

presented a schedule showing budgeted and actual spending for the 07/08, 08/09 fiscal years and a proposed budget for the 9/10 fiscal year indicating estimated spending of \$136,000.00.

Other Discussion

Other items were briefly discussed including Miss Dig, a sewer use ordinance, and our financial audit. Further discussion was deferred to the February meeting.

Administrative Assistant contract.

Following discussion, a motion was made by Riley and seconded by Perry that Paul Tatro will abstain from any voting related to a proposal to contract with Tatro to perform duties as an Administrative Assistant to the Utility Authority Board. Voice vote: All ayes. This was followed with a motion by Riley and seconded by Perry to contract with Paul Tatro to perform duties as Administrative Assistant to the Board effective immediately, but contingent upon his resignation from the Board effective June 30, 2009. Roll call: Riley, Green, Perry and Cheek. Ayes. Tatro; abstain.

Plumbing permit issue

Tatro indicated that as the DEQ already inspects and approves the work of the contractor relative to the connection of the system to properties which appears to support our position that individual plumbing permits made not be required for a project of this nature and scope. Perry indicated that independent council made be our option. Mark Vick, plumbing inspector, discussed his opinion that individual permits are required and will bring this matter to the Lyon Township Board at their February meeting.

There being not further business, Cheek made a motion at 11:22 A.M. to adjourn the meeting, seconded by Perry. All ayes.

Respectfully submitted

William Cheek
Secretary

**Higgins Lake Utility Authority
Special Meeting Minutes
January 7, 2009**

The meeting was called to order by Chairman Tatro at 4:00 P.M.

Roll call: Tatro, Riley, Green, Perry and Cheek. All present Guest: Ed Holtcamp

The agenda for this meeting was approved which included discussion of the issue of the need for plumbing permits, the Utility By-Laws, and the need to establish a position of Utility Authority Manager.

Plumbing permits.

The issue of need for individual plumbing permits for each property connection was discussed. Following contacts with others, including the Michigan Rural Water Association, our Board members have not been able to find precedence on a construction project of this nature which would require a permit for each connection. It was agreed that further contacts would be made including the Michigan Municipal League, the Houghton Lake Municipal Authority, other utility and engineering consultants to determine precedence on this issue.

By Laws

At the November meeting it was indicated that we will defer a review of the By-Laws until July 2009. After further discussion it was decided to correct an error in section 3.4 which would revise "matter on" in line three to "matter not on". It was also agreed to post the date and time of regular meetings on the day prior to the meeting. The annual meeting will be held in July and will include election of Board members for the next year.

Manager Position for the Higgins Lake Utility Authority

Julie Barton has indicated her work as Lyon Township assessor does not allow her time to continue the work required as the Utility Board Administrator. Prior discussion of the need for a Utility Board Manager has resulted in the development of a proforma job description, the need for an office, and also the need for computer hardware and software for the use of the Manager. It was the feeling of the Board that it is premature to conduct interviews at this time. A motion was made by Lee Riley to hire Paul Tatro as an interim Manager of the Utility Authority until July 1, 2009 at a monthly contract rate of \$2000.00. This job will include duties already outlined as well as setting up an office, recommending purchase of needed equipment and performing other services as needed by the Utility Authority Board members. This motion was seconded by Ken Green. Roll call: Riley, Green, Perry and Cheek. Ayes Tatro, abstain.

Perry moved we adjourn at 4:37 P.M., seconded by Riley. All ayes.

Respectfully submitted

William Cheek

Secretary

**Higgins Lake Utility Authority
Regular Meeting Minutes
January 13, 2009**

The meeting was called to order by Chairman Tatro at 10:05 A.M.

Roll call: Tatro, Riley, Green, Perry and Cheek. All present.

Visitors: Brian Ashton, Fred Koenigbauer, Mark Vick, Keith Rosencrants and Art Wurzel

A motion to approve the Meeting Agenda, (with the addition of Sewer Ordinance, Miss Dig, and Audit Report), was made by Perry and seconded by Green. All ayes.

A motion to approve the Regular Meeting minutes of 12/09/08 was made by Perry and seconded by Green. All ayes.

A motion to approve the Special Meeting minutes of 01/07/09 was made by Riley and seconded by Green. All ayes.

Project update by Larry Fox

Construction is proceeding on schedule, although the contractors will be asked to provide assurance that completion dates of June 15th and July 15th will be met. Very few complaints are being received from property owners and most comments are positive.

A review of the project spending budget indicates a current contingency estimate of - \$49,781. This estimate includes the plumbing permit fees (currently at issue) and the cost of disposal of current systems. Efforts to reduce this project overage will be continued.

Change order request #7 to Contract #1 was presented which added cost of extending the construction bond and reducing cost through other deductions related to septic tank removal for a net reduction of \$30,375. A motion to approve these changes was made by Perry and seconded by Green

Roll call: Tatro, Riley, Green, Perry and Cheek. All ayes. Other changes were also made that included the addition of an auto dialer and other miscellaneous additions for a net additional cost of \$7,000. Cheek made a motion which was seconded by Green to approve these changes. Roll call: Tatro, Riley, Green, Perry and Cheek. All ayes.

Larry Fox discussed the subject of the stimulus spending currently being considered by Congress. It was indicated that a project to expand the current system to include additional adjacent properties might be something that would meet the criteria for securing federal funding. Perry suggested that the township supervisors (both present) take this idea back to their respective Boards to determine if there is interest in pursuing this matter.

Two pump station failures have occurred with one pump already replaced. C&E Construction is resolving this matter with the pump supplier.

Financial

A motion was made by Green and seconded by Perry to pay our bills including requests

From Milford Excavating (\$87,043.37), M&M Construction (\$7,764.64), and C2AE (\$23,450.59). Roll call Tatro, Riley, Green, Perry and Cheek. All ayes. Tatro then

10. Tatro announced that quarterly bills were mailed with a do's and don'ts flyer and a magnet.
11. Balmes suggested using channel 3 for customer information and the possibility of selling ad space on the quarterly bills.

Public comments were made by Koenigbauer about the issue of a Sewer Ordinance and to inform the board that the two townships are trying to work together to confirm that an Ordinance is in force for both townships.

Motion by Green, Second by Perry to Adjourn at 11:53 a.m Ayes: Perry, Green, Balmes.
Absent: Cheek, Riley.

Respectfully submitted,

Paul Tatro

**Higgins Lake Utilities Authority
Special Meeting Minutes
January 15, 2009**

Chairman Tatro called the meeting to order at 9:00 A.M..

Roll call: Tatro, Riley, Green, Perry, and Cheek. All present
Visitors: Brian Ashton, Fred Koenigbauer and Sharon Hartman

Agenda;

Perry made a motion, seconded by Riley, that the meeting agenda be approved. All ayes.

Tatro resignation

A letter of resignation from Paul Tatro as Chairman of the Utilities Authority has been received. Following discussion, Perry made a motion, seconded by Green that the Utilities Authority Board accept this resignation. Roll call: Tatro, Riley, Green, Perry and Cheek. All ayes. Vice Chairman Riley thanked Paul Tatro for his service. First Bank of Higgins Lake will be advised that Paul Tatro has resigned and will not longer be authorized to sign checks for the Higgins Lake Utilities Authority. Following discussion, it was agreed that the replacement for Paul Tatro should come from Lyon Township and that Supervisor Koenigbauer (in Attendance) proceed with efforts to find and recommend a candidate for this position.

Administrative Assistant.

Tom Perry presented a proposed document to be used as the Agreement between the Higgins Lake Utilities Authority and Municipal Management Consultants (MMC) to perform duties previously described for an Administrative Assistant.. A motion was made by Perry and seconded by Green to approve the recommended monthly cost of \$2000.00. Roll call: Riley, Green, Perry and Cheek. All ayes. Green then made a motion, seconded by Cheek, that Paul Tatro be hired on an interim basis to perform the duties as outlined in the proposed contract for the period from mid-January through June 30, 2009, Roll call: Riley, Green, Perry and Cheek. All ayes. Riley indicated that with help from other Board members and Tatro, he would review the duties to assure agreement before proceeding with a contract with MMC. Green made a motion, seconded by Perry, that Riley be authorized to negotiate and approve this contract. Roll call. Riley, Green, Perry and Cheek. All ayes.

There being no further business, Perry moved, seconded by Cheek that the meeting be adjourned.

Respectfully submitted
Secretary.

William Cheek

Secretary

**Higgins Lake Utility Authority
Regular Meeting Minutes
March 10th, 2009**

The meeting was called to order by Deputy Chairman Perry at 10:10 A.M.

Roll call: Present: Perry, Green, Balmes Absent: Riley, Cheek Guest: L.Fox, B.Ashton, V.Balmes, S.Hartman, T.Truax, B.Dehaan, F.Koenigbauer

Motion by Green, Second by Balmes to approve the agenda. Yeas: Perry, Green Balmes. Absent: Cheek, Riley.

Motion by Balmes, Second by Green to approve the minutes of the February, 10th monthly meeting. Yeas: Perry, Green, Balmes. Absent: Cheek, Riley.

Agenda items:

1. Discussion regarding the lease agreement. Referred to attorney for review.
2. Truax gave monthly report on the facility that included monthly flow rates and repairs that were completed. Discussion regarding warranty and repairs. Wade- trim will work with the contractor to put an agreement in place. Truax mentioned the need for heat in the storage building which lead to further discussion of the possibility of the office being located at the treatment site facility.
3. Fox gave update of the budget which shows an estimated budget deficit of about \$21,000
Motion by Balmes, Second by Green to approve change order #8 Roll call vote Yeas: Perry, Green, Balmes. Absent: Cheek, Riley.
Fox made the board aware of discussions with SRF with regards to eligible expenses
4. The audit report was given to each member present for review
Motion by Green, Second by Balmes to approve transfer of \$11,600.07 from the O&M account to the contractors account to cover expenses incurred prior to having O&M account. Roll call vote Yeas: Perry, Green, Balmes. Absent: Cheek, Riley.
5. Software purchase was discussed in regards to type of software to purchase with comments from both board members and members of the two township boards. Decision tabled.
6. Perry introduced Steve Dubios to the board. Mr. Dubios commented that he has 26 years experience in township law, currently representing the city of Gaylord.
Motion by Balmes, Second by Green to hire Mr. Dubios at a rate of \$160.00 per hour to represent the Utility board. Yeas: Perry, Green, Balmes. Absent: Cheek, Riley.
7. Tatro reviewed the current income and expense reports for each of the two accounts.
Motion by Balmes, second by Green to pay the approved bills. Roll call vote Yeas: Perry, Green, Balmes. Absent: Cheek, Riley.
8. MMC contract was discussed with Balmes having some questions and suggestions. Insurance issues came up during comments and the decision was tabled
9. Balmes requested a Charter cable update

Higgins Lake Utilities Authority
Special Meeting Minutes
March 25th, 2009

Chairman Riley called the meeting to order at 9:04 A.M.. Roll call: Riley, Green, Perry, Balmes present
Cheek, absent. Visitors: B. Ashton, F. Koenigbauer and V. Balmes.

Agenda;

Perry made a motion, seconded by Green to approve meeting agenda. Yeas: Riley, Green, Perry, Balmes.
Absent: Cheek.

Agenda #1 Lease Agreement, Discussions by Perry and Tatro that the lease agreement was rewritten with input from the HLUA's attorney. Motion by Perry second by Balmes to present new agreement to the landlord and authorization for the chairman to sign the agreement. Roll call vote: Yeas: Riley, Green, Perry, Balmes. Absent: Cheek.

Agenda #2 MMC Contract, Perry explained changes made by the attorney. Discussion by Balmes about the need for Workman's Comp. Motion tabled to discuss software purchase.

Agenda #3 Software Purchase, Tatro explained his concerns about the lack of tech support, security, and the lack of compatibility with our current billing software. Perry stated that the cost difference concerned him. Balmes stated that he had talks with a couple of auditors in the area and they stated to him that QuickBooks would be more than adequate for our needs. Perry stated he would feel more comfortable if we at least tried QuickBooks for a year. Riley stated that BSA program better integrated with our current billing software. Balmes suggested making contact with several accountants in the area to get a price for setup of the QuickBooks program. Motion by Perry Second by Balmes to purchase the QuickBooks Pro software and allocate a total of \$1,000 toward the purchase and cost of setup. Roll call vote Perry – yes, Riley – no, Balmes – yes, Green – yes. Absent: Cheek. Motion passed.

MMC Contract discussions continued. Further discussions on the changes to the contract. Motion by Balmes Second Green to approve contract with MMC as amended Roll call vote: Yeas: Riley, Green, Perry, Balmes. Absent: Cheek.

Balmes requested some details about our current accounts with Chemical bank and questioned what some of the investment options might be.

Update by Tatro on the on going issues with Consumers Energy. Board notified that \$50.00 was sent for each meter to stop the shut-off notices and calls.

Motion by Balmes Second by Perry to Adjourn at 9:54 AM Yeas: Riley, Green, Perry, Balmes. Absent: Cheek.

Respectfully submitted,

Paul Tatro,
Business Manager

6. Balmes had questions in regards to our current investment practices and the concern of FDIC insurance coverage. It was explained by Tatro that all Gov't accounts are insured with no limit if they are in a non-interest bearing account, otherwise they are insured for the maximum of \$250,000. It was decided to leave the accounts as they are currently until the project is complete and we see what kind of balances we will be carrying to see if the need to change is necessary.

Public comments were made by Koenigbauer about the thoughts behind the changes that the two Townships were considering with regards to the Authority Board. Koenigbauer also stated that he has had several discussions with different people within the Cottage Owners Association about how they were going to be represented on the Authority Board.

Motion by Perry, Second by Cheek to Adjourn at 11:05 am All Ayes.

Respectfully submitted,

Paul Tatro

**Higgins Lake Utility Authority
Regular Meeting Minutes
April 14th, 2009**

The meeting was called to order by Chairman Riley at 10:00 A.M.

Roll call: Present: Riley, Perry, Green, Balmes, Cheek Absent: Riley, Cheek

Motion by Perry, Second by Green to approve the agenda. All Ayes

Motion by Balmes, Second by Perry to approve the minutes of the March 10th monthly meeting. All Ayes

Motion by Cheek, Second by Balmes to approve the bills Roll call vote All Ayes

Agenda items:

1. Fox gave project update, discussion surrounding the timing of the planting of the fields and spraying, Wade-Trim reported that there was no major problems to report with one small issue that was easily resolved.
2. Tatro explained the possible need to increase the money allowed for the financial software and set up, board decided to leave it at the \$1,000
3. Discussion were made in regards to the property transfer from Beaver Creek to the Utility Authority. Balmes stated that the transfer should take place before July 1st.
4. Discussions took place about the managers position, Tatro was requested by the board to place an ad in the 3 local papers.
5. After much discussion by board members and members of the homeowners association it was decided to hold a joint board meeting on June 13th at 9:00 am at the Lyon Township hall. This meeting will also be the regular monthly board meeting for June for the Authority

Public comments were made by Balmes about the possibility of the homeowners owning their own grinder pump, Fox noted the part of the SRF agreement states that the Authority would own the whole system, Balmes had questions about the O&M payments and the past due histories, Tatro mentioned the need for a policy to cover hardship cases.

Motion by Green, Second by Perry to Adjourn at 11:02 am All Ayes.

Respectfully submitted,

Paul Tatro

Paul Tatro

**Higgins Lake Utility Authority
Regular Meeting Minutes
May 20th, 2009**

The meeting was called to order by Chairman Riley at 9:00 A.M.

Roll call: Present: Riley, Perry, Green, Balmes, Cheek

Motion by Cheek, Second by Balmes to approve the agenda. All Ayes

Motion by Green, Second by Cheek to approve the minutes of the April 14th monthly meeting. All Ayes

Motion by Perry, Second by Cheek to approve the bills Roll call vote All Ayes

Agenda items:

1. There was discussion about the request of Mr. Kluk to be reimbursed for some well work he had done at his house. It was decided by a Motion by Cheek, Second by Green to send a letter to Mr. Kluk that the Authority board has no real grievance in this matter and that he would have to take it to the contractor to get a resolution. All Ayes.
2. Tatro explained the issue of the remainder of the problem hook-ups that will not be able to be completed by C&E. Motion by Perry, Second by Cheek to have Tatro line up a sub-contractor to complete the hook-ups at an amount not to exceed \$10,000. All Ayes.
3. Chairman Riley set a date of June 1st at 9am for the purpose of reviewing Resumes and interviewing candidates.
4. Discussion on the progress of the property transfer from Beaver Creek Township and the Authority. Ashton made comment that he believed that the Quit Claim paper work is in order and that it only needed to be signed and file it with the county.
5. There was much discussion in regards to the two Township Board's plans for the appointment or re-appointment of the Authority Board who's terms are set to expire on July 1st. The two Township Supervisors discussed their plan to consider some changes in the current Articles of Inc. to stagger terms and the representation make-up of the board. The Townships have set a date of June 3rd at 7pm at the Beaver Creek hall at which time they will make there decision on who would be on the board. It was noted by both the township supervisors that all of the current members except Ken Green would like to be considered as a candidate to stay on the Board.

9. Perry, Second by Cheek to extend the contract of MMC for two years at a rate of \$2,000 a month with the contract ending June 30th 2011. Roll call vote All Ayes

Motion by Perry, Second by Cheek to Adjourn at 10:56am All Ayes.

Respectfully submitted,

Paul Tatro

Higgins Lake Utilities Authority
Special Meeting Minutes
June 1st, 2009

Chairman Riley called the meeting to order at 9:02 A.M.. Roll call: Riley, Green, Perry, Dehaan, Cheek all present

Agenda;

A special meeting was held on June 1st 2009 for the purpose of interviewing candidates for the Manager position.

Due to technical problems the minutes of the meeting were not recorded.

Interviews were conducted by the entire 5 member board. The candidates were Candy Hoover, Jerry Balmes, Carol Malinowski, and Paul Tatro.

Each interview lasted about 30 minutes.

Meeting Adjourn at 11:37am

Respectfully submitted,

Paul Tatro,
Business Manager

There were some comments are how best to improve communications, how the manager handles the bank accounts, and why the need for the plumbing permits that were part of the cost over runs. All the questions and comments were openly received and some suggestions taken for further thought.

Riley and English took a minute before closing the meeting to thank everyone involved in this more than 6 year endeavor of finally getting this project up and running.

Meeting Adjourn at 10:44am

Respectfully submitted,

Paul Tatro,
Business Manager

Higgins Lake Utilities Authority
Special Meeting Minutes
June 1st, 2009

Chairman Riley called the meeting to order at 9:02 A.M.. Roll call: Riley, Green, Perry, Dehaan, Cheek all present

Agenda;

A special meeting was held on June 1st 2009 for the purpose of interviewing candidates for the Manager position.

Due to technical problems the minutes of the meeting were not recorded.

Interviews were conducted by the entire 5 member board. The candidates were Candy Hoover, Jerry Balmes, Carol Malinowski, and Paul Tatro.

Each interview lasted about 30 minutes.

Meeting Adjourn at 11:37am

Respectfully submitted,

Paul Tatro,
Business Manager

**Higgins Lake Utility Authority
Regular Meeting Minutes
June 9th, 2009**

The meeting was called to order by Chairman Riley at 10:00 A.M.

Roll call: Present: All Present

Motion by Perry, Second by Cheek to approve the agenda. All Ayes

Motion by Cheek, Second by Green to approve the minutes.

Motion by Perry, Second by Dehaan to approve the bills including the addition of \$730.00 to Beaver Creek Twp. Roll call vote 4 Ayes. 1 No Motion Passed

Agenda items:

1. Discussion started by Perry about how to keep on top of the past dues on O&M payments Possible late fee letter.
2. C&E requested an extension of their contract until July 30th and M&M Excavating ask for an extension until June 26th. Motion by Green, Second by Cheek to approve those extensions. All Ayes Hay is in the process of being planted and the Budget overrun number is currently at between \$30,000 - \$47,000.
3. Discussion in regards to the need for additional office furniture. Motion by Green, Second by Dehaan to purchase tables and chairs for the amount not to exceed \$500.00 Roll call vote All Ayes.
4. English requested that the board talk to the attorney and ask if O & M money can be used towards the project over runs. Motion by Cheek, Second by Perry to authorize Tatro to contact the attorney and accountant in regards to the fund availability. All Ayes.
5. Note to everyone of the Special Meeting to be held on June 14th we the Home owners Association.
6. Ashton stated that the Property Transfer from Beaver Creek to the Utility Authority has been completed and has been sent to the County to be filed.
7. Tatro stated that there might be some confusion with regards to the O&M payments being accepted at the Township offices. Koenigbauer stated that he would discuss the matter with the employees at the Township.
8. Riley explained the voting procedures for the management position. Perry stated that all the references checked out. After two rounds of voting a motion was made by

3. Tatro was given the Quit Claim Deed for the Facility property to be filed at the County Court House.

4. Motion by Woods, Second by Nellist to retain J. Anderson for the required Audit due July, 2009. Roll Call All Ayes.

5. Perry requested that Tatro contact our insurance agent P. Olsen and ask that he attend the Boards monthly meeting in August.

6. Motion by DeHaan, Second by Nellist to recommend D. English as Board representative for the C.C. Association. All Ayes.

7. Perry stated that Board members should receive approval before contacting Attorney and requested Tatro to contact Attorney about the need for a corporate seal and get his opinion on the use of O&M money to pay project short fall.

8. Motion by DeHaan, Second by Woods to have Tatro seek reimbursement for cost related to the house fire in the C.C. area. All Ayes.

9. DeHaan had concerns about how we could better service the people on the system in accepting there payments. Balmes suggested that she would ask the B.C. Township Board about possibility accepting them at their office.

10. Motion by DeHaan, Second by Wood allow Tatro to spend up to \$500 in cases of emergency.

11. Motion by Wood, Second by DeHaan to approve change order request to add the amount of up to \$25,000 to abandon up to 35 additional tanks at that this change is to be completed by 7-31-09. Roll Call All Ayes.

Motion by Perry, Second by Wood to Adjourn at 11:24am. All Ayes.

Subject to approval by the Board

Respectfully submitted,

Paul Tatro



John Nellist - Secretary

Higgins Lake Utilities Authority
Special Meeting Minutes
June 14th, 2009

Chairman Riley called the meeting to order at 9:00 A.M.. No Roll was taken all members present except Cheek.

Agenda;

A special meeting was held on June 14th, 2009 for the purpose of holding a joint meeting between the Cottage Owners Association and Utility Board.

English started the meeting with the introduction of his board followed by Riley who did the same.

Riley suggested a open forum type meeting and all agreed.

A member of the association opened discussions about the ownership of the treatment system and it was explained to him by Riley that the Utility Authority is the owners of the system and it was set that way from the start.

Tatro explained to the audience that there was no plans in the works in regards to expansion of the system. Tatro stated that it would take about \$40,000 to do the study necessary to decide how next to proceed. Perry explained that the Authority would like to get at least one year of running the system before any expansion talks and with the documentation provided by Wade Trim on a monthly bases we should have a good handle on the operation after a year.

Koenigbauer talked to the group in regards to the make-up of the Utility Board and what the responsibility was of the two Townships. Koenigbauer explained that the Townships were responsible for the placing the candidates on the Utility Board and that the Townships had oversight responsibilities. There were several comments from people that they were not happy with the representation of the Association on the board and the size of the board. Koenigbauer explained that the Townships were in the process of reviewing the Articles of Inc. and the By-Laws and that he was more than willing to listen to any recommendation that anyone might have.

Tatro explained that payments of the O & M account were going well. He stated that there were a few that were behind on there payments and that if they got behind by 3 payments that the amount could be put on their taxes.

Riley explained the expansion of the contract with C&E Excavating to include the hook-up to the new system and elimination of the old septic tank. With cost over runs to the second part of the contract we are going to be over budget. Tatro discussed some of the options that will be available to the Utility Board how best to deal with the added expense.

Motion by Wood, Second by Nellist to approve the minutes of the July 14th Meeting. All Ayes.

Motion by Nellist, Second by English to approve the 2009 – 2010 Budget. All Ayes

Board members agreed to have Tatro contact our attorney in regards to the Corporate Seal

Motion by DeHaan, Second by English to Adjourn at 12:35pm. All Ayes.

Subject to approval by the Board

Respectfully submitted,

Paul Tatro

**Higgins Lake Utility Authority
Regular Meeting Minutes
July 14th, 2009**

The meeting was called to order by Acting Chairman Perry at 10:00 A.M.

Roll call: Present: All Present

Election of Officers,

Motion by DeHaan, Second by Wood to elect Perry, Chairman. All Ayes

Motion by Perry, Second by Nellist to elect DeHaan, Vice-Chair. All Ayes

Motion by Perry, Second by DeHaan to elect Balmes, Treasure. All Ayes

Motion by DeHaan, Second by Wood to elect Nellist, Secretary. All Ayes

Motion by DeHaan, Second by Wood to approve agenda as amended. All Ayes

C2AE report by Fox explained the current short fall projection of about \$41,000. Fox also submitted pay request which is the last SRF disbursement request for the project, the hay has been planted, final inspections being completed, and C2AE is only on site of the project as needed. It was also agreed upon by the Board to have Tatro obtain an agreement in writing with John Hines, the farmer who planted the hay.

Motion by DeHaan, Second by Nellist to approve the minutes of the June 1st Sp. Meeting, June 14th Sp Meeting, June 9th Reg Meeting, All Ayes.

Motion by DeHaan, Second by Wood to approve the Treasurers Report. All Ayes

Motion by Nellist, Second by Dehaan to approve the Payables. Roll call All Ayes.

Agenda items:

1. Tatro explained the current account balances and showed the board some of the options to deal with the project short fall.
2. DeHaan requested an update on the current status of the O&M payment. Tatro stated that a report would be generated before the end of the month and that late notices were being sent to anyone behind by 2 quarters or more.

Perry explained the options in regards to the contract with Wade Trim. After much discussion a Motion was made by Wood, Second by DeHaan to approve a 3 year extension with Wade Trim. Perry, Wood, DeHaan Ayes, English Opposed, Nellist Absent

Motion by English, Second by Wood to approve the bills. Including the additional money held back last month to M&M Excavating in the amount of \$ 8,898.54. All Ayes

Perry reviewed Due Out list.

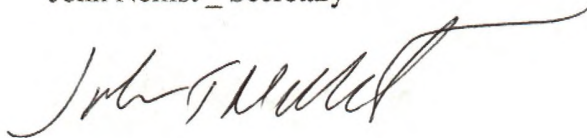
Motion by DeHaan, Second by English to Adjourn at 11:22am. All Ayes.

Subject to approval by the Board

Respectfully submitted,

Paul Tatro - Manager

John Nellist _ Secretary

A handwritten signature in dark ink, appearing to read "John Nellist", with a long, sweeping horizontal stroke extending to the right.

**Higgins Lake Utility Authority
Regular Meeting Minutes
August 11th, 2009**

The meeting was called to order by Chairman Perry at 10:00 A.M.

Roll call: Present: All Present

Motion by DeHaan, Second by Wood to approve agenda as amended. All Ayes

Public Comment- There was several comments and questions regarding the completion of the project, was it within budget, who was going to over see the facility, and questions regarding the timing and the growth rate of the hay fields. Several board members and C2AE stated that they would investigate to see if anything needs correcting.

Wade Trim introduced his co-workers on the project, questions about Consumers Energy were discussed and Truex reviewed monthly report.

Paul Olson our insurance agent reviewed with the new board the current coverages and stated that he was still working on bonding coverage for the business manager.

Andrea White reviewed our current account status and explained the various options with account types and insurance availability.

Treasures report was given to the board and Balmes explained the name change on the construction account changing to the Special Assessment account.

Motion by DeHaan, Second by Wood to approve the bills. All Ayes

C2AE report that contract #2 was ready to close out. Motion by DeHaan, Second by Nellist to pay M&M Excavating \$20,095.32 withholding the monies for the hay fields until further investigation can confirm job was completed as contracted. All Ayes Nellist will contact the Depart. of Ag. to ask their opinion. Final figure for the over runs for the tank abandonment is at about \$ 74,000.

The board discussed the need to decide how best to pay the bond payments that come due. The option is to pay by mail or by Wire transfer. More discussions are planned for the next meeting.

The investment policy draft was given to each board member to review and be prepared to discuss at the next meeting.

Motion by Wood, Second by Nellist to approve payment of the Consumers Energy bills as they come due. All Ayes

Motion by Wood, Second by English to authorize Perry to sign the Special Assessment notices to each of the two townships.

Motion by DeHaan, Second by English to have Perry design a second past due notice letter to go out to the 8 customer that owe at least 4 quarters of O&M bills. All Ayes.

The board requested that Tatro send a second request letter for payment of the F.O.I. that was billed with no response.

Motion by Wood, Second by DeHaan to authorize Balmes to purchase the checks for the computer program. All Ayes

Pubic comment had Koenigbauer asking the board to review the new Sewer Ordinance and develop the forms to comply with the Ordinance requirements. Koenigbauer also stated that both townships have passed the Ordinance.

Motion by Wood, Second by English to Adjourn at 11:12 am. All Ayes

Subject to approval by the Board

Respectfully submitted,

Paul Tatro – Manager

John Nellist- Secretary

Higgins Lake Utility Authority
Regular Meeting Minutes
September 8th, 2009

The meeting was called to order by Chairman Perry at 10:00 A.M.

Roll call: Present: Perry, DeHaan, Wood, English. Absent: Nellist

Motion by English, Second by Wood to approve agenda as amended. All Ayes

Public Comment- No public comment at this time

Wade Trim reviewed monthly report as given to the board in written form. Also discussed was the addition of marking MS Dig request and how to add it to an amendment to the contract.

C2AE represented by Fox gave an over view of the written report that was handed out to the board. Fox stated that there was going to be a \$120.00 bill for the F.O.I.A. request. There was also discussion related to the money owed M&M Excavating for the alfalfa field planting.

Motion by DeHaan, Second by Wood to approve the minutes of the August 11th meeting. All Ayes

Treasures report was given to the board by Tatro and a report was presented to the board by Ashton on behave of Balmes who could not attend the meeting. The board requested a computer generated report for the "Debt Retirement Account" which will be presented to the board at next months meeting. Motion by DeHaan, Second by English to approve the treasures report. All Ayes.

Koenigbauer gave an update on the Sewer Ordinance, He stated that the Ordinance is ready to be voted on and announced that a copy will be e-mailed to each of the board members for review. as part of the Ordinance Koenigbauer stated that a set of guidelines needed to be drawn up for future expansion and that a O&M expense breakdown for future expansion is also part of the Ordinance.

After some discussion a Motion was made by English, Second by Wood to purchase return envelopes to be included in the next Quarterly billings. All Ayes.

Perry asked about the phone system which is still not repaired. Perry also stated that letters have been signed and sent to delinquents. Much discussion was made in regards to the procedure that should have been in place and have since been put in place to pay Bond payments. Perry requested that Tatro contact C2AE to review the close out papers and our copies of the record drawings. Perry stated that the audit was to take place this week and ask board members to make themselves available if possible. Perry reviewed the Due-out list . Motion by DeHaan, Second by English to establish a petty cash account in the amount of \$100.00. All Ayes

Perry requested that Tatro research and develop the addendums to the Sewer Ordinance and an outline of job requirements and responsibilities of MMC by contract.

Nellist stated that the John Hines agreement was incorrect and needed to be re-signed to read Crawford County instead of Roscommon County.

English requested that the courtesy billings for the Sewer Assessment go out as soon as possible.

No response to the second request for payment of the F.O.I. that was billed with no response.

During pubic comment Koenigbauer asked the board to review the new Sewer Ordinance and develop the forms necessary comply with the Ordinance requirements. Koenigbauer also stated that both townships have passed the Ordinance.

Motion by Wood, Second by English to adjourn at 11:07AM. All Ayes.

Subject to approval by the Board

Respectfully submitted,

Paul Tatro – Manager

John Nellist- Secretary

Higgins Lake Utility Authority
Regular Meeting Minutes
October 13th, 2009

The meeting was called to order by Chairman Perry at 10:00 A.M.

Roll call: Present: Perry, DeHaan, Wood, English, Nellist

Excused: V. Balmes

Motion by Wood, Second by DeHaan to approve agenda as amended. All Ayes

Public Comment- No public comment at this time

Wade Trim reviewed monthly report as given to the board in written form. Also discussed that Wade Trim would purchase the supplies necessary to do Ms Dig request. Job discussed spraying schedule and also reviewed the two complaints that were satisfied. The board is still waiting for the additional contract wording for the Ms Dig work. Also the phone system is still not working at facility.

No one was present from C2AE and it was requested that Tatro get contract close-outs and final drawings that we need to do Ms Dig request. Also looking for the final bill for C2AE.

Motion by DeHaan, Second by Nellist to approve the minutes of the September 8th

Treasurer's report was given to the board by Tatro and a report was presented to the board by Tatro on behalf of Balmes who could not attend the meeting. The board reviewed the numerous account summaries and reports for both accounts. All reports are attached as part of these minutes. Motion by DeHaan, Second by Nellist to approve the treasures report. All Ayes.

Perry noted that the alfalfa fields are growing and that hay is growing at a better pace with the spraying being done. Discussion in regards to the agreement with the farmer. Motion by English, Second by Nellist to approve the agreement with John Hines that was written in cooperation with our attorney.

Perry reviewed with the board the current Due-out list which showed many of the items on the list to be complete including still needing several hold harmless agreements that have not been received from the homeowners and the need for Tatro to set up a voice mail for the office or to call forward the office phone to his cell.

Tatro discussed with the Board the status of the audit.

Due – out list was discussed .

Tatro discussed the addendums to the Sewer Ordinance. Tatro stated that he has met with Houghton Lake Authority and should have the papers complete by the next meeting.

Motion by DeHaan, Second by English to amend the agenda.

The Board discussed Wade Trim's request for heat in the garage at the Sewer facility, no action taken

Motion by English, Second by Nellist to follow the recommendation of the Township Boards when awarding an Poverty Exemption. All Ayes An Poverty Exemption was awarded to Mr. & Mrs. Bradley for their past due O&M fees.

Tatro updated the Board on the quarterly bill collection. Board will discuss options for the collection of delinquent payments at their next meeting.

No Public comment .

Motion by Nellist, Second by English to adjourn at 10:59 AM. All Ayes.

Respectfully submitted,

Paul Tatro – Manager



John Nellist- Secretary

**Higgins Lake Utility Authority
Regular Meeting Minutes
November 10th, 2009**

The meeting was called to order by Chairman Perry at 10:00 A.M.

Roll call: Present: Perry, DeHaan, Wood, English, Nellist

Motion by DeHaan, Second by Wood to approve agenda as amended. All Ayes

Public Comment- No public comment at this time

Wade Trim reviewed monthly report as given to the board in written form. Truax stated that more activities will be reported as part of the monthly report. some activities done in the past although not urgent were not part of the monthly report. Truax also explained the amendment to the contract that will now include Ms Dig request. Motion by Nellist, Second by DeHaan to approve the amendment to the Wade Trim contract to include Ms. Dig work with agreement to be signed by Perry as board chairman. All Ayes. Truax also addressed several questions in regards to spraying times and dates.

No one was present from C2AE and it was asked by Perry if close-out paperwork had been received and it was stated by Tatro that papers had not been received for C2AE but the board was to approve close-out papers for C&E excavating during this meeting.

Motion by English, Second by Wood to approve the minutes of the October 13th 2009

Balmes requested that the attached letter to be part of the official minutes.

Treasures report was given to the board by Tatro and a report was presented to the board by Balmes. The board reviewed the numerous account summaries and reports for both accounts. Motion by Wood, Second by Nellist to approve the treasures report. All Ayes.

Motion by English Second by Wood to approve the accounts payable as presented by Tatro and amended. All Ayes There was also some discussion about the consumers bill.

Perry stated that he would put together a policy draft for F.O.I. request and payments to be better prepared for the next request.

Tatro discussed with the Board the status of the audit.

Due – out list was discussed .

Tatro updated the Board on the quarterly bill collection.

No Public comment .

Motion by DeHaan, Second by Nellist to adjourn at 10:35 AM. All Ayes.

Respectfully submitted,

Paul Tatro – Manager


John Nellist- Secretary

Higgins Lake Utility Authority
Regular Meeting Minutes
December 8th, 2009

The meeting was called to order by Chairman Perry at 10:05 A.M.

Roll call: Present: Perry, DeHaan, English, Nellist. Absent Wood

Motion by English, Second by Nellist to approve agenda as amended. All Ayes

Public Comment- No public comment at this time

Wade Trim reviewed monthly report as given to the board in written form. Wade trim requested that the Board consider heating the garage at the treatment facility. Fox stated that the run off from the expressway may be a problem in the future..

Fox reviewed the last report and Invoice for the project. Fox also gave Board 2 copies of the final Record Drawings and a How To manual of the system. Fox presented what C2AE considered the final numbers with how each dollar was spent. Fox also presented the Board with the "Award of Merit" that was received for engineering and survey.

Motion by DeHaan, Second by English to approve the minutes of the November 8th 2009 meeting.

Treasures report was given to the board by Tatro and a report was presented to the board by Balmes. Balmes stated that she had met with Anderson as part of the Audit process. The Board discussed the next step to finalize the accounting to pay both townships remaining funds in the Debit Retirement Account. The board reviewed the numerous account summaries and reports for both accounts. Motion by DeHaan, Second by English to approve the treasures report. All Ayes.

Motion by English Second by DeHaan to approve the accounts payable as presented by Tatro. All Ayes

It was noted that we still have not heard from Mr. Balmes.