

Higgins Lake Utility Authority  
Regular Meeting Minutes  
February 5, 2019

The meeting was called to order by Chairperson Cook at 10:00 a.m.

Roll call: Present: Cook, Keipert, Earley and Van Nuck. Telephone: English

Motion by Earley, second by Van Nuck, **CARRIED** to approve the agenda as. Yeas: All Nays: None

Motion by Van Nuck, second by Earley, **CARRIED** to approve the minutes from the December 4, 2018 regular meeting. Yeas: All Nays: None

**WADE-TRIM REPORT:** Therron reported there were 2 service calls and 1 Miss Digs for the month. The plant is being prepared for spring. A name change has taken place at Wade Trim and we will now be serviced by Operations Services A division of Wade Trim.

Motion by Van Nuck, second by Earley, **CARRIED** to approve the treasurer's reports for December 2018. Yeas All Nays: None Motion by Earley, second by Cook, **CARRIED** to approve the treasurer's report for January 2019. Yeas: All Nay's None

Motion by Van Nuck, second by Earley, **CARRIED** to approve the December 2018 accounts payable. Roll Call vote Yeas: All Nays: None Motion by Earley, second by Keipert, **CARRIED** to approve the January 2019 accounts payable. Roll Call vote Yeas: All Nays: None

**REPORT FROM STAFF:**

**CORRESPONDENCE:** Tatro discussed the audit report that was distributed to the board earlier in the month. The board had some questions in regards to some of the wording in the document and requested that Jim Anderson come to the next board meeting to answer any questions the board may have.

**OLD BUSINESS:** Cook reported that he and Van Nuck met with the attorney by phone and discussed the material the attorney had reviewed. Motion by Van Nuck, second by Earley, **CARRIED** to approve an e-mail to the attorney to question him about recording meetings. Yeas: All Nays: None. Motion by Cook, second by Van Nuck, **CARRIED** to approve the payment of 3 hours to the attorney for his phone time and review of the documents that he reviewed. Roll Call vote Yeas: All Nays: None

**NEW BUSINESS:**

**MEMBER COMMENTS:**

**ADJOURNMENT:** Meeting adjourned 11:04 a.m.

Respectfully submitted

## Higgins Lake Utilities Authority Profit & Loss Budget vs. Actual July through December 2018

	Jul - Dec 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
537.607 · Sewer Fees	85,616 03	170,100 00	-84,483 97	50 3%
537.609 · Delinquent Sewer Fees	1,714 44	2,000 00	-285 56	85 7%
537.664 · Interest-O&M	57 62	100 00	-42 38	57 6%
537.671 · Misc Income-O&M	348 25	200 00	148 25	174 1%
<b>Total Income</b>	<b>87,736 34</b>	<b>172,400 00</b>	<b>-84,663 66</b>	<b>50 9%</b>
Expense				
537.710 · Per Diem	2,325 00	1,000 00	1,325 00	232 5%
537.726 · Office Supplies	33 00	250 00	-217 00	13 2%
537.727 · Equipment Purchases-Large	0 00	2,000 00	-2,000 00	0 0%
537.728 · Equipment Purchases-Small	0 00	500 00	-500 00	0 0%
537.729 · Equipment Replacement Reserve	0 00	14,700 00	-14,700 00	0 0%
537.735 · Operating Supplies	0 00	100 00	-100 00	0 0%
537.801 · Legal & Professional	0 00	2,000 00	-2,000 00	0 0%
537.802 · Contractual Services-Operations	38,952 17	66,400 00	-27,447 83	58 7%
537.803 · Insurance	3,258 00	3,600 00	-342 00	90 5%
537.804 · Contractual-Administrative	14,400 00	28,800 00	-14,400 00	50 0%
537.805 · Contract-Repairs	0 00	5,000 00	-5,000 00	0 0%
537.806 · Contract-Audit Fees	0 00	2,050 00	-2,050 00	0 0%
537.850 · Telephone & Internet	440 35	1,200 00	-759 65	36 7%
537.900 · Printing & Publishing	0 00	500 00	-500 00	0 0%
537.920 · Utilities	25,911 49	46,900 00	-20,988 51	55 2%
537.940 · Office Rent	2,100 00	4,200 00	-2,100 00	50 0%
537.955 · Education, Dues & Subscriptions	455 00	900 00	-445 00	50 6%
537.956 · Computer Hardware & Software	1,761 00	2,000 00	-239 00	88 1%
537.957 · Permits & Fees	0 00	3,650 00	-3,650 00	0 0%
537.958 · Postage	476 00	1,200 00	-724 00	39 7%
537.959 · Miscellaneous Expense-O&M	115 00	150 00	-35 00	76 7%
<b>Total Expense</b>	<b>90,227 01</b>	<b>187,100 00</b>	<b>-96,872 99</b>	<b>48 2%</b>
<b>Net Ordinary Income</b>	<b>-2,490 67</b>	<b>-14,700 00</b>	<b>12,209 33</b>	<b>16 9%</b>
<b>Net Income</b>	<b>-2,490.67</b>	<b>-14,700.00</b>	<b>12,209.33</b>	<b>16.9%</b>



January 11, 2019

Dear Friends and Valued Customers,

I am writing today with an exciting change at Wade Trim Operations Services. Effective January 2019 Wade Trim Operations Services will be independently owned and renamed Operations Services. The change in ownership will allow Wade Trim to focus on engineering services and will allow the Operations group to focus on providing best in class service to its valued customers. Wade Trim and Operations Services will continue to work together as we always have since Operations Services was founded as Facilities Management in 1996.

In addition to the ownership and name change other exciting things are happening within the company. We are focusing on moving all our intellectual property and information to the cloud to reduce technology costs. We are launching a new Computerized Maintenance Management System company wide to help our staff and clients track and manage assets. We have changed the way we lease equipment to better leverage the ability to quickly scale up vehicles and equipment when needed. We are integrating our regulatory data to a cloud-based solution to ensure data is secure and available to our Operators of Record anytime, anywhere. All these changes will allow us to be more competitive and respond better and faster to our customers and regulatory authorities.

Other than a change in ownership and a slight change in name you can expect business as usual at Operations Services. Our people, our locations, our practices, and services will remain the same. Our Federal ID number will also remain the same (38-3283849). I will continue to run the business with Phil Corkins, Chris Courterier, Ken Schaut, and the rest of our leadership team. All of the dedicated employees that you know, and trust will continue working with you to meet your needs. Further, we will continue our membership and support of all current trade groups, foundations and charities.

Our office locations will be in Gaylord, Traverse City and Highland Park Michigan, an office in Newark Illinois and one coming in the second quarter 2019 in Trenton New Jersey.

We thank you for your past support and look forward to a bright future as we continue to grow together.

Sincerely,

Operations Services Inc

A handwritten signature in black ink, appearing to read 'Chris Johnson', written in a cursive style.

Chris Johnson  
President