

Higgins Lake Utility Authority
Regular Meeting Minutes
June 5, 2018

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

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

Public Comments: None

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

Motion by English, second by Riley, **CARRIED** to approve the minutes from the May 1, 2018 meeting. Yeas: All Nays: None

WADE-TRIM REPORT: Therron reported there were 9 service calls and 3 Miss Digs for the month.

Motion by Cook, second by Hartman, **CARRIED** to approve the treasurer's reports for May 2018. Yeas All Nays: None

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

REPORT FROM STAFF:

OLD BUSINESS: Motion by Hartman, second by English, **CARRIED** to close the Debit Retirement Account and deposit money into the O&M account and use the O&M as the pass thru account for bond payments. Roll call vote Riley: yes Hartman: yes English: yes Cook: yes. Motion by English, second by Hartman, **CARRIED** to change the current monthly meetings to quarterly meeting starting with the July annual/organization meeting with the chairperson calling special meeting as needed. Yeas: 3 Nays: One. Motion by Hartman, second by Riley, **CARRIED** to approve budget as presented with amendments. Yeas: All Nays: None

NEW BUSINESS: None

MEMBER COMMENTS:

ADJOURNMENT: Meeting adjourned 10:54 p.m.

Respectfully submitted

Paul Tatro
Business Manager

Ron Wood
Secretary

Higgins Lake Utilities Authority

PO Box 437

Higgins Lake, MI 48627

(989) 745-3755

REGULAR QUARTERLY MEETING SCHEDULE

FISCAL YEAR 2018-2019

July 3, 2018

October 2, 2018

January 4, 2019

April 2, 2019

All meetings are held at 10:00am at the Beaver Creek Township Hall 8888 South Grayling Road Grayling, Michigan 49738.

Paul Tatro
Business Manager

Higgins Lake Utilities Authority

PO Box 437 Higgins Lake, MI 48627

Sewer Problems: 989-745-4314 Billing Questions: 989-745-3755

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ABOUT OUR SYSTEM

Welcome

BOARD MEETINGS

Notice - Do not allow any grease to enter drains, wipe pans and place in garbage

FINANCIAL INFO

Notice - Do not flush wet wipes down toilet, they will plug Grinder Pump

DOCUMENTS

Notice - Do not power wash Grinder Pump or Sewer System Components

CONTACT INFO

Notice - Do not cover Grinder Pump Cover to allow for proper venting

FAQS

GRINDER PUMP INFO

The Higgins Lake Utilities Authority (HLUA) was created in May, 2007 by Lyon Township (Roscommon County) and Beaver Creek Township (Crawford County). The HLUA consists of a Treatment Facility and Collection System using E-One Grinder Pumps. Currently, we have 405 Cottages connected to the Treatment Facility using a low pressure E-One Grinder Pump System.

8737

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10:29 AM

06/05/18

Higgins Lake Utilities Authority
Bills for Consumers Energy
July 1, 2017 through June 5, 2018

| <u>Type</u> | <u>Num</u> | <u>Date</u> | <u>Due Date</u> | <u>Aging</u> | <u>Amount</u> | <u>Open Balance</u> |
|-------------------------------|------------|-------------|-----------------|--------------|------------------|---------------------|
| Jul 1, '17 - Jun 5, 18 | | | | | | |
| Bill | | 06/05/2018 | 06/05/2018 | | 4,536.43 | |
| Bill | | 05/01/2018 | 05/01/2018 | | 2,310.00 | |
| Bill | | 04/03/2018 | 04/03/2018 | | 2,304.08 | |
| Bill | | 03/06/2018 | 03/06/2018 | | 2,319.75 | |
| Bill | | 02/09/2018 | 02/09/2018 | | 2,338.87 | |
| Bill | | 01/02/2018 | 01/02/2018 | | 2,211.11 | |
| Bill | | 12/05/2017 | 12/05/2017 | | 2,763.18 | |
| Bill | | 11/07/2017 | 11/07/2017 | | 5,162.93 | |
| Bill | | 10/03/2017 | 10/03/2017 | | 5,545.71 | |
| Bill | | 09/05/2017 | 09/05/2017 | | 5,362.28 | |
| Bill | | 08/01/2017 | 08/01/2017 | | 4,690.55 | |
| Bill | | 07/03/2017 | 07/03/2017 | | 7,732.80 | |
| Jul 1, '17 - Jun 5, 18 | | | | | 47,277.69 | 0.00 |

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Higgins Lake Utilities Authority-proposed (1)
Profit & Loss Budget Overview
 July 2018 through June 2019

| | Jul '18 - Jun 19 |
|---|-------------------|
| 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 |
| Total Income | 172,400.00 |
| Expense | |
| 537.710 · Per Diem | 3,000.00 |
| 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 | 25,000.00 |
| 537.735 · Operating Supplies | 100.00 |
| 537.801 · Legal & Professional | 2,000.00 |
| 537.802 · Contractual Services-Operations | 66,400.00 |
| 537.803 · Insurance | 3,600.00 |
| 537.804 · Contractual-Administrative | 28,800.00 |
| 537.805 · Contract-Repairs | 5,000.00 |
| 537.806 · Contract-Audit Fees | 2,050.00 |
| 537.850 · Telephone & Internet | 1,200.00 |
| 537.900 · Printing & Publishing | 500.00 |
| 537.920 · Utilities | 48,000.00 |
| 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 | 1,200.00 |
| 537.959 · Miscellaneous Expense-O&M | 150.00 |
| Total Expense | 200,500.00 |
| Net Ordinary Income | -28,100.00 |
| Net Income | -28,100.00 |

Higgins Lake Utilities Authority-proposed (2) Profit & Loss Budget Overview July 2018 through June 2019

| | Jul '18 - Jun 19 |
|---|-------------------|
| 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 |
| Total Income | 172,400.00 |
| Expense | |
| 537,710 · Per Diem | 3,000.00 |
| 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 | 0.00 |
| 537,735 · Operating Supplies | 100.00 |
| 537,801 · Legal & Professional | 2,000.00 |
| 537,802 · Contractual Services-Operations | 66,400.00 |
| 537,803 · Insurance | 3,600.00 |
| 537,804 · Contractual-Administrative | 28,800.00 |
| 537,805 · Contract-Repairs | 5,000.00 |
| 537,806 · Contract-Audit Fees | 2,050.00 |
| 537,850 · Telephone & Internet | 1,200.00 |
| 537,900 · Printing & Publishing | 500.00 |
| 537,920 · Utilities | 44,900.00 |
| 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 | 1,200.00 |
| 537,959 · Miscellaneous Expense-O&M | 150.00 |
| Total Expense | 172,400.00 |
| Net Ordinary Income | 0.00 |
| Net Income | 0.00 |