

BEAVER CREEK/GRAYLING TWP
Utility Authority
Minutes of Regular Board Meeting,
December 15, 2025

Call to Order: Meeting called to order by Vice-Chair Robson at 4:08 pm at the Beaver Creek Township Hall.

Roll Call:

Board Members Present: Hanson, Lawe, Robson

Board Members Absent: Keipert

Others in attendance: Alma, Johns, Polanic, Lang, Stephan

Approval of Agenda: Motion by Hanson, second by Lawe, CARRIED to approve the agenda.
Yeas: All.

Approval of Minutes: Motion by Hanson, second by Lawe, CARRIED to approve minutes of the regular meeting of November 17, 2025. Yeas: All.

Meeting Business:

IAI Report:

Johns reviewed the monthly IAI operations and maintenance report.

Johns stated that the monitoring well tests results were good for the first time in a while; that wastewater pH levels were still high prior to fall irrigation; and that they will continue to work on decreasing the high wastewater pH levels next year.

Treasurer's Report: Lawe stated the rate study by MRWA is close to being completed and that the report is expected to reveal a need to increase water and sewer rates (both Ready to Serve charges and the water commodity charge) to our customers.

Accounts Payable: Motion by Hanson, second by Robson, CARRIED to approve the accounts payable in the amount of \$17,361.01 for Nov. 17 – Dec. 14, 2025. Roll call vote: All Yeas, 1 Absent.

Report From Staff: Alma reported that we are in need of a tablet to operate the Silversmith asset management software.

Correspondence: Alma reported that Consumers Energy has a planned power outage in early January. IAI stated they had power plans ready.

Old Business: Robson stated he would prepare an IGI report for the UDSA bathroom compliance and handle getting bids for the necessary renovations.

New Business:

1. Adoption of Section 504 Grievance Procedure. Motion by Robson, second by Hanson, **CARRIED** to adopt the attached Section 504 Grievance Procedure policy, as required by the USDA, regarding handling instances of discrimination on the basis of a disability.
Yeas: All.
2. New Customer Application. Lawe and Alma have created an application form for new water service connections. Discussion regarding adding a signature line to application.
3. Prior Fiscal Year Audit Review. Alma will reach out to Hanley to determine availability.
4. Tablet for Silversmith Asset Management Software. Motion by Lawe, second by Hanson, **CARRIED** to approve the purchase of a tablet and annual data plan from Silversmith Inc. in the amount of up to \$1,200.00. Roll call vote: All Yeas, 1 Absent.

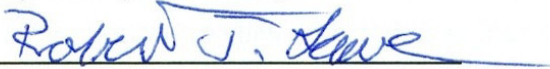
Miscellaneous: None.

Member Comments: None.

Public Comments: Stephan again requested that the meeting packet include a report showing actual water pumped compared to water units billed for the month. Alma will work on including said report going forward.

Adjournment: 5:28 p.m.

Respectfully submitted,



Robert J. Lawe
Secretary

R. Douglas Keipert
Chairperson

BEAVER CREEK – GRAYLING TOWNSHIPS UTILITY AUTHORITY

SECTION 504 GRIEVANCE PROCEDURE

It is the policy of the Beaver Creek/Grayling Townships Utility Authority ("BCGTUA") not to discriminate on the basis of disability. BCGTUA has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) of the U.S. Department of Health and Human Services regulations implementing the Act. Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance. The Law and Regulations may be examined in the office of the BCGTUA Manager, whose office is located at 8888 S. Grayling, Rd., Grayling, MI, 49738, and who is designated to coordinate the efforts of the BCGTUA to comply with Section 504.

Any person who believes she or he has been subjected to discrimination on the basis of disability may file a grievance under this procedure. It is against the law for BCGTUA to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

Procedure:

- Grievances must be submitted to the Section 504 Coordinator within 10 days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
- A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.
- The Section 504 Coordinator (or her/his designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Section 504 Coordinator will maintain the files and records of the BCGTUA relating to such grievances.
- The Section 504 Coordinator will issue a written decision on the grievance no later than 30 days after its filing.
- The person filing the grievance may appeal the decision of the Section 504 Coordinator by writing to the BCGTUA Board of Directors within 15 days of receiving the Section 504 Coordinator's decision. The BCGTUA Board of Directors shall issue a written decision in response to the appeal no later than 30 days after its filing.

- The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U.S. Department of Agriculture, Office of Civil Rights.

The BCGTUA will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing taped cassettes of material for the blind, or assuring a barrier-free location for the proceedings. The Section 504 Coordinator will be responsible for such arrangements.