan stated that the Certificate of Deposit was renewed and an additional \$15,000 was added.

MEMBERS COMMENTS: Ron wood will be gone for January and February. Dean English will be gone until April and the January meeting will rescheduled for January 15th so that Sharon Hartman would be available. Motion by DeHaan, second by Wood to move January's meeting from the 8th to the 15th. Yeas: All Nays: None

PUBLIC COMMENT: None

Meeting adjourned 10:30 a.m.

Respectfully submitted,

Paul Tatro – Manager

Ronald E Wood
Ron Wood- Secretary

Higgins Lake Utilities Authority
Regular Meeting Minutes
December 11th, 2012

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

Roll call: Present: All board members present. Absent: None

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

Show Cause Hearing: A Show Cause Hearing was held with Mr. Priebe present. After much discussion between the board and Mr. Priebe it was agreed by all to have Mr. Priebe pay \$50.00 a month until the debt is paid in full. A letter of agreement will be sent to Mr. Priebe for his signature.

Motion by English, second by Wood, **CARRIED** to approve the minutes of the October 9th.

WADE-TRIM REPORT: Job reviewed report as given to the Board in written form. One service call was made and no MissDig orders were requested. Job stated that they were still waiting on word from Dubios/Cooper in regards to pump failure reimbursement.

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 Wood, **CARRIED** to approve accounts payable. Yeas: All Nays: None

OLD BUSINESS: DeHaan requested that a second letter be sent to the owner of 2812 Michigan Central giving them 30 days to settle their invoice for repairs in the amount of \$350.00.

NEW BUSINESS: Tatro presented the board with a contract between the board and C2AE for the filing of the application for the Authority's discharge permit. Motion by English, second by Wood to approve the contract for the amount not to exceed \$500.00. Yeas: All Nays: None