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FEBRUARY BOARD MEETING MINUTES

February 2, 2017

CALL TO ORDER: The February 2nd meeting of the Gun Lake Area Sewer & Water Authority was called to order at 7:00 pm by Chairman Glenn Leep.

ROLL CALL: Township officials present: Tom Rook of Orangeville Township, Glenn Leep of Martin Township, and Roger VanVolkinburg of Wayland Township. Alice Jansma of Yankee Springs arrived at 7:10 pm. GLASWA employees Director Larry Knowles and Office Manager Tara Palandri.

REVIEW AUTHORITY MINUTES: Mr. Rook motioned to accept the December meeting minutes with Mr. VanVolkinburg supporting, motion carried 3-0.

HEAR THOSE PRESENT:

DIRECTOR'S REPORT:

1. **Union:** The Union sent a letter withdrawing all interest from The Gun Lake Sewer Authority.
2. **Terry Lane:** Oetman Excavating began the project on Terry Lane. There was a problem with the dewatering process so the completion date for the project has been extended.
3. **Yankee Springs Water:** The Monthly Operating Report has been sent to the DEQ.
4. **Laboratory Technician:** Lab Technician position was discussed.
5. **SCADA:** The new pole for the antennae is up and will be working soon.
6. **Computer Server:** The new server was installed and is working well.
7. **Internet Provider:** We decided to switch to Charter for our internet and telephone service. While the initial installation fee is high, we will be saving over \$1,000/year in monthly fees. Also, our online billing, new server, and new SCADA rely on quality internet and our old service was not reliable.
8. **Engineer:** Mr. Knowles requested permission to enter into a contract with Jones & Henry. A motion was made by Mr. Rook to accept the request for Jones & Henry to oversee construction and design for the capital improvements project, supported by Mr. VanVolkinburg. Motion carried 4-0.
9. **Board Compensation:** Yankee Springs has not yet voted on the issue. It is on their agenda for the February 9th meeting.
10. **Online Payments:** We have sent in all of the necessary paperwork to Tyler Technologies. We anticipate the online billing will be up and running in February.
11. **Bonds:** J-Ad messed up on a publication date. The bond will be secured in February.

NEW BUSINESS:

1. In January, we issued 1 new sewer permit.
2. New revised handbook.
 - a. Mr. VanVolkinburg motioned to approve the new handbook as amended. Mr. Rook supported; the motion carried 4-0.

FINANCIAL STATEMENTS: January payroll totaled \$25,667.21. Operations expenses used checks #13837-13877 and along with electronic deposits totaled \$98,397.68. Total expenses for January came to \$124,064.89. A motion to pay the bills was made by Ms. Jansma and was supported by Mr. Leep, passed 4-0. December finances were also reviewed. December payroll totaled \$36,223.84 and checks and electronic deposits totaled to \$37,554.16. Total expenses for December totaled \$73,778.00. Ms. Jansma motioned to pay the bills with Mr. Leep supporting; motion carried 4-0.

DISCUSSION:

ADJOURNMENT: The meeting was adjourned at 8:15 pm with motion by Mr. Rook, supported by Mr. VanVolkinburg. The next Authority Board meeting is scheduled for March 2, 2017 at 7:00 pm.