

Higgins Lake Utility Authority
Regular Meeting Minutes
November 6, 2018

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

Roll call: Present: Cook, English, Keipert, Earley and Van Nuck. Absent: None

Motion by Earley, second by Van Nuck, **CARRIED** to add Articles of Corporation to the agenda under new business. Yeas: All Nays: None Motion by Earley, second by English, **CARRIED** to approve the agenda as amended. Yeas: All Nays: None

Motion by Van Nuck, second by Earley, **CARRIED** to approve the work minutes from the October 2, 2018 work session meeting. Yeas: All Nays: None Motion by Van Nuck, second by English, **CARRIED** to approve the minutes as amended from the October 2, 2018 regular meeting. Yeas: All Nays: None

WADE-TRIM REPORT: Therron reported there were 3 service calls and 4 Miss Digs for the month of October. Therron also reported that we still have 9 pumps in stock. A new pump cost about \$2,670 vs a rebuilt cost of \$1,750. The plant has been winterized.

Motion by Van Nuck, second by Keipert, **CARRIED** to approve the treasurer's reports for October 2018. Yeas: All Nays: None

Motion by English, second by Van Nuck, **CARRIED** to approve the October 2018 accounts payable. Yeas: All Nays: None

REPORT FROM STAFF: Tatro reported that the annual audit has been scheduled and the insurance company did their risk review of the treatment facility.

CORRESPONDENCE: After much discussion after reviewing a letter from Mr. Pergande representing the homeowner's association the board requested that Tatro send a letter in response after being reviewed by the board..

OLD BUSINESS: Motion by Van Nuck, second by Keipert, **CARRIED** to remove bond and loan review from the list of documents to be reviewed by the new attorney and approve sending it to him. All Yeas. Motion by Van Nuck, second by Earley, **CARRIED** to have Tatro send a letter to the bank to remove past signers and add only the current authorized signers of Cook, Van Nuck, English and Keipert. All Yeas.

NEW BUSINESS: Motion by Earley, no second, **FAILED** to return to a monthly board meeting schedule. Motion by Van Nuck, second by English **CARRIED** to add February 2nd to the meeting schedule. Yeas: 4 Nays 1 Motion by Van Nuck, second by Earley **CARRIED** to amend the budget to include \$14,700.00 to the ER&R line item. Roll call vote all Yeas. Motion by Van Nuck, second by Cook, **CARRIED** to deposit \$14,700 from the OSM account to the ER&R account. Roll call vote all Yeas. Motion by Cook, second by Earley, **CARRIED** to approve an A/B account set up. Yeas: All. Cook requested a meeting call for December 4 2019 at 9 am prior to the regular board meeting.

MEMBER COMMENTS:

ADJOURNMENT: Meeting adjourned 12:45 p.m.

Respectfully submitted

Paul Tatro
Business Manager

Doug Keipert
Secretary



JOSEPH E. PERGANDE, PLC
ATTORNEY AT LAW

708 CENTER AVENUE, SUITE 2
BAY CITY, MICHIGAN 48708

PHONE
FACSIMILE

(989) 894-9001
(989) 894-9004

November 2, 2018

Higgins Lake Utility Authority
P. O. Box 437
Higgins Lake, MI. 48627

Dear Higgins Lake Utility Authority

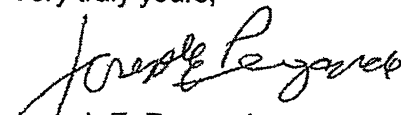
On October 6, 2018, 2018 the Camp Curnalia Cottage Owners Association Board of Directors reviewed the current financial status of the Higgins Lake Utility Authority, especially those funds to be set aside for maintenance, repairs, and equipment. Clearly, the Higgins Lake Higgins Lake Utility Authority has not set aside sufficient funds for maintenance, repairs, and equipment.

The Camp Curnalia Cottage Owners Association Board of Directors has authorized me to provide this correspondence to you demanding that a forensics audit be commenced of the Higgins Lake Utility Authority books, including, but not limited to the day-to-day operations check book, savings account, and any other accounts associated with the Higgins Lake Utility Authority. This forensics audit should take place immediately.

Higgins Lake Utility Authority receives all of their payments through quarterly payments from the members of the Camp Curnalia Cottage Owners Association. The bond for the system is paid entirely by members of the Camp Curnalia Cottage Owners Association. Camp Curnalia Cottage Owners Association has a vested interest in the success of Higgins Lake Utility Authority and the efficient running of the Higgins Lake Utility Authority.

It is Camp Curnalia Cottage Owners Association demands this forensics audit commence immediately and demands this topic be addressed at the next Higgins Lake Utility Authority meeting which takes place on November 6, 2018.

Very truly yours,


Joseph E. Pergande

JEP/dms

Cc: Mark Posvistak (by email)

Equipment Repair and Replacement Review

Part	Cost	Quantity	Life(yrs)	Cost per year	Life(yrs)	Cost per year
Grinder Pump (E-One 240V Extreme Core)	\$2,670.00	388	10	\$103,596.00	20	\$51,798.00
Control Panel (E-One Simplex)	\$344.00	236	20	\$4,059.20	20	\$4,059.20
Control Panel (E-One Duplex)	\$1,238.00	76	20	\$4,704.40	20	\$4,704.40
Tank & Plumbing (E-One Simplex)	\$1,500.00	236	20	\$17,700.00	40	\$0.00
Tank & Plumbing (E-One Duplex)	\$2,400.00	76	20	\$9,120.00	40	\$0.00
Collection System Total:				\$139,179.60		\$60,561.60
Lift Pump (7.5hp, 3ph, 460V, Flygt)	\$12,500.00	2	10	\$2,500.00	20	\$1,250.00
Master Control Center	\$15,000.00	1	20	\$750.00	20	\$750.00
Control Panel	\$4,000.00	1	10	\$400.00	20	\$200.00
Flow Meter (6-inch ABB)	\$6,000.00	1	10	\$600.00	10	\$600.00
Aerators (Aeromix Tornado Pontoon Mixers)	\$10,000.00	4	10	\$4,000.00	20	\$2,000.00
Wiring and mooring cables	\$5,000.00	1	10	\$500.00	10	\$500.00
Master Control Center	\$30,000.00	1	20	\$1,500.00	20	\$1,500.00
Irrigation Motor (20hp, 3ph, 460V, Franklin)	\$4,000.00	3	15	\$800.00	20	\$600.00
Irrigation Pump (Berkeley STMH series)	\$2,500.00	3	15	\$500.00	20	\$375.00
Spray heads (Buckner 300 series)	\$100.00	42	8	\$525.00	15	\$280.00
Multi-Channel Recorder (E&H eco-graph T)	\$2,500.00	1	15	\$166.67	15	\$166.67
Flow Meter (Effluent)	\$2,500.00	3	15	\$500.00	15	\$500.00
Emergency Generator (35kw)	\$17,000.00	1	30	\$566.67	30	\$566.67
Auto Transfer Switch	\$5,000.00	1	30	\$166.67	30	\$166.67
Mower (Hustler Super Z 72" zero turn)	\$15,000.00	1	15	\$1,000.00	15	\$1,000.00
Lagoon Boat (10' flat bottom)	\$1,000.00	1	15	\$66.67	15	\$66.67
CCD Surveillance System	\$1,500.00	1	15	\$100.00	15	\$100.00
Treatment Plant Total:				\$14,641.67		\$10,621.67
Grand Total:				\$153,821.27		\$71,183.27

ER&R Account Balance: \$143,419.24

ER&R for next 10 years: ((((\$75,000.00 X 20 years) - \$143,500.00) / 10 years) / 405 users) / 4 quarters = \$84.00 per user per quarter

Brian Cook
HLUA Chairperson

Higgins Lake Utilities Authority
Treasurer's Report
ER&R
September 2018

Beginning Balance 08/31/2018	\$32,744.62
Income	\$1.35
Expense	\$0.00
Ending Balance 09/30/2018	\$32,745.97

Certificate of Deposit Balance as of 05/05/2018:	(1) \$85,673.27
Certificate of Deposit on 12/12/2017:	(2) \$25,000.00

HIGGINS LAKE UTILITIES AUTHORITY

Bylaws

- 1 **PURPOSE.** These bylaws are adopted pursuant to Article VII of the Articles of Incorporation to provide for the efficient and uniform administration of the Higgins Lake Utilities Authority
- 2 **OFFICERS AND COMMITTEES.**
- 2 1 **Officers.** The officers of the Authority Board shall be a Chairperson, Vice Chairperson, Secretary and Treasurer. Except for the Treasurer, the officers shall be members of the Authority Board and the Treasurer may be a member of the Authority Board
- 2 2 **Election of Officers.** The officers of the Authority Board shall be chosen by the Board at its initial meeting and at its annual meeting held in July of each year. The term of office of each officer shall be one (1) year, or until his or her successor is appointed and assumes office
- 2 3 **Chairperson.** The Chairperson shall be the chief executive officer of the Authority, shall preside over all meetings of the Authority Board, and shall have general and active management of the business of the Authority
- 2 4 **Vice Chairperson.** The Vice Chairperson shall perform the duties of the Chairperson during the absence or disability of the Chairperson
- 2 5 **Secretary.** The Secretary shall assure that the minutes of all meetings of the Authority Board are properly recorded and that notices for all meetings are duly given. He or she shall also perform other such duties as may be assigned by the Chairperson or Authority Board.
- 2 6 **Treasurer.** The Treasurer shall oversee the accounting records of the Authority and the deposit of funds in such accounts and depositories and subject to such controls as may from time to time be designated by the Authority Board. The Treasurer shall be required by the Authority Board to give a bond for the faithful execution of his or her duties as Treasurer in an amount and manner as the Board may direct
- 2 7 **Multiple Officers.** Except as provided in this subsection, two (2) or more offices may be held by the same person, but an officer shall not execute, acknowledge, or verify an instrument in more than one (1) capacity, if the instrument is required by law or the Articles of Incorporation to be executed, acknowledged or verified by two (2) or more officers. One person, however, may not occupy the offices of Chairperson or Vice Chairperson
- 2 8 **Administrative Services.** The Authority board may engage the services of a third party to provide administrative support to the Board
- 2 9 **Committees.** The Chairperson, with the approval of the Authority Board, may from time to time, for the purpose of carrying out the objectives of the Authority, establish, alter, or dissolve committees and appoint or remove members thereof. The Chairperson of each committee shall be selected by the Chairperson of the Authority Board. The Chairperson shall be a member of all committees. All committees shall be responsible to the Authority Board. A committee meeting may be called by the Authority Board, the Chairperson of the Authority Board, or the Chairperson of the committee. A notice of the committee meeting, indicating the time, date, and place of the meeting shall be communicated to each member of the committee as soon as practicable prior to the meeting
- 2 10 **Legal Counsel.** The Chairperson and Vice-Chairperson, with consent of the Authority Board, shall be authorized to communicate with Legal Counsel. All communication with Legal Counsel shall be provided to the Authority Board in full.

3 **MEETINGS.**

3 1 **Regular Schedule.** The regular meetings of the Authority Board shall be ~~scheduled at the beginning of each fiscal year~~. If any regularly scheduled meeting falls on a legal holiday, the regular meeting shall be held on the next day that is not a legal holiday

Deleted: held on the second Tuesday of each month, unless otherwise

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3 2 **Special Meetings.** Special meetings of the Authority Board shall be held at the call of the Chairperson or ~~any two members of the Authority Board, and filed with the Secretary or~~ administrative staff. No less than (18) hours before the scheduled special meeting, the Secretary, administrative staff, or his/her designee shall provide each member of the Board with a notice of the special meeting, specifying the date, time, place, and purpose of the special meeting. This notice shall be given personally to each member of the Authority Board or left at the member's usual place of residence. In addition, no less than eighteen (18) hours before the scheduled special meeting, the Secretary, administrative staff, or his/her designee shall post a copy of the notice of the special meeting in a location visible from the outdoors at the principal place of business of the Authority and at the Beaver Creek Township Hall and at the Lyon Township Hall

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3 3 **Place of Meeting.** ~~The location of regular meetings of the Authority Board shall be scheduled at the beginning of each fiscal year.~~ Whenever the Chairperson determines that the place of the meeting will likely have inadequate space for members of the public, the location of the meeting may be changed to a larger meeting facility. A notice of the change in meeting location shall be prominently posted in a location visible from the outdoors at the principal place of business of the Authority and at the Beaver Creek Township Hall and at the Lyon Township Hall and shall be published in a newspaper of general circulation within the Authority district, if such publication can be accomplished prior to the meeting

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3 4 **Time of Meetings.** ~~The time of regular meetings of the Authority Board shall be scheduled at the beginning of each fiscal year.~~ The Authority Board shall not begin consideration of any matter on the agenda after ~~the meeting has been called to order,~~ except by unanimous consent of the members present. Matters on the agenda which have not been considered shall be placed on the agenda of the next regular meeting, or on the agenda of a special meeting, if one is called

Deleted: Meetings of the Authority Board shall

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3 5 **Change in Schedule.** Changes in the schedule of a regular meeting shall not be made except by consent of the Authority Board. If a quorum is not present at a regular meeting, the meeting shall be rescheduled the following day and a notice of the rescheduled regular meeting shall be posted as required in Section 4 2

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4 **PUBLIC NOTICE OF MEETINGS.**

4 1 **Public Notice of Meetings.** The Secretary, administrative staff, or his/her designee shall be responsible for providing the proper notice of all meetings of the Authority Board. Notices shall comply with the Michigan Open Meetings Act, as amended

4 2 **Regular Meetings.** The Secretary, administrative staff, or his/her designee shall post in a location visible from outdoors at the principal place of business of the Authority and at the Beaver Creek Township Hall and at the Lyon Township Hall a notice within ten (10) days after the first meeting of the Authority Board in each ~~fiscal year~~ indicating the dates, times, and places of regular meetings

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4 3 **Schedule Change.** Whenever the Authority Board changes its schedule of regular meetings, the Secretary, administrative staff, or his/her designee shall post within three (3) days after the regular meeting at which the change was made in a location visible from outdoors at the principal place of business of the Authority and at the Beaver Creek Township Hall and at the Lyon Township Hall a public notice stating the dates, times, and places of the new regular meetings

- 4 4 **Special Meetings.** No less than eighteen (18) hours before any scheduled special meeting, the Secretary, administrative staff, or his/her designee shall post in a location visible from outdoors at the principal place of business of the Authority and at the Beaver Creek Township Hall and at the Lyon Township Hall a notice of the special meeting, including the purpose for which the special meeting is called
- 4 5 **Emergency Meetings** Notice is not required for emergency meetings of the Authority Board if two-thirds (2/3) of all sitting Authority Board members decide that any delay resulting from notice requirements would be detrimental to efforts to lessen or respond to a severe and imminent threat to the health, safety, or welfare of the public

5 **QUORUM AND VOTING.**

- 5 1 **Quorum.** Three (3) members of the Authority Board shall constitute a quorum for the transaction of business at all meetings of the Authority Board
- 5 2 **Voting.** Unless otherwise provided in the Articles of Incorporation or these bylaws, all decisions of the Authority Board shall be made by the vote of the majority of the members of the entire Authority Board

6 **REGULAR MEETING AGENDA.**

- 6 1 **Regular Meeting Agenda.** The agenda for a regular meeting of the Authority Board shall be as follows

Call to Order
Roll Call
Pledge of Allegiance
Public Comments
Approval of Agenda
Approval of Minutes
Treasurer's Report
Payment of Bills
Reports from Staff
Reports from Committees
Correspondence
Specific Agenda Matters
Old Business
New Business
Miscellaneous
Member Comments
Public Comments
Adjournment

The authority board reserves the right to alter the agenda

- 6 2 **Special Meeting Agenda.** Whenever the Authority Board meets in a special meeting, matters to be considered shall be stated in the notice of the special meeting. No other matters shall be considered, except when all members of the Authority Board are present and concur

- 6 3 **Meeting Agendas.** Agendas and supporting documents for all Authority Board meetings shall be provided to the members of the Authority Board at least two (2) business days before the scheduled board meeting.

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7 **CONDUCT OF MEETINGS.**

7 1 **Members of the Public.** Members of the public wishing to address the Authority Board shall first be recognized by the Chairperson, and each person who speaks shall address the entire Authority Board

7 2 **Time for Public Comment.** The public participations portions of the meeting shall be limited to fifteen (15) minutes each, unless extended by the Authority Board

7 3 **Opportunity for Public Comment.** Each member of the public desiring to address the Authority Board shall be given an opportunity to speak equal to the time allotted for public comments divided by the number of speakers desiring to address the Board during public comment periods, or five minutes, whichever is less

7 4 **Written Statements Submitted by the Public.** All written statements should be given to the Secretary, administrative staff, or his/her designee prior to the commencement of the meeting All written statements and documents presented to the Authority Board by an individual are considered public documents and shall be retained in the public record of the meeting

7 5 **Disorderly Conduct at Meetings.** Individuals addressing the Authority Board should take into consideration the rules of common courtesy The public comment portion of the meeting cannot be used to make personal attacks against the Authority Board members or Authority officers, employees, or volunteers If the comments constitute a complaint or charge brought against an Authority officer, employee, or volunteer, that individual has the right to request a closed session The Chairperson may call to order any person who is being disorderly by speaking or otherwise disrupting the meeting, failing to be germane, speaking longer than the allotted time, yelling, shouting or speaking vulgarities Such person shall thereupon be seated until the Chairperson determines whether the person is in order If a person is called out of order, he or she shall not be permitted to continue to speak at the same meeting, except by a majority vote of the Authority Board members present If the person continues to be disorderly to the extent that the Authority Board cannot continue to conduct business, the Chairperson shall consider the person to be in breach of the peace and may request the assistance of a law enforcement officer to remove the person from the meeting The Authority Board shall have the right to adjourn the meeting if it is interrupted due to the disorderly conduct of any person No person shall be removed from a public meeting except for an actual breach of the peace committed at the meeting

7 6 **Robert's Rules of Order.** Except as modified by the Bylaws and state or federal law, the Authority Board shall follow Robert's Rules of Order, as revised, for all procedural questions

8 **RECORD OF MEETINGS.**

8 1 **Recording Responsibility.** The Secretary, administrative staff, or his/her designee shall be responsible for maintaining the official records and minutes of each meeting of the Authority Board The minutes shall include all actions of the Authority Board with respect to motions The minutes shall include the names of the Authority Board members who present motions and Authority Board members who second motions as well as the vote of the Authority Board on such motions If a roll call vote is taken, the record shall show the "yes" and "no" votes and any abstentions along with the reason(s) for the abstentions for each Authority Board member However, if all members vote "yes" or "no" the minutes may then reflect that the motion was carried or defeated by unanimous vote

8 2 **Voting.** Whenever a question is put by the Chairperson, every Authority Board member present shall vote on the question, unless excused from voting by a conflict of interest as provided under state law If there is a conflict of interest which prevents an Authority Board member present from voting, such conflict of interest shall be fully stated on the record

8 3 **Requests for Remarks to be Included.** Any Authority Board member may request to have his or her comments printed as part of the minutes. If there are no objections by any Authority Board member, the comments may be included. If there is an objection to including the requested comments in the minutes, the Authority Board shall decide the matter.

8 4 **Public Access to Meeting Records.** The Secretary, administrative staff, or his/her designee shall make available to the public the minutes of official meetings in accordance with the Freedom of Information Act and the Open Meetings Act. Minutes prepared by the Secretary, administrative staff, or his/her designee but not approved by the Authority Board shall be available for public inspection not more than eight (8) business days following the meeting. Minutes approved by the Authority Board shall be available within five (5) business days after the meeting at which they were approved. The Secretary, administrative staff, or his/her designee shall promptly mail copies of minutes to persons who have subscribed and paid the required fee as determined by the Authority Board.

9 **CLOSED MEETINGS.**

9 1 **Two-Thirds Vote.** The Authority Board may meet in a meeting closed to the public upon the motion of any member and approved by a roll call vote of two-thirds (2/3) of the entire Authority Board for the following purposes:

- 1 To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of, a public officer, employee, staff member, or individual agent, if the named person requests a closed hearing. A person requesting a closed hearing may rescind the request at any time, in which case the matter at issue shall be considered after the rescission only in open session.
- 2 For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement if either negotiating party requests a closed hearing.
- 3 To consider the purchase or lease of real property up to the time an option to purchase or lease the real property is obtained.
- 4 To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only if an open meeting would have a detrimental effect on the litigation or settlement position of the Authority.
- 5 To review and consider the contents of an application for employment with or appointment to an office of the Authority, if the candidate requests that the application remain confidential. However, except as otherwise provided in this subsection, all interviews by the Authority Board for employment with or appointment to an office of the Authority Board shall be held in an open meeting pursuant to the Open Meeting Act.
- 6 To consider material exempt from discussion or disclosure by statute or law.

9 2 **Minutes.** At each closed meeting, the Secretary, administrative staff, or his/her designee shall keep a separate record. These minutes shall not be disclosed to the public except under court order. The Secretary, administrative staff, or his/her designee may destroy these minutes after one (1) year and one (1) day has passed following the approval of the minutes of the meeting at which the Authority Board approved the closed session. The vote to hold a closed meeting shall be recorded in the minutes of the public meeting at which the decision was made. These public meeting minutes must specify the reason(s) for the closed meeting and the results of the roll call vote to authorize the closed session.

10 **FINANCES.**

10 1 **Banking.** The Chairperson or Vice-Chairperson and the Treasurer or Secretary, or any other Board member authorized by a resolution of the Authority Board, may sign checks or make deposits on behalf of the Authority. Two (2) signatures of authorized board members shall be necessary on all Authority checks.

- 10.2 **Audit.** The Authority Board shall provide for an audit of the financial affairs of the Authority annually, if required by financial transactions or by law, which may be prepared by the same auditor who is used by either Beaver Creek Township or Lyon Township. The report of the audit shall be presented at a meeting of the Authority Board.
- 10.3 **Fiscal Year.** The fiscal year of the Authority shall cover the period from July 1 through June 30 of the next calendar year.
- 10.4 **Board per diem.** Each member of the Authority Board shall receive a board per diem of \$25.00 per board meeting.
- 11 **AMENDMENTS.** These Bylaws may be added to, amended or repealed in whole or in part by vote of the Authority Board. Proposed changes to these Bylaws must be submitted in writing to the members of the Authority Board at least one (1) month in advance of the meeting at which the proposed amendments will be considered.

These Bylaws were adopted by the Higgins Lake Utilities Authority on July 18, 2007.

These Bylaws were amended by the Higgins Lake Utilities Authority on December 4, 2018.

____ **HIGGINS LAKE UTILITIES AUTHORITY**

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By _____
Brian Cook, Chairperson

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By _____
Doug Keipert, Secretary

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HIGGINS LAKE UTILITIES AUTHORITY

Bylaws

- 3.2. **Time of Meetings.** The time of regular meetings of the Authority Board shall be scheduled at the beginning of each fiscal year

- 6.1. **Regular Meeting Agenda.** ~~The Authority Board shall not begin consideration of any matter not on the agenda after the meeting has been called to order except by unanimous consent of the members present. Matters on the agenda which have not been considered shall be placed on the agenda of the next regular meeting or on the agenda of a special meeting, if one is called.~~ The agenda for a regular meeting of the Authority Board shall be as follows

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Call to Order
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Pledge of Allegiance
Public Comments
Approval of Agenda
Approval of Minutes
Treasurer's Report
Payment of Bills
Reports from Staff
Reports from Committees
Correspondence
Specific Agenda Matters
Old Business
New Business
Miscellaneous
Member Comments
Public Comments
Adjournment

The authority board reserves the right to alter the agenda

Higgins Lake Utilities Authority

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	1,000.00
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	46,900.00
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

Higgins Lake Utilities Authority

Profit & Loss Budget vs. Actual

July through October 2018

	Jul - Oct 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
537.607 · Sewer Fees	80,310 30	170,100 00	-89,789 70	47 2%
537.609 · Delinquent Sewer Fees	958 63	2,000 00	-1,041 37	47 9%
537.664 · Interest-O&M	40 15	100 00	-59 85	40 2%
537.671 · Misc Income-O&M	348 25	200 00	148 25	174 1%
Total Income	81,657 33	172,400 00	-90,742 67	47 4%
Expense				
537.710 · Per Diem	1,950 00	1,000 00	950 00	195 0%
537.726 · Office Supplies	0 00	250 00	-250 00	0 0%
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	0 00	0 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	28,147 08	66,400 00	-38,252 92	42 4%
537.803 · Insurance	3,258 00	3,600 00	-342 00	90 5%
537.804 · Contractual-Administrative	9,600 00	28,800 00	-19,200 00	33 3%
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	288 45	1,200 00	-911 55	24 0%
537.900 · Printing & Publishing	0 00	500 00	-500 00	0 0%
537.920 · Utilities	19,843 41	46,900 00	-27,056 59	42 3%
537.940 · Office Rent	1,400 00	4,200 00	-2,800 00	33 3%
537.955 · Education, Dues & Subscriptions	455 00	900 00	-445 00	50 6%
537.956 · Computer Hardware & Software	1,130 00	2,000 00	-870 00	56 5%
537.957 · Permits & Fees	0 00	3,650 00	-3,650 00	0 0%
537.958 · Postage	0 00	1,200 00	-1,200 00	0 0%
537.959 · Miscellaneous Expense-O&M	115 00	150 00	-35 00	76 7%
Total Expense	66,186 94	172,400 00	-106,213 06	38 4%
Net Ordinary Income	15,470 39	0 00	15,470 39	100 0%
Net Income	15,470.39	0.00	15,470.39	100.0%

Higgins Lake Utilities Authority
“AB” Accounts – 2018/2019
Accounts Payables

“A” Accounts:

Beaver Creek Township – Office Rent / Internet

Consumers Energy – Electricity
Treatment Plant
Collection System

Fick & Sons Inc. – Propane
Treatment Plant

Municipal Management Consultants (MMC) – Business Manager

USPS – Postage

Verizon Wireless – Operations Cell Phone

Wade-Trim – Operations

“B” Accounts:

All invoices paid after board approval given at regular board meetings.

Brian Cook, Chairperson

Doug Keipert, Secretary

Dated: _____