

## November 2022 Board Meeting Minutes

**Call to Order:** The November 3<sup>rd</sup> Board Meeting was called to order at 7:00PM 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  
Linda Ribble of Orangeville was present.

**Review Minutes:** Mr. Rook motioned to accept the October Board Meeting minutes and Mr. Heethuis supported; the motion passed 4-0.

**Hear Those Present:** Mrs. Ribble inquired as to the status of recent employment issues. Mr. Leep informed her that the Board is involved and working on addressing the ongoing issues. Mrs. Ribble also stated she could not find the October minutes on the GLASA website. Mr. VanVolkinburg informed her that the October draft minutes were not approved as official minutes until moments before.

### **New Business:**

- a. No sewer or water permits were issued in October.
- b. Ms. Palandri informed the Board that the technicians would like to change the on-call policy as discussed in the November Employee Round Table Meeting. A handbook addendum (Addendum III) was presented to the Board. After review, the Board requested to add more detailed disciplinary actions if employees fail to comply with the policy in the addendum.

**Old Business:** The Board reached out to Rich Pierson to conduct an internal review of GLASA, however Mr. Pierson declined.

### **Director's Report:**

- **Laboratory Technician**
  - The October Lab Report was reviewed.
- **YST Water**
  - EGLE conducted the Sanitary Survey.
  - The MOR and reports have been sent to EGLE.
  - The Advisory Board will meet on 11/14/22 at 4:30. There will be a tour of the Well House and Water Tower. Everyone is welcome.
  - The October Water Report was reviewed.
- **Miss Dig**
  - 106 Miss Digs were performed in October.
- **Water Laboratory**
  - Effective October 1<sup>st</sup>, water lab rates are:
    - Pick up from Health Dept Bacti from \$20.00 to \$22.00
    - Pick up from Health Dept Nitrate from \$22.00 to \$24.00
    - Dropped off at GLASA Bacti from \$17.00 to \$18.00
    - Dropped off at GLASA Nitrate – no change - \$22.00
  - In October, 233 samples were tested.

- **Lift Station #6**
  - The discharge pipes have been lined and the repair is complete.
- **Maintenance Tech**
  - We are interviewing candidates.
- **Maintenance Tech Training**
  - Training was held for:
    - The Vactor
    - The sewer camera
    - E-1 grinder repair
    - Basic electrical
- **Storage Barn**
  - The steel roof on the barn on the east side of the plant has been replaced.
- **MIOSHA**
  - MIOSHA was onsite Thursday 10/20/22.
  - Mr. Knowles reviewed the complaint OSHA received.
  - OSHA is expected to follow up soon.
- **Blower**
  - The new blower was received and it is now online.

**Financial Statements:** October payroll totaled \$35,398.06 and operation expenses (checks #15955-15984) totaled \$171,521.60. Total October expenses came to \$206,919.66. A motion to pay the October bills was made by Mr. VanVolkinburg and supported by Mr. Heethuis; the motion passed 4-0.

**Discussion:**

Mr. Leep and Mr. Rook informed Mr. Heethuis and Mr. VanVolkinburg that their meetings with individual employees went well.

Mr. Rook asked Mr. Knowles to obtain confirmation that GLASA's insurance company received the most recent claim (regarding Vista Point sewer main issue) and check in on the status of the claim.

**Adjournment:** Mr. Heethuis motioned to adjourn the meeting at 8:03PM, Mr. VanVolkinburg supported; the motion passed 4-0.

*The next regular Board Meeting is scheduled for December 7, 2022 at 7:00PM*