

Higgins Lake Utility Authority
Regular Meeting Minutes
June 6, 2017

The meeting was called to order by Co-Chairperson Riley at 10:00 p.m.

Roll call: Present: Cook, Wood, English and Riley. Absent: Hartman

Public Comments: None

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

Motion by Wood, second by English, CARRIED to approve the minutes of the May 9, 2017 regular meeting,

WADE-TRIM REPORT: Mike review both the April and May field reports There was a total of 11 service calls and 14 Miss Digs in April and 26 service calls and 4 Miss Digs in May. Mike reported that his pump inventory has been an issue but he now has 11 back up pumps in service at this time. Mike also reported another issue with power failures causing damage to equipment.

Motion by Wood, second by Cook, CARRIED to approve the treasure's reports for May 2017 Yeas All Nays: None

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

OLD BUSINESS: Discussions regarding the website and a revised spending policy. Motion by English, second by Cook, CARRIED to approve the new spending policy. Yeas: All Nays: None

NEW BUSINESS: The annual budget was discussed with the plan to approve a new budget at the July meeting.

Meeting adjourned 10:56 a.m.

Respectfully submitted

Paul Tatro
Business Manager

Ron Wood
Secretary

Higgins Lake Utilities Authority
PO Box 537
Higgins Lake, MI 48627

Policy Number 2017-01

Spending Authorization Policy

This policy, dated June 6, 2017 is to authorize the maximum spending amount of Authority funds by its contractors for required equipment and supplies without the requirement of prior board approval.

As of June 6, 2017, the contractors are hereby authorized to make purchases on behalf of the Higgins Lake Utilities Authority of required equipment and supplies up to a maximum allowable amount of \$500.00, without prior approval from the board of directors of the Higgins Lake Utilities Authority; with the following exception(s):

The operations contractor shall be authorized to exceed the maximum allowable amount only in the event of purchases to re-stock the supply of replacement parts used in the repair of Higgins Lake Utilities Authority owned equipment; however at no time shall this specific expenditure exceed \$2,500.00.

and/or

In the event that emergency repairs will exceed the \$500 maximum and waiting for approval at the next regularly scheduled board meeting is not possible, the chairperson and one other board member shall approve the expenditure(s) for the emergency repair.

Motion by: DEAN

Seconded by: BRIAN

Roll Call Vote: Hartman _____, Riley YES, Wood YES, English YES, Cook YES

Adopted: 6-6-2017