

December 2022 Board Meeting Minutes

Call to Order: The December 7th Board Meeting was called to order at 7:00PM by Mr. Leep.

Roll Call: Glenn Leep of Martin, Tom Rook of Orangeville, & Rob Heethuis of Yankee Springs were present. Roger VanVolkinburg of Wayland was absent with notice, however Ann McInerney, Clerk of Wayland Township, was there to represent Wayland.

Employees present: Director Larry Knowles, Office Manager Tara Palandri, and Plant Operator Dave Underwood.

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

Hear Those Present: None.

New Business:

- a. No sewer or water permits were issued in November.
- b. Ms. Palandri informed the Board that GLASA was notified by United Bank on 12/1/22 of a fraudulent wire attempt. Ultimately, no funds were taken. The State Police were informed and are investigating the incident. Actions have been taken to ensure the security of GLASA funds going forward.

Director's Report:

- **Laboratory Technician**
 - Mr. Underwood reviewed the November Lab Report for the Board.
- **YST Water**
 - The MOR and reports were sent to EGLE.
 - The Advisory Board met 11/14/22. There was a tour of the Well House and Water Tower.
 - The November Water Report was reviewed.
 - The repair work to the water tower was completed.
- **Miss Dig**
 - 70 Miss Digs were performed in November.
- **Water Laboratory**
 - 215 samples were tested in November.
- **Vactor**
 - The Vactor required extensive repairs.
 - A new water pump was installed for just over \$20,000.
- **New Maintenance Technician**
 - Mike Carson started on Monday (12/5/22).
- **Maintenance Tech Training**
 - Mark Babcock will attend lift station maintenance training on December 13th.

- **MIOSHA**
 - MIOSHA was onsite 11/16/22 to interview employees. No response has been received yet regarding their findings.
 - The monthly safety meeting was held 11/23/22 and covered Motor Control & H2S.
- **CDL**
 - Mark Babcock is scheduled for CDL training the week of 12/19/22.
- **Roof Replacement**
 - A quote to replace the roof at the plant was received for \$75,000.00.
- **Proposed 2023 Budget**
 - The proposed 2023 budget was reviewed. After some discussion, Mr. Rook made a motion to accept the 2023 budget as presented. Mr. Heethuis seconded the motion and after a roll call vote, the motion passed 4-0.

Financial Statements: November payroll totaled \$35,398.80 and operation expenses (checks #15985-16013) totaled \$137,526.50. Total November expenses came to \$172,925.30. A motion to pay the November bills was made by Mr. Rook and supported by Mr. Heethuis; the motion passed 4-0.

Discussion: Mr. Rook made a motion to hold monthly GLASA Board Meetings on the first Thursday of each month for 2023. Mr. Heethuis supported the motion, it passed 4-0 after a roll call vote.

Adjournment: Mr. Heethuis motioned to adjourn the meeting at 7:40PM, Mr. Rook supported; the motion passed 4-0.

The next regular Board Meeting is scheduled for January 5, 2023 at 7:00PM