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## DECEMBER BOARD MEETING MINUTES

December 1, 2016

**CALL TO ORDER:** The December 1st meeting of the Gun Lake Area Sewer & Water Authority was called to order at 5:45pm by Chairman Glenn Leep.

**ROLL CALL:** Township officials present: Tom Rook of Orangeville Township, Glenn Leep of Martin Township, Roger VanVolkinburg of Wayland Township, and Janice Lippert of Yankee Springs. GLASWA employees Director Larry Knowles and Office Manager Tara Palandri.

**REVIEW AUTHORITY MINUTES:** Mr. VanVolkinburg motioned to accept the November meeting minutes with Mr. Rook supporting, motion carried 4-0.

### **HEAR THOSE PRESENT:**

### **DIRECTOR'S REPORT:**

1. **Union:** Negotiations began November 2nd and continued December 1st. Mr. Knowles requested approval to enter into arbitration in order to settle negotiations quickly. Motion was made by Mr. VanVolkinburg to accept the request with Mr. Rook supporting, motion passed 4-0.
2. **Terry Lane:** Williams & Works was hired to engineer a repair and create a bid document. Bids are due by December 13th and we hope to have the project (minus asphalt) completed by January 13th or 14th.
3. **Computer Server:** A computer server was ordered to enable employees to share information safer and more efficiently than before and enable our billing software to support online payments.
4. **Yankee Springs Water:** The Monthly Operating Report has been sent to the DEQ.
5. **SCADA:** The new pole for the antennae has been ordered.
6. **New Sewer Service:** Mr. Knowles has signed a permit to allow an extension to our sewer. This extension will service 4 properties on England Point.
7. **Engineer:** Mr. Knowles met with Williams & Works and Prein Newhof. He requested permission to negotiate with these two companies regarding the capital improvements project and to accept the best bid with an agreement not to exceed a TBD amount. A motion to accept the request was made by Mr. Rook, supported by Mr. VanVolkinburg, motion passed 4-0.
8. **Rate Increase:** The rate increase of \$90/quarter for sewer bills will go into effect for the first quarter billing of 2017.

9. **Online Payments:** We signed a contract with Tyler Technologies to implement online payments. They are in the process of making that service available as soon as possible.

10. **Bonds:** Attorney Roger Swets has the townships' resolutions ready to be published the week of December 5, 2016. We should be able to secure the bond in January.

**NEW BUSINESS:** In November we issued 3 new permits (2 sewer & 1 water).

**FINANCIAL STATEMENTS:** November payroll totaled \$31,023.10. Operations expenses used checks #13751-13788 and along with electronic deposits totaled \$111,096.32. Total expenses for November came to \$142,119.42. A motion to pay the bills was made by Ms. Lippert and supported by Mr. VanVolkinburg, passed 4-0. Mr. Knowles presented the 2017 fiscal year budget. Mr. Rook made a motion to accept the budget, it was supported by Mr. VanVolkinburg, passed 4-0.

**DISCUSSION:** There was discussion to increase the board of directors' pay from \$50 each meeting to \$100 considering there has not been a wage increase for the GLASWA board members in over 30 years. Mr. Leep motioned to pursue ordinance changes for each township in order to increase the board members' wages to \$100 per meeting, supported by Ms. Lippert, passed 4-0.

**ADJOURNMENT:** The meeting was adjourned at 6:45pm, motion by Mr. Rook, supported by Mr. VanVolkinburg. The next regular Authority Board meeting is scheduled for January 5, 2017 at 7:00pm.