

OLD BUSINESS: Motion by Hartman, second by Nellist, **CARRIED** to approve a new 2 year contract with MMC. Inc. Yeas: All Nays: None

NEW BUSINESS: None

MEMBERS COMMENTS: John Nellist will be retiring from the board with his last meeting being February 2016.

PUBLIC COMMENT: None

Meeting adjourned 11:00 a.m.

Respectfully submitted,

Paul Tatro – Manager

Ronald E. Wood
Ron Wood- Secretary

Higgins Lake Utilities Authority
Regular Meeting Minutes
January 5th, 2016

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

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

Public Comments: None

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

Motion by Nellist, second by Hartman, **CARRIED** to approve the minutes of the December 1st, 2015 regular meeting. Yeas: All Nays: None

Motion by Nellist, second by Riley, **CARRIED** to approve the minutes of the November 24th, 2015 Special meeting. Yeas: All Nays: None

Motion by Nellist, second by Wood, **CARRIED** to approve the minutes of the December 15th, 2015 Special meeting. Yeas: All Nays: None

WADE-TRIM REPORT: Mike reported that there were two service calls for the month and no Miss Diggs. The generator ran for a total 74 hours after the last power outage. Mike also reported that one of the irrigation pumps is only running at about 60% and needs to have some work done on it in the spring. Mike stated he will try to get some cost figures to the board soon.

Motion by Nellist, second by Hartman, **CARRIED** to approve the treasurer's reports for December 2015. Yeas: All Nays: None

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

Report from Staff: Tatro reported that we need to add another board member to the authorized list for check signatures and need a person from Lyon Township to replace Nellist on the board. Tatro also distributed the 2015 audit reports for the board's review.

MEMBERS COMMENTS: None.

PUBLIC COMMENT: None

Meeting adjourned 10:46 a.m.

Respectfully submitted,

Paul Tatro – Manager

Ronald E. Wood
Ron Wood- Secretary

Higgins Lake Utilities Authority
Regular Meeting Minutes
February 2nd, 2016

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

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

Public Comments: None

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

Motion by Hartman, second by Nellist, **CARRIED** to approve the minutes of the January 5th, 2016 regular meeting. Yeas: All Nays: None

WADE-TRIM REPORT: Mike reported that there were no service calls for the month and no Miss Diggs. The generator had a warning alarm that went off during the weekly start up but no issue was found.

Motion by Nellist, second by Hartman, **CARRIED** to approve the treasurer's reports for January 2016. Yeas: All Nays: None

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

Report from Staff: Tatro reported that he was able to negotiate a 30 cent reduction in the propane price per gallon from \$1.69 to \$1.39.

OLD BUSINESS: Nellist asked if anyone had any questions or comments relating to the audit report the board received during last month's meeting.

NEW BUSINESS: Larry Fox from C2AE and several members of the North State Park gave the board an update on the proposed connection of the State Park and the MacMullan Conference Center to the Utility Authorities waste water system. Fox stated that they are currently in the planning stage and will continue to update the board. Motion by Hartman, second by Riley, **CARRIED** to send a letter of support for the State Park project. Yeas: All Nays: None. Motion by Nellist, second by Riley **CARRIED** to name business manager Paul Tatro as the liaison between the Authority Board, the Beaver Creek Supervisor Brian Acton and the State Park project team. Yeas: All Nays: None

Higgins Lake Utilities Authority
Regular Meeting Minutes
March 1st, 2016

The meeting was called to order by Vice-Chairman Hartman at 10:00 a.m.

Roll call: Present: Present Wood, Hartman, Cook and Riley. Absent: English and Wood
Hartman welcomed new member Brian Cook.

Public Comments: Resident Don Nickel had several comments for the board regarding the possible over-flow of a sewer pump station and what the ramifications might be. Manager Tatro promised to get with the health department, investigate further and report back to the board.

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

Motion by Hartman, second by Riley, **CARRIED** to approve the minutes of the February 2nd, 2016 regular meeting. Yeas: All Nays: None

WADE-TRIM REPORT: Mike reported that there were 3 service calls for the month and no Miss Diggs. Mike has been spending time clearing and repairing the border fence.

Motion by Hartman, second by Wood, **CARRIED** to approve the treasurer's reports for February 2016. Yeas: All Nays: None

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

Report from Staff:

OLD BUSINESS: Tatro stated that Chemical Bank is requesting new signatures from authorized board members.

NEW BUSINESS:

MEMBERS COMMENTS: None.

PUBLIC COMMENT: None

Meeting adjourned 10:45 a.m.

Respectfully submitted,

Paul Tatro – Manager

Ronald E. Wood
Ron Wood- Secretary

Higgins Lake Utilities Authority
Regular Meeting Minutes
April 5th, 2016

The meeting was called to order by Vice-Chairman Hartman at 10:00 a.m.

Roll call: Present: Present Wood, Hartman, Cook, English and Riley. Absent: None

Public Comments: None

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

Motion by Riley, second by Wood, **CARRIED** to approve the minutes of the March 1st, 2016 regular meeting. Yeas: All Nays: None

WADE-TRIM REPORT: Mike reported that there were 2 service calls and 10 Miss Diggs for the month. Mike stated that he has completed the PM on the lawn mower and generator, the pontoons have been put in place and the aeration system has been checked.

Motion by Riley, second by Wood, **CARRIED** to approve the treasurer's reports for March 2016. Yeas: All Nays: None

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

Report from Staff:

OLD BUSINESS: Motion by Riley, second by English, **CARRIED** to name Sharon Hartman chairperson of the board. Yeas: All Nays: None Motion by Cook, second by Wood, **CARRIED** to name Tim Riley vice-chair. Yeas: All Nays: None

NEW BUSINESS:

MEMBERS COMMENTS: None.

PUBLIC COMMENT: None

Meeting adjourned 11:05 a.m.

Respectfully submitted,

Paul Tatro – Manager

Ronald E. Wood
Ron Wood- Secretary

Higgins Lake Utilities Authority
Regular Meeting Minutes
May 3rd, 2016

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

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

Public Comments: None

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

Motion by English, second by Cook, **CARRIED** to approve the minutes of the April 5th, 2016 regular meeting. Yeas: All Nays: None

WADE-TRIM REPORT: Mike reported that there were 8 service calls and 13 Miss Digs for the month. Mike stated that he has completed the PM generator, the emergency call number sign has been ordered and irrigation of the fields has begun.

Motion by Hartman, second by Riley, **CARRIED** to approve the treasurer's reports for April 2016. Yeas: All Nays: None

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

Report from Staff:

OLD BUSINESS: Motion by English, second by Riley, **CARRIED** to name Paul Tatro Site Administrator for all MIWaters reporting. The board was given an outline for a proposal for review and discussion at next month's meeting to allow generator hook ups to our grinder pumps. The 2016-2017 proposed budget was discussed.

NEW BUSINESS:

MEMBERS COMMENTS: None.

PUBLIC COMMENT: None

Meeting adjourned 11:10 a.m.

Respectfully submitted,

Paul Tatro – Manager

Ronald E. Wood
Ron Wood- Secretary

Higgins Lake Utilities Authority
Regular Meeting Minutes
June 7th, 2016

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

Roll call: Present: Present Hartman, Cook, English, Wood and Riley. Absent: None

Public Comments: None

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

Motion by Riley, second by English, **CARRIED** to approve the minutes of the May 3rd, 2016 regular meeting. Yeas: All Nays: None

WADE-TRIM REPORT: Mike reported that there were 13 service calls and 2 Miss Diggs for the month. Mike stated that testing showed high P.H. levels again; Mike is researching to find a fix. Mike's report included an estimate of \$3,500 to complete the repairs for Effluent pump #1. Motion by Riley, second by Cook **CARRIED** to approve expenses up to \$3500 for the repair of Effluent pump #1. Yeas: All Nays: None

Motion by Cook, second by Wood, **CARRIED** to approve the treasurer's reports for May 2016. Yeas: All Nays: None

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

Report from Staff:

OLD BUSINESS: Cook presented some additional information in regards to generator usage, more to follow. After much discussion by the board about the annual budget for fiscal year 2016/2017 the following action was taken. Motion by Riley, second by English, **CARRIED** to approve the budget for fiscal year of July 1st 2016 thru June 30th 2017. Yeas: All Nays: None

NEW BUSINESS:

MEMBERS COMMENTS: None.

PUBLIC COMMENT: None

Meeting adjourned 11:01 a.m.

Respectfully submitted,

Paul Tatro – Manager

Ronald E. Wood
Ron Wood- Secretary

Higgins Lake Utilities Authority
Regular Meeting Minutes
July 5th, 2016

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

Roll call: Present: Present Hartman, Cook, English, Wood and Riley. Absent: None

Public Comments: None

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

Motion by Hartman, second by English, **CARRIED** to approve the minutes of the June 7th, 2016 regular meeting. Yeas: All Nays: None

WADE-TRIM REPORT: Mike reported that there were 8 service calls and 1 Miss Digg for the month. Mike stated that testing showed P.H. levels are still high. Mike's report included lawn mower repair and repair work is complete on Effluent pump #1. Mike also suggested that it might be a good idea to inspect the other pumps for defects.

Motion by Wood, second by Riley, **CARRIED** to approve the treasurer's reports for June 2016. Yeas: All Nays: None

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

Report from Staff:

OLD BUSINESS:

NEW BUSINESS: Motion by English, second by Cook, **CARRIED** to approve officer titles for 2016-2017 to remain the same as follows: Hartman- Chairperson, Riley- Co-Chairperson, English- treasurer, and Wood- Secretary. Yeas: All Nays: None

MEMBERS COMMENTS: None.

PUBLIC COMMENT: None

Meeting adjourned 10:47 a.m.

Respectfully submitted,

Paul Tatro – Manager

Ronald E. Wood
Ron Wood- Secretary

some of the issues were discussed.

As a result the meeting Mike will be speaking to some of his associates to try to come up with an action plan to be discussed at our next regular monthly board meeting.

Meeting adjourned @ 10:10 am.

Respectfully submitted,

Paul Tatro- Manager

Ronald E. Wood

Ron Wood- Secretary

Higgins Lake Utilities Authority
Special Meeting Minutes
August 26th, 2016

Chairperson Hartman called the meeting to order at 9:00 am

Roll call: Cook, Riley, English, Hartman, and Wood All present. Also present was Mike Stanaway from Wade Trim.

Public Comments: None

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

The purpose of the meeting is to discuss several compliance issues at the Wastewater treatment facility.

During a routine inspection of the facility it was noted that there were several compliance issues. The following is a synopsis of the discussions of those concerns.

1. Hay fields: The hay that was planted to absorb the nutrients from the soil has died and needs to be replanted. This issue started a couple of years ago when field #1 died and plans were put in place to replant this spring but due to the condition of the other fields it was determined to find out the fields are dying before replanting.
 - 1b. A solution needs to be found for the hay dying. The system is designed to fertilize the fields and we should have good growth. There was discussion about increasing the irrigation amounts and the timing of the watering. Annual soil samples will be taken early this year to see if any problems are found in those results.
2. Duck Weed: Duck Weed has taken over the surface of one of the ponds. Our DEQ. Permit states that no more than 10% of the water surface can be covered. During the inspection it was noted that over 90% of one of the ponds was covered which may put us out of compliance with the DEQ. Permit.
 - 2b. Mike has been skimming the surface of the water which doesn't appear to be successful and no other solution were discussed other than the possibility that more irrigating and aerating may be necessary.
3. Weeds: during this same inspection it was noticed that weeds were growing along the rocks at the water line of two of the ponds. Our DEQ. Permit states that the weeds cannot be more than 6" high. The weeds in our ponds were as high as 4 to 5 feet possibly putting us out of compliance.
 - 3b. Mike stated that he had used Round Up on some of the weeds which killed them but did not reduce their height. Questions regarding the possibility of the Round Up causing

Respectfully submitted,

Paul Tatro – Manager

Ronald E. Wood

Ron Wood- Secretary

Higgins Lake Utilities Authority
Regular Meeting Minutes
September 6th, 2016

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

Roll call: Present: Cook, English, Wood Hartman, and Riley. Absent: None

Public Comments: None

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

Motion by Wood, second by English, **CARRIED** to approve the minutes of the August 2nd, 2016 regular meeting. Yeas: All Nays: None

WADE-TRIM REPORT: Mike reported that there were 8 service calls and 2 Miss Digg for the month. Mike stated that the facility had a power outage that lasted about an hour. The mower needed minor repairs and he completed the repair to the damage done to one of the meter boxes by a resident.

Motion by Wood, second by Riley, **CARRIED** to approve the treasurer's reports for August 2016. Yeas: All Nays: None

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

Report from Staff: Paul stated that a meeting date has been set between C2AE, the North State Park and himself. Paul received a price agreement for Performance propane in the amount of \$1.699. It was requested by the board that he contact Performance about a better price.

OLD BUSINESS: Motion by Hartman, second by Wood, **CARRIED** to approve the set-up of a web site and an e-mail address for the Authority to be completed in the month of October. It was also requested of the board that MMC to work with I.T.Right to complete the request. Yeas: All Nays: None It was also noted that the set up date was an extension of one month for the transfer of the Miss Digg responsibilities to Wade Trim. There was much discussion in regards to some of the issues discussed during the special meeting. Soil samples will be taken early this year and a meeting with the DEQ. will be tried to be scheduled.

NEW BUSINESS: None

MEMBERS COMMENTS: None.

PUBLIC COMMENT: None

Meeting adjourned 11:10 a.m.

Higgins Lake Utility Authority
Special Meeting Minutes
October 14, 2016

The meeting was called to order by Chairperson Hartman at 9:00 a.m.

Roll call: Present: Cook, English, Wood, Hartman, and Riley. Absent: None

Public Comments: None

Motion by Cook, No second **FAILED** to require notification to Certified Operator for all meetings.

Motion by Hartman, second by English, **CARRIED** to approve the agenda. Yeas: Wood, Hartman, Riley, and English. Nays: Cook

Larry Fox from C2AE presented to the board the proposal to the Authority from the North State Park. The presentation included how the cost was determined for the buy in and the O& M fees. Also discussed in length were the concerns of the board regarding sand in the system and how the dump station waste would affect the current operations? No decisions were made and the board asks that MMC look into any additional cost might be expected from the State Park hook up.

Meeting adjourned 10:19 a.m.

Respectfully submitted

Paul Tatro
Business Manager

Ronald E. Wood
Ron Wood
Secretary

Higgins Lake Utility Authority
Regular Meeting Minutes
October 4, 2016

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

Roll call: Present: Cook, English, Wood, Hartman, and Riley. Absent: None

Public Comments: None

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

Motion by Riley, second by Wood, **CARRIED** to approve the minutes of the September 6, 2016 regular meeting. Yeas: All Nays: None

WADE-TRIM REPORT: Mile reported that there were 14 service calls and 6 Miss Digs for the month. Mike stated that the power outage caused about \$1250.00 in damage to Authority equipment.

Motion by Wood, second by Riley, **CARRIED** to approve the treasure's reports for September 2016 Yeas All Nays: None

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

Report from Staff:

OLD BUSINESS: Discussions about the new Website and Paul presented a proposal regarding hook up of the North State Park.

Meeting adjourned 11:22 a.m.

Respectfully submitted

Paul Tatro
Business Manager

Ronald E. Wood
Ron Wood
Secretary

Higgins Lake Utility Authority
Regular Meeting Minutes
November 1, 2016

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

Roll call: Present: Cook, English, Wood, Hartman, and Riley. Absent: None

Public Comments: None

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

Motion by English, second by Wood, **CARRIED** to approve the minutes of the October 14, 2016 regular meeting. Yeas: All Nays: None

WADE-TRIM REPORT: Mike reported that there were 7 service calls and 3 Miss Digs for the month. Mike stated that the facility has been winterized and that he and Ken met with the farmer to plan how to move forward on the hay fields in the spring.

Motion by Wood, second by Cook, **CARRIED** to approve the treasure's reports for October 2016 Yeas All Nays: None

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

Report from Staff:

OLD BUSINESS: Motion by Hartman, second by English, **CARRIED** to agree to proceed with the process of hooking the North State Park based on the proposed agreement with approval of both townships and the attorney recommendation. Yeas: All Nays: None. After discussions about the new Website a Motion by Cook, second by Hartman, **CARRIED** to go public with the website. Yeas: All Nays: None

Meeting adjourned 11:54 a.m.

Respectfully submitted

Paul Tatro
Business Manager

Ronald E. Wood
Ron Wood
Secretary

Higgins Lake Utility Authority
Special Meeting Minutes
November 11, 2016

The meeting was called to order by Chairperson Hartman at 9:00 a.m.

Roll call: Present: Cook, English, Wood, Hartman, and Riley. Absent: None

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

During this special meeting the board discussed the different issues with regards to the hook up of the North State Park to our system. Questions were talked about among the members and public who attended focusing on the O&M fees and buy in cost along with cost to maintain the news pumps within the system that the authority will take ownership of after completion. No decisions were made during this meeting.

Meeting adjourned 10:00 a.m.

Respectfully submitted

Paul Tatro
Business Manager

Ronald E. Wood
Ron Wood
Secretary

Higgins Lake Utility Authority
Regular Meeting Minutes
December 6, 2016

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

Roll call: Present: Cook, English, Wood, Hartman, and Riley. Absent: None

Public Comments: None

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

Motion by Hartman, second by Wood, **CARRIED** to approve the minutes of the November 1, 2016 regular meeting. Yeas: All Nays: None. Motion by English, second by Cook, **CARRIED** to approve the minutes of the November 11, 2016 special meeting. Yeas: All Nays: None

WADE-TRIM REPORT: Mike reported that there were 5 service calls and 2 Miss Digs for the month. Mike stated that the facility had some wind damage including loss of power and some tree removal. Monitor well samples were taken and tested with no issues.

Motion by Wood, second by Cook, **CARRIED** to approve the treasure's reports for November 2016 Yeas All Nays: None

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

Report from Staff:

OLD BUSINESS: A special meeting has been scheduled for December 16, 2016 to continue the discussion about the North State Park proposed agreement.

Meeting adjourned 11:06 a.m.

Respectfully submitted

Paul Tatro
Business Manager

Ronald E. Wood
Ron Wood
Secretary

Higgins Lake Utility Authority
Special Meeting Minutes
December 16, 2016

The meeting was called to order by Chairperson Hartman at 11:00 a.m.

Roll call: Present: Cook, English, Wood, Hartman, and Riley. Absent: None

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

During this special meeting the board discussed the Basis for Connection Agreement drafted by the State of Michigan with input from Larry Fox from C2AE. Fox was asked to begin the discussion by reviewing the State's proposal and how the numbers were developed. Fox also stated that he would need to limit his comments to be sure as to not come across as negotiating for the State. The State's proposal was \$154,000 buy-in and 19 REU's. Cook reviewed the proposal from the Lyon Township board and how he developed his numbers. The Township proposal called for a 160,575 and 67 REU's. Cook also stated that if some of the numbers he used were updated the REU's may be able to be reduced to 54 REU's. Hartman stated that the Beaver Creek board had felt comfortable with the State's proposal and gave the go ahead with \$154,000 and 19 REU's. Tatro also reviewed the proposal and how the Ordinance was set up to reflect additional users. The HLUA attorney stated that with his experience it is important as a government entity with a fiduciary responsibility to go conservative and that it would be better to base the numbers on history/reality and rely on the supportable numbers that were developed by C2AE of 154,000 and 19 REU's. Motion by Hartman to accept the Basis for Connection Agreement with the changes to correspond to the current Township Ordinance and \$154,000 and 19 REU's. No Second motion died for lack of support. Motion by Hartman, second by Riley, **CARRIED** to approve the Basis of Agreement with the changes needed to correspond with the current Township Ordinance and \$160,000 buy in fee and 30 REU's. Roll Call vote Riley=yes, Hartman=yes, Wood=yes, English=yes, Cook=no.

Public comment: Several members of the audience offered opinions on the proposed project.

Meeting adjourned 12:07 a.m.

Respectfully submitted

Paul Tatro
Business Manager

Ronald E. Wood
Ron Wood
Secretary