

**NEW BUSINESS:** None

**MEMBERS COMMENTS:** None

**PUBLIC COMMENT:** None

Meeting adjourned 10:47 a.m.

Respectfully submitted,

Paul Tatro – Manager

*Ronald E Wood*  
Ron Wood- Secretary

Higgins Lake Utilities Authority  
Regular Meeting Minutes  
January 7th, 2014

The meeting was called to order by Chairman DeHaan at 10:00 a.m.

Roll call: Present: DeHaan, Hartman, and Nellist. Absent English and Wood

Public Comments: None

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

Motion by DeHaan, second by Nellist, **CARRIED** to approve the minutes of the December 3rd, 2013 regular meeting. Yeas: All Nays: None

**WADE-TRIM REPORT:** There was no representative from Wade Trim at the meeting. Former contract employee Les Job was in attendance and gave a short report. There were 2 service calls at the same location and no Miss Dig orders.

Motion by DeHaan, second by Hartman, **CARRIED** to approve the treasurer's reports for December 2013. Yeas: All Nays: None

Motion by DeHaan, second by Nellist, **CARRIED** to approve accounts payable. Yeas: All Nays: None

As a report from staff, Tatro reported that new refrigerator magnets and the policy change notice went into the mail with quarterly O&M bills on January 2<sup>nd</sup>.

**OLD BUSINESS:** Tatro reported on a meeting he had with Larry Fox from C2AE regarding the expansion study being performed by his company. A meeting is set with the with the 3 township boards on January 17<sup>th</sup> to explain the results of the study. According to Fox it looks like the best feasibility for expansion would include the North State Park, the Silver Dollar Bar and some of the homes in the North West corner of Lyon Township. These are preliminary plans and more study is being done. The study must be ready for submission by July 1<sup>st</sup>.

Higgins Lake Utilities Authority  
Regular Meeting Minutes  
February 4th, 2014

The meeting was called to order by Chairman DeHaan at 10:00 a.m.

Roll call: Present: DeHaan, Hartman, and Nellist. Absent English and Wood

Public Comments: None

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

Motion by Nellist, second by Hartman, **CARRIED** to approve the minutes of the January 7th, 2014 regular meeting. Yeas: All Nays: None

**WADE-TRIM REPORT:** T. Truax reported that a new agreement has been completed with Les Job that will make Les responsible for first response to trouble calls and will take care of irrigation and lawn care. Tim also reported that there is some much needed maintenance to be done on the generator for a cost estimate of between \$1,500 and \$2,000. It was also brought to the attention of the board that the sign placement and amount of signs that are posted at the facility may not meet the specification required by the DEQ and more follow-up is needed.

Motion by DeHaan, second by Nellist, **CARRIED** to approve the treasurer's reports for December 2013. Yeas: All Nays: None

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

**OLD BUSINESS:** Tatro reported on the meeting with the 3 township boards on January 17<sup>th</sup> to explain the results of the study. According to Fox it looks like the best feasibility for expansion would include the North State Park, the Silver Dollar Bar and some of the homes in the North West corner of Lyon. Follow up meeting with the North State Park and the Silver Dollar Bar is to be scheduled soon. Tatro also stated as part of old business that he has not heard anything from the insurance company in regards to the grant request.

**NEW BUSINESS:** None

**MEMBERS COMMENTS:** None

**PUBLIC COMMENT:** None

Meeting adjourned 10:37 a.m.

Respectfully submitted,

Paul Tatro – Manager

  
Ron Wood- Secretary



Higgins Lake Utilities Authority  
Regular Meeting Minutes  
March 4th, 2014

The meeting was called to order by Chairman DeHaan at 10:00 a.m.

Roll call: Present: DeHaan, Hartman, Nellist, and Wood. Absent English

Public Comments: None

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

Motion by Nellist, second by Hartman, **CARRIED** to approve the minutes of the February 4th, 2014 regular meeting. Yeas: All Nays: None

**WADE-TRIM REPORT:** T. Truax reported that there were 3 service calls and no Miss Dig request. During the month of February well samples were completed and sent to the lab. Tim indicated that Chris was working on connecting the generator to the auto dialer so notification is made when the generator is running. There was also some discussion in regards to a letter sent to Wade Trim from Bill DeHaan requesting some clarification on job assignments and responsibilities.

Motion by DeHaan, second by Wood, **CARRIED** to approve the treasurer's reports for January 2014. Yeas: All Nays: None

Motion by DeHaan, second by Nellist, **CARRIED** to approve accounts payable. Yeas: All Nays: None

**OLD BUSINESS:** Tatro reported on the meeting with the North State Park and the Silver Dollar Bar on the interest of being part of our system. Tatro reported that we have been notified of our grant application approval for a security system in the amount of \$5,000. DeHaan led discussions on the proposed maintenance cost for the generator.

**NEW BUSINESS:** None

**MEMBERS COMMENTS:** DeHaan reported that he met with the homeowner's association board in February.

**PUBLIC COMMENT:** None

Meeting adjourned 10:42 a.m.

Respectfully submitted,

Paul Tatro – Manager

  
Ron Wood- Secretary

Higgins Lake Utilities Authority  
Regular Meeting Minutes  
April 1st, 2014

The meeting was called to order by Chairman DeHaan at 10:00 a.m.

Roll call: Present: DeHaan, Hartman, Nellist, English and Wood. Absent None

Public Comments: None

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

Motion by DeHaan, second by Hartman, **CARRIED** to approve the minutes of the February 4th, 2014 regular meeting. Yeas: All Nays: None

**WADE-TRIM REPORT:** Chris reported that the well samples were taken and tested with all good results. Chris also reported that there were 2 service calls and no Miss Dig request. Chris was working on connecting the generator to the auto dialer so notification is made when the generator is running; this expense was just agreed to by the board. Truax also sent his response to a letter from DeHaan in regards to job descriptions.

Motion by DeHaan, second by Nellist, **CARRIED** to approve the treasurer's reports for March 2014. Yeas: All Nays: None

Motion by DeHaan, second by Wood, **CARRIED** to approve accounts payable. Yeas: All Nays: None

**OLD BUSINESS:** The board discussed the renewal of the C.D and tabled the decision until next month on rather to add money additional funds.

**NEW BUSINESS:** None

**MEMBERS COMMENTS:** DeHaan reported a meeting he attended with the owner of the Silver Dollar Bar. DeHaan stated that the owners are interested in connecting to our system but that time may be an issue. The Silver Dollar is working with the health department to determine their options.

**PUBLIC COMMENT:** None

Meeting adjourned 10:53 a.m.

Respectfully submitted,

Paul Tatro – Manager



Ron Wood- Secretary

**MEMBERS COMMENTS:**

**PUBLIC COMMENT:** None

Meeting adjourned 10:53 a.m.

Respectfully submitted,

Paul Tatro – Manager

*Ronald E Wood*

Ron Wood- Secretary



Higgins Lake Utilities Authority  
Regular Meeting Minutes  
May 6th, 2014

The meeting was called to order by Chairman DeHaan at 10:00 a.m.

Roll call: Present: DeHaan, Hartman, Nellist, English and Wood. Absent None

Public Comments: None

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

Motion by English, second by Wood, **CARRIED** to approve the minutes of the April 1st, 2014 regular meeting. Yeas: All Nays: None

**WADE-TRIM REPORT:** Chris reported that they have several pump issues due to apparent freezing. The cost of fixing the pumps runs around \$300 and the hope is that the issue is isolated. Chris also reported that the aerators and lagoons are ready to go. Several resumes' have been received for the replacement of Les Job, but no one has been hired.

Motion by DeHaan, second by Nellist, **CARRIED** to approve the treasurer's reports for March 2014. Yeas: All Nays: None

Motion by DeHaan, second by Nellist, **CARRIED** to approve accounts payable. Yeas: All Nays: None

**Report from staff-** Julie and Paul made the board aware of the possible upgrades that maybe necessary for Windows, QuickBooks and a new computer mat be necessary.

**OLD BUSINESS:** The board discussed the renewal of the C.D and Motion by Wood, second by Nellist to add \$15,000 to the C.D that will renew on May 8<sup>th</sup> 2014. Yeas: All Nays: None

**NEW BUSINESS:** Tatro supplied the board with a new report showing the estimate cost per year for Asset replacement. Tatro stated that the figures come from a report given to the board about a year ago and breaks down the possible cost of replacing some of the major parts in the system so that the board can be prepared for the possible expense. The board discussed the plan in place for ER&R expenses and will look at the possibility of adding dollars to the budget in July. Tatro also reviewed the Utility Authorities contacts with the board.

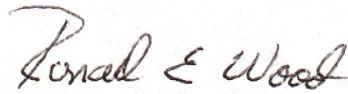
**MEMBERS COMMENTS:** DeHaan reported that a Public Hearing will take place on June 18<sup>th</sup> @ 6pm. At the Lyon Twp. Hall. The hearing involves the discussion of the study to add to the sewer system.

**PUBLIC COMMENT:** None

Meeting adjourned 11:10 a.m.

Respectfully submitted,

Paul Tatro – Manager

  
Ron Wood- Secretary



Higgins Lake Utilities Authority  
Regular Meeting Minutes  
June 3rd, 2014

The meeting was called to order by Chairman DeHaan at 10:00 a.m.

Roll call: Present: DeHaan, Hartman, Nellist, English and Wood. Absent None

Public Comments: None

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

Motion by DeHaan, second by Wood, **CARRIED** to approve the minutes of the May 6th, 2014 regular meeting. Yeas: All Nays: None

**WADE-TRIM REPORT:** Chris introduced Mike Stanaway as the new first responder to all trouble calls and maintenance at the treatment plant. Irrigation started on May 8<sup>th</sup>. Well samples were taken on May 20<sup>th</sup> and the results came back on May 29<sup>th</sup>. With all good results. Eight service calls and 5 Miss Digs were done in May.

Motion by Wood, second by Nellist, **CARRIED** to approve the treasurer's reports for May 2014. Yeas: All Nays: None

Motion by DeHaan, second by Nellist, **CARRIED** to approve accounts payable. Yeas: All Nays: None

**Report from staff-** Tatro reported on 2 sewer hook ups and Julie gave the board a quote for a new computer and software.

**Delinquent Accounts-** Tatro reviewed the delinquent accounts and DeHaan stated that he was going to follow up with the Lyon Twp. Treasurer to determine collection procedures.

**OLD BUSINESS:**

**NEW BUSINESS:** Tatro supplied the board with a new proposed budget for July 2014 to June 2015. After much discussion and review. Motion by Nellist, second by Wood, **CARRIED** to approve the 2014-2015 budget. Yeas: All Nays: None

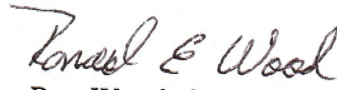
**MEMBERS COMMENTS:** DeHaan reported that during the Public Hearing that took place on June 18<sup>th</sup> at the Lyon Twp. Hall. The Lyon Twp. board accepted questions and comments after Larry Fox made his presentation. After much discussion the board decided to take no action and closed the study.

**PUBLIC COMMENT:** None

Meeting adjourned 10:53 a.m.

Respectfully submitted,

Paul Tatro – Manager

  
Ron Wood- Secretary

Higgins Lake Utilities Authority  
Regular Meeting Minutes  
July 1st, 2014

The meeting was called to order by Chairman DeHaan at 10:00 a.m.

Roll call: Present: DeHaan, Hartman, Nellist, English and Wood. Absent None

Public Comments: None

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

Motion by Nellist, second by Wood, CARRIED to approve the minutes of the June 3rd, 2014 regular meeting. Yeas: All Nays: None

**WADE-TRIM REPORT:** Chris reported that 4 service calls and 7 Miss Digs. Chris also reported that the effluent samples were taken, tested, and approved. The annual maintenance on the generator has been complete and the pump seal on one of the main left stations had to be repaired. There was much discussion about an issue with grease and oil showing up in some of the residential pump stations. Chris suggested that the station be pumped and the homeowner be notified of the problem again.

Motion by DeHaan, second by Wood, CARRIED to approve the treasurer's reports for June 2014. Yeas: All Nays: None

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

**Delinquent Accounts-** Tatro reviewed the delinquent accounts and DeHaan stated that he spoke to the Twp. Treasurer who is aware of the delinquents and is acting on them.

**OLD BUSINESS:**

**NEW BUSINESS:** The board requested that Tatro contact Jim Anderson and schedule the audit for 2013-14. Motion by DeHaan, second by English, Carried to approve the renewal of MMC. Inc. contract for July 2014 thru December 31<sup>st</sup>. 2015. Roll call vote 4 yeas and 1 nay (Hartman).



**MEMBERS COMMENTS:**

**PUBLIC COMMENT:** None

Meeting adjourned 10:32 a.m.

Respectfully submitted,

Paul Tatro – Manager

*Ronald E Wood*

Ron Wood- Secretary

Higgins Lake Utilities Authority  
Regular Meeting Minutes  
August 5th, 2014

The meeting was called to order by Chairman DeHaan at 10:00 a.m.

Roll call: Present: DeHaan, Wood, Nellist, and English. Absent: Hartman

Public Comments: None

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

Motion by Wood, second by English, **CARRIED** to approve the minutes of the July 1st, 2014 regular meeting. Yeas: All Nays: None

**WADE-TRIM REPORT:** Chris reported that 10 service calls and 1 Miss Digs. Chris also reported that "confine space" warning signs have been purchased. Chris and Mike agreed to attend the annual meeting of the Homeowners association meeting on Saturday August 9<sup>th</sup>.

Motion by DeHaan, second by Nellist, **CARRIED** to approve the treasurer's reports for July 2014. Yeas: All Nays: None

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

**Report from Staff:** Tatro reported that the grant process is complete and we are awaiting a check. The signs warning of the presence of video cameras have been posted. The insurance renewal has been received with an increase of 3% and an increase of coverage of 5%. Tatro discussed with the board of the possible issue with a 2" drain that needs to be connected to the sewer at the owner's expense and the resident is unhappy with the new policy.

**OLD BUSINESS:** Tatro reported that the audit has been scheduled for August 28<sup>th</sup>.

**NEW BUSINESS:** The board discussed current member's terms. Motion by DeHaan, second by English, **CARRIED** to contract with IT Right to handle our technical computer issues. Yeas: All Nays: None

Higgins Lake Utilities Authority  
Regular Meeting Minutes  
September 2nd, 2014

The meeting was called to order by Chairman DeHaan at 10:00 a.m.

Roll call: Present: All Present DeHaan, Wood, Nellist, English, and Hartman

Public Comments: None

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

Motion by Nellist, second by English, **CARRIED** to approve the minutes of the August 5th, 2014 regular meeting. Yeas: All Nays: None

**WADE-TRIM REPORT:** Chris reported that there were 7 service calls and 3 Miss Digs. Chris also reported that the flow meters had to be recalibrated.

Motion by Nellist, second by Wood, **CARRIED** to approve the treasurer's reports for August 2014. Yeas: All Nays: None

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

**Report from Staff:** Tatro reported that the Shore Trail resident has hooked up a 2" drain to the system. The hay farmer is complaining that the hay is not growing as it should be and questioned the amount of irrigating being done. Tatro also stated that we received a new agreement from Performance Propane regarding the pricing for propane for the next contract year.

**OLD BUSINESS:** Tatro reported that the audit has been completed and the grant money in the amount of \$5,000 has been received from the insurance company.

**NEW BUSINESS:** The board requested that Tatro work with the owner of the Silver Dollar to explore the options available to have them hook-up to the system.

**MEMBERS COMMENTS:** DeHaan announced that there is a possibility that an article about our facility will be in the Resorter soon.

**PUBLIC COMMENT:** None

Meeting adjourned 10:39 a.m.

Respectfully submitted,

Paul Tatro – Manager

*Ronald E Wood*  
Ron Wood- Secretary



Higgins Lake Utilities Authority  
Regular Meeting Minutes  
October 7th, 2014

The meeting was called to order by Chairman DeHaan at 10:00 a.m.

Roll call: Present: All Present DeHaan, Wood, Nellist, English, and Hartman

Public Comments: None

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

Motion by Nellist, second by English, **CARRIED** to approve the minutes of the September 2nd, 2014 regular meeting. Yeas: All Nays: None

**WADE-TRIM REPORT:** Chris reported that there were 3 service calls and 2 Miss Digs. Chris also reported that some general pump maintenance has been done and will be completed next month.

Motion by DeHaan, second by Nellist, **CARRIED** to approve the treasurer's reports for September 2014. Yeas: All Nays: None

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

**Report from Staff:** Tatro reported the cameras are working as promised and should help keep trespassers out.

**OLD BUSINESS:** Tatro reported on a meeting he had with the owner of the Silver Dollar. Tatro requested and received permission to continue to try to find options for the Dollar and their sewer issues.

**NEW BUSINESS:** None

**MEMBERS COMMENTS:** DeHaan commented on the article about our facility in the Resorter. He also stated that Lyon Township's attempt to seize the home in the association for back taxes is currently on hold until the first of the year.

**PUBLIC COMMENT:** None

Meeting adjourned 10:29 a.m.

Respectfully submitted,

Paul Tatro – Manager

*Ronald E Wood*  
Ron Wood- Secretary

Higgins Lake Utilities Authority  
Regular Meeting Minutes  
December 2nd, 2014

The meeting was called to order by Chairman DeHaan at 10:00 a.m.

Roll call: Present: All present DeHaan, Wood, Nellist, English, and Hartman

Public Comments: None

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

Motion by DeHaan, second by Wood, **CARRIED** to approve the minutes of the November 4th, 2014 regular meeting. Yeas: All Nays: None

**WADE-TRIM REPORT:** Chris reported that there were no service calls or Miss Digs. Chris also reported that the contract with Wade Trim will renew In January with an increase of 1.9% or \$75.00 per month. The maintenance fund has been used up for the year. The hope is for less cost next year with having a maintenance plan in force. The plan in the spring is to have all major pumps cleaned out and serviced.

Motion by DeHaan, second by Nellist, **CARRIED** to approve the treasurer's reports for November 2014. Yeas: All Nays: None

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

**Report from Staff:** Tatro stated that the snowplowing has not been taken care of for the year. The board agreed that this is a responsibility of Wade Trim and they should handle the issue.

**OLD BUSINESS:** Tatro reported he will be continuing talks with everyone involved with the Silver Dollar hook-up and that it will be sometime before any decisions will have to be made.

**NEW BUSINESS:** James Anderson presented the board with the audit for the 2013 -14 budget year.

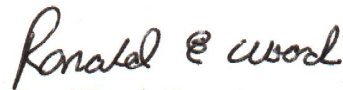
**MEMBERS COMMENTS:** None

**PUBLIC COMMENT:** None

Meeting adjourned 10:51 a.m.

Respectfully submitted,

Paul Tatro – Manager

  
Ron Wood- Secretary