

Higgins Lake Utility Authority
Regular Meeting Minutes
June 4, 2019

The meeting was called to order by Chairperson Cook at 10:02 a.m.

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

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

Motion by Earley, second by Van Nuck, **CARRIED** to approve the minutes from the May 7, 2019 regular meeting. Yeas: All Nays: None.

OPERATIONS SERVICES: Therron reviewed the monthly report including the loss of 2 grinder pumps to catastrophic failure. Also advised there were 6 service calls and 6 Miss Digs for the month of May. Therron also stated that the facility will be discharging for the first time this year on June 3rd. Motion by Van Nuck, second by English. **CARRIED** to approve the purchase of one new grinder pump and one rebuild kit. Roll Call vote: all yeas.

Motion by Van Nuck, second by Cook, **CARRIED** to approve the treasurer's reports for May 2019. Yeas All Nays: None.

Motion by Van Nuck, second by English, **CARRIED** to approve the May 2019 accounts payable. Roll Call vote Yeas: All Nays: None.

REPORT FROM STAFF: Tatro inquired about the \$35.00 attorney bill and the requested that an invoice be created and sent to Lyon Township

CORRESPONDENCE:

OLD BUSINESS: No decision made.

NEW BUSINESS:

MEMBER COMMENTS:

ADJOURNMENT: Meeting adjourned 12:13 p.m.

Respectfully submitted

Paul Tatro
Business Manager

Doug Keipert
Secretary

Higgins Lake Utilities Authority Profit & Loss Budget Overview

July 2019 through June 2020

Jul '19 - Jun 20

Ordinary Income/Expense		
Income		
537.607 · Sewer Fees		170,100 00
537.609 · Delinquent Sewer Fees		2,000 00
537.664 · Interest-O&M		100 00
537.671 · Misc Income-O&M		200 00
537.672 · Bad Check Charges		10 00
Total Income		172,410 00
Expense		
537.153 · Office Equipment		0 00
537.710 · Per Diem		1,500 00
537.726 · Office Supplies		250 00
537.727 · Equipment Purchases-Large		2,000 00
537.728 · Equipment Purchases-Small		500 00
537.729 · Equipment Replacement Reserve		4,560 00
537.735 · Operating Supplies		100 00
537.801 · Legal & Professional		2,000 00
537.802 · Contractual Services-Operations		60,000 00
537.803 · Insurance		3,300 00
537.804 · Contractual-Administrative		28,800 00
537.805 · Contract-Repairs		5,000 00
537.806 · Contract-Audit Fees		2,150 00
537.850 · Telephone & Internet		1,200 00
537.900 · Printing & Publishing		300 00
537.920 · Utilities		49,000 00
537.940 · Office Rent		4,200 00
537.955 · Education, Dues & Subscriptions		900 00
537.956 · Computer Hardware & Software		2,000 00
537.957 · Permits & Fees		3,650 00
537.958 · Postage		1,000 00
Total Expense		172,410 00
Net Ordinary Income		0 00
Net Income		0.00