



12588 Marsh Road
Shelbyville, MI 49344
269.672.5588

April 2022 Board Meeting Minutes

Call to Order: The April 7th Board Meeting was called to order at 6:58PM by Mr. Leep.

Roll Call: Glenn Leep of Martin, Tom Rook of Orangeville, Roger VanVolkinburg of Wayland, & Rob Heethuis of Yankee Springs, were present. arrived after the meeting started.
Employees present: Director Larry Knowles and Office Manager Tara Palandri.

Review Minutes: Mr. VanVolkinburg motioned to accept the March meeting minutes and Mr. Heethuis supported; the motion passed 4-0.

Hear Those Present: None present.

New Business:

- Four sewer permits and no water permits were issued in March.
- The Board reviewed the Director's Contract. Mr. Rook motioned to table the discussion until next month and Mr. Heethuis supported; the motion passed 4-0.

Director's Report:

- **Laboratory Technician**
 - The March Lab Report was reviewed.
- **YST Water**
 - The MOR and reports have been sent to EGLE.
 - The March Water Report was reviewed.
 - The April YST Water Advisory Board Meeting was held 4/5/22.
- **Miss Digs**
 - 74 Miss Digs were completed in March.
- **Water Laboratory**
 - The water lab processed 247 water samples in March.
- **Plant Operator**
 - We have discussed the future for GLASA with the Plant Operator.
 - Dave Underwood (Plant Operator) stated he would like to continue employment. GLASA would also like to continue his employment.
 - Both parties agreed to give sufficient notice prior to terminating the employment, so a new Plant Operator could be secured or the current Plant Operator could secure a position elsewhere.
 - Both parties seem to be favorable to the outcome of the meeting.

- **NPDES**
 - GLASA signed the agreement with TMDL.
 - Julie Calley's office has returned Mr. Knowles' phone call and the issue was discussed.
- **Screw Pumps**
 - The variable drive for the new screw pump is installed and operating.
- **Employee Resignation**
 - Kevin DeKoekkoek resigned. His last day was Friday 4/1/22.
 - Kevin has requested his retirement, but he is not vested.
 - GLASA's handbook as well as the retirement Plan Agreement with MERS (retirement provider) state that employees are only vested after five years minimum of service.
- **Director Contract**
 - The contract ends on May 31, 2022.
 - The Board will discuss the contract at the May 2022 meeting.

Financial Statements: March payroll totaled \$35,521.59 and operation expenses (checks #15750-15767) totaled \$90,499.62. Total March expenses came to \$125,971.21. A motion to pay the March bills was made by Mr. VanVolkinburg and supported by Mr. Heethuis; the motion passed 4-0.

Discussion: Mr. Rook made a motion to go into a closed session at 7:17pm. Mr. Heethuis supported the motion, after a roll call vote it passed 4-0. Closed session ended at 8:30pm.

The Board took notes of their closed session and shared them with Mr. Knowles and Ms. Palandri. After discussion, Mr. VanVolkinburg motioned to hold a special meeting, 4/19/22 at 7:00pm at Gun Lake Area Sewer Authority, regarding Mr. Knowles' response to the Board's closed session notes. Mr. Rook supported the motion, after roll call vote it passed 4-0.

Adjournment: Mr. Heethuis motioned to adjourn the meeting at 9:02PM, Mr. VanVolkinburg supported; the motion passed 4-0.

A Special Board Meeting is scheduled for April 19, 2022 at 7:00PM.

Location: GLASA 12588 Marsh Rd Shelbyville, MI 49344

Regarding: Director's response to 4/7/22 closed session notes from the Board.

The next regular Board Meeting is scheduled for May 5, 2022 at 7:00PM



12588 Marsh Road
Shelbyville, MI 49344
269.672.5588

April 2022 Special Board Meeting Minutes

Call to Order: The April 19th Special Board Meeting was called to order at 7:03PM by Mr. Leep.

Roll Call: Glenn Leep of Martin, Tom Rook of Orangeville, Roger VanVolkinburg of Wayland, & Rob Heethuis of Yankee Springs, were present.

Employees present: Director Larry Knowles and Office Manager Tara Palandri.

Review Minutes: Mr. VanVolkinburg motioned to accept the April meeting minutes and Mr. Heethuis supported; the motion passed 4-0.

Hear Those Present: None present.

New Business:

- Mr. Heethuis motioned to go into a closed session to review the Director's Contract at 7:05pm, Mr. Rook supported the motion and it passed 4-0. Mr. VanVolkinburg motioned to open the meeting at 7:40pm. Mr. Heethuis supported; the motion passed 4-0.
 - The Board added one more line item to number 19 in the proposed Director's Contract. Mr. Knowles will revise the Director's Contract to include the additional line item and present it to the Board at the regular May meeting.
- Employee Roundtable Minutes
 - The Employee Roundtable Meeting Minutes were discussed. The Board was satisfied with the results of the meeting.

Old Business:

- CDL Update
 - Mr. Knowles explained to the Board where each employee stands in the process of obtaining their CDL.

Discussion: None.

Adjournment: Mr. VanVolkinburg motioned to adjourn the meeting at 8:04PM, Mr. Heethuis supported; the motion passed 4-0.

The next Board Meeting is scheduled for May 5, 2022 at 7:00PM