



12588 Marsh Road
Shelbyville, MI 49344
269.672.5588

December 2023 Board Meeting Minutes

Call to Order: The December 7th Board Meeting was called to order at 4:00PM by Mr. Leep.

Roll Call: Glenn Leep of Martin, Tom Rook of Orangeville, Roger VanVolkinburg of Wayland, and Rob Heethuis of Yankee Springs Township were present. Employees present: Director Larry Knowles, Office Manager Tara Palandri, and Plant Operator Dave Underwood.

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

Hear Those Present: None present.

New Business:

- a. No sewer or water permits were issued in November.
- b. November Roundtable Minutes were shared with the Board.
- c. 2023 Audit Engagement Letter
 - i. After the audit engagement letter was reviewed, Mr. Rook made a motion approving Siegfried & Crandall to perform the 2023 audit. Mr. Heethuis supported and the motion passed 4-0 after a roll call vote.
- d. MERS Retirement for Board members
 - i. Ms. Palandri presented two different MERS retirement plan options for Board Members to review. After an initial review, the Board stated they will take the documents home for review and discuss this further at the next meeting.

Old Business: None.

Director's Report:

- **Laboratory Technician**
 - Monthly Report was reviewed.
- **YST Water**
 - The MOR and reports were sent to EGLE.
 - The November Water Report was reviewed.
- **Miss Dig**
 - 58 Miss Digs were performed in November.
- **Water Laboratory**
 - 145 water samples were tested in November.
- **Collection System Generators**
 - The generator at LS #5 (Trails End) was installed, but it is not online yet.

- **Treatment Plant Blower**
 - The new blower was delivered and is scheduled to be installed next week (12/11/23).
- **GLASA's Operational Structure**
 - Discussion on when to hold a public hearing for the rate increase occurred.
 - After discussion, the Board decided to tentatively schedule a public hearing in August 2024 for a potential rate increase in 2025.
- **Vista Pt. Sewer Main Damage**
 - West Michigan Seawall made another double payment for December.
- **Property Sale**
 - Mr. Knowles presented the Board with a proposed resolution to allow him to contract with the realtor on behalf of GLASA to list 5 acres on the corner of Cobb Lake Rd & Payne Lake Rd. The resolution includes selling all 5 acres with an easement so that GLASA can still access and maintain the lift station.
 - After review of the property documents and proposed resolution, Mr. VanVolkinburg made a motion to pass the proposed resolution. Mr. Heethuis supported the motion and it passed 4-0 after a roll call vote.
- **January Meeting Date Change**
 - Mr. Knowles stated he will be out of town for the January meeting and asked if the Board wanted to reschedule.
 - After some discussion, the Board decided to meet Wednesday, January 10, 2024 at 4:00pm.
- **2024 Budget**
 - The 2024 budget was reviewed. After some discussion, Mr. VanVolkinburg made a motion to approve the proposed 2024 budget. Mr. Heethuis supported the motion which passed after a 4-0 vote.

Financial Statements: November payroll totaled \$31,409.99 and operation expenses (checks #17919-#17937) totaled \$127,154.00. Total November expenses came to \$158,563.99. A motion to pay the November bills was made by Mr. Rook and supported by Mr. Heethuis; the motion passed 4-0.

Discussion: None.

Adjournment: Mr. Heethuis motioned to adjourn the meeting at 4:52 PM, Mr. VanVolkinburg supported; the motion passed 4-0.

*The next regular Board Meeting is scheduled for **Wednesday January 10, 2024 at 4:00PM***