



12588 Marsh Road  
Shelbyville, MI 49344  
269.672.5588

## February 2019 Board Meeting Minutes

**Call to Order:** The February 7<sup>th</sup> Board Meeting was called to order at 7:02 PM by Mr. Rook.

**Roll Call:** Township officials present: Tom Rook of Orangeville, Roger VanVolkinburg of Wayland, and Alice Jansma of Yankee Springs. Glenn Leep of Martin was absent with notice. GLASWA employees present: Director Larry Knowles and Office Manager Tara Palandri. Members of the public included Shane Vandenberg, Ian Watson of J-Ad Graphics, and Lucas Spoor.

**Review Minutes:** Mr. VanVolkinburg motioned to accept the January meeting minutes, Mr. Rook supported, the motion carried 3-0.

### Director's Report:

- Laboratory Technician
  - Monthly Report was reviewed.
- YST Water
  - The MOR and reports were sent to the DEQ.
  - The Water Report for January was reviewed.
  - The Water Advisory Board has not met since June.
  - GLASWA is still waiting for Yankee Springs to provide information regarding fees.
- Miss Dig
  - 54 Miss Digs were performed in January.
- Water Testing Lab
  - A representative from the DEQ inspected the new water lab on 1/28/19. He has requested additional information and said we should be certified sometime this spring.
- Collection System
  - The bases, guide rails, and brackets were replaced in lift stations 20 and 33.
  - Two out of three pumps were replaced at LS 23.
- Plant Process Station
  - The bases, guide rails, and brackets in the process station were replaced (near the septage receiving building).
- Articles of Incorporation
  - The Board will wait for Mr. Leep to be present before discussing any changes.
- Project
  - Pay request #5 was reviewed. Ms. Jansma motioned to approve the request for payment to date in the sum of \$125,953.92. Mr. VanVolkinburg supported the motion, after a roll call vote it passed 3-0.

### New Business:

- The Board presented Ms. Jansma with the attached welcome letter.
- No sewer or water permits were taken out in January.
- Audit contract for 2019
  - A motion was made by Mr. VanVolkinburg to retain Siegfried Crandall as GLASA's auditor. Ms. Jansma supported, motion carried 3-0.

- FOIA Policy

- Ms. Palandri informed the Board of a FOIA request received recently which prompted the need for a FOIA policy. The Board was presented with a resolution establishing FOIA procedures and forms for GLASA. Mr. VanVolkinburg made a motion to approve the resolution, Ms. Jansma supported the motion. There was discussion to change “Allegan County” to “Barry County” in the heading. The Board collectively agreed to the change and after a roll call vote, 3-0 the motion passed.

**Financial Statements:** December payroll totaled \$23,137.60 and operation expenses (checks #14653-14676) along with electronic payments totaled \$143,544.75. Total December expenses came to \$166,682.35. A motion to pay the bills was made by Mr. VanVolkinburg and supported by Ms. Jansma, the motion carried 3-0.

January payroll totaled \$29,504.96 and operation expenses (checks #14677-14708) along with electronic payments totaled \$250,400.01. Total January expenses came to \$279,904.97. A motion to pay the bills was made by Mr. VanVolkinburg and supported by Ms. Jansma, the motion carried 3-0.

**Discussion:** None.

**Hear Those Present:** Mr. Spoor discussed and clarified his recent FOIA request.

**Adjournment:** Mr. VanVolkinburg motioned to adjourn at 7:38 PM, Ms. Jansma supported, motion passed 3-0.

The next Board Meeting is scheduled for March 7, 2019 at 7:00 PM.

February 7, 2019

Alice,

This is just a quick note to tell you that the GLASA Board is excited about Yankee Springs' decision to have you represent Yankee Springs Township on the GLASA Board. We couldn't be happier to welcome you back to the team.

The GLASA Board has been trapped in Yankee Springs' politics this past year and the GLASA Board welcomes the relief this appointment will offer.

This appointment of a Township Treasure to the GLASA Board will offer additional security by having a financial expert reviewing the finances at our meetings.

As you probably are aware, we normally meet on the first Thursday of the month at 7:00 pm.

We look forward to your input, welcome.

The GLASA Board

Glenn Leep

Martin Twp.

Tom Rook

Orangeville Twp.

Roger VanVolkinburg

Wayland Twp.