

Higgins Lake Utilities Authority  
Beaver Creek Township Hall  
Regular Meeting Minutes  
March 21, 2024

The meeting was called to order by Vice-Chairperson Cook at 3:02 pm.

Roll call: Present: Brian Cook, Marcia Wilson and Tamala Gage. Absent: Doug Keipert and open 50/50 position.

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

Motion by Cook, second by Gage, **CARRIED** to approve the meeting minutes from the August 10, 2023, regular meeting. Yeas: All Nays: None.

Motion by Cook, second by Gage, **CARRIED** to approve the meeting minutes from the September 14, 2023, regular meeting. Yeas: All Nays: None.

Motion by Cook, second by Gage, **CARRIED** to approve the meeting minutes from the November 9, 2023, regular meeting. Yeas: All Nays: None.

Motion by Cook, second by Gage, **CARRIED** to approve the meeting minutes from January 11, 2024, regular meeting. Yeas: All Nays: None.

Motion by Cook, second by Gage, **CARRIED** to approve the meeting minutes from the February 8, 2024, regular meeting. Yeas: All Nays: None.

**OPERATIONS REPORT:** There were 2 service calls and 0 Miss Digs for the month of February 2024. The damaged monitor well has been repaired and an outer casing added for protection.

Motion by Gage, second by Cook, **CARRIED** to approve the purchase of New Tracer tool, up to \$4,000.00. Roll Call vote: Yeas: All Nays: None.

Motion by Cook, second by Gage, **CARRIED** to approve purchase of Aerator/Irrigation Automation replacement, up to \$3,000.00. Roll Call vote: Yeas: All Nays: None.

Discussion on Consumers Energy rate plans, no changes will be made.

Motion by Gage, second by Wilson, **CARRIED** to approve purchase of DO/PH testers, up to \$2,500.00. Roll Call vote: Yeas: All Nays: None.

Motion by Cook, second by Gage, **CARRIED** to approve Monitor Well pump and hose purchase, up to \$1,500.00. Roll Call vote: Yeas: All Nays: None.

Motion by Gage, second by Cook, **CARRIED** to approve Grinder Pump order of 40 new grinder pumps, at a cost of \$118,000.00. Roll Call vote: Yeas: All Nays: None.

Board Consent to have Business Coordinator contact lawn care companies in the area to get quotes on taking care of the lawn mowing at the Treatment Plant.

Motion by Cook, second by Gage, **CARRIED** to approve the New Grinder Pump Installation Policy. Policy Number: 2024-02. Roll Call vote: Yeas: All Nays: None.

**TREASURER'S REPORT:** Motion by Cook, second by Wilson, **CARRIED** to approve the treasurer's reports for October 2023. Yeas: All Nays: None.

Motion by Cook, second by Wilson, **CARRIED** to approve the treasurer's report for February 2024. Yeas: All Nays: None.

**ACCOUNTS PAYABLE:** Motion by Cook, second by Wilson, **CARRIED** to approve the accounts payable for March 2024, in the amount of \$10,697.48. Roll Call vote: Yeas: All Nays: None.

**ADMINISTRATOR REPORT:** Motion by Cook, second by Gage, **CARRIED** to approve new OMR Costs Policy. Policy Number: 2024-01, replacing 2023-06. Roll Call vote: Yeas: All Nays: None.

**CORRESPONDENCE:** None.

**OLD BUSINESS:** Motion by Gage, second by Wilson, **CARRIED** to approve Changes to the Administrative Responsibilities as presented. Yeas: All Nays: None. Motion by Wilson, second by Gage, **CARRIED** to approve Changes to the Business Coordinator Responsibilities as Presented. Yeas: All Nays: None. Board Consent to move forward with The Spicer Group and the Business Coordinator will contact The Spicer Group to get an agreement for Board approval.

**NEW BUSINESS:** Motion by Cook, second by Gage, **CARRIED** to approve a \$50,000.00 IntraFI CD with Horizon Bank using ER&R funds, with Treasurer selecting term and interest rate. Roll Call vote: Yeas: All Nays: None. Motion by Cook, second by Gage, **CARRIED** to approve creating a Capital Improvement account with Horizon Bank and separating the Capital Improvement funds from the O&M account. Roll Call vote: Yeas: All Nays: None. Discussion on Income & Expense description changes in the Treasurers report. Discussion on the 2024-2025 Budget.

**MEMBER COMMENTS:** None.

**PUBLIC COMMENTS:** None.

Motion by Cook, second by Gage, **CARRIED** to adjourn the meeting. Yeas: All Nays: None.  
Meeting adjourned at 6:30 pm.

Respectfully submitted,  
Tamala Gage  
HLUA Secretary