

Higgins Lake Utilities Authority
Meeting by Teleconference Call
Regular Meeting Minutes
December 3, 2020

The meeting was called to order by Chairperson Keipert at 10:00 am.

Roll call: All present, except open 50/50 position.

Motion by King, second by Riley, **CARRIED** to approve the agenda as presented. Yeas: All Nays: None.

Motion by Riley, second by King, **CARRIED** to approve the minutes from the November 5, 2020 regular meeting. Yeas: All Nays: None.

OPERATIONS REPORT: There were 5 service calls and 4 Miss Digs for the month of November 2020. There was a discussion about new posts needed for the alarm panels. There was a discussion about needing to order more new grinder pumps in the spring.

TREASURER'S REPORT: Motion by Cook, second by King, **CARRIED** to approve the treasurer's reports for November 2020. Yeas: All Nays: None.

ACCOUNTS PAYABLE: Motion by King, second by Keipert, **CARRIED** to approve the accounts payable for December 2020. Roll Call vote: Yeas: All Nays: None.

ADMINISTRATOR REPORT: Vivian reviewed the Treasurers Report, Balance Sheet, and Accounts Payable with the Board. Revised Grinder Pump Damage letter to customers, was discussed. Letter from Verizon that we no longer owe them anything, was discussed. There was a short discussion about office supplies.

CORRESPONDENCE: None.

OLD BUSINESS: None.

NEW BUSINESS: New Administrative contract with CTC Services, LLC was discussed. Doug Keipert will work we Anita and Vivian to setup a new contract for approval at our new meeting.

MEMBER COMMENTS: None.

PUBLIC COMMENTS: None.

Motion by King, second by Riley, **CARRIED** to adjourn the meeting. Yeas: All Nays: None.
Meeting adjourned at 10:40 am.

Respectfully submitted,
Brian Cook
HLUA Secretary