

December 2025 Board Meeting Minutes

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

Roll Call: Glenn Leep of Martin, Rob Heethuis of Yankee Springs, Roger VanVolkinburg of Wayland, and Vivian Conner of Orangeville were present. Employees present: Director Larry Knowles, Tara Palandri, and David Underwood.

Review Minutes: Mr. VanVolkinburg motioned to accept the November Board Meeting minutes as presented. Ms. Conner supported the motion; the motion passed 4-0.

Hear Those Present: None present.

New Business:

- a. One sewer and no water permits were issued in November.
- b. November Roundtable Minutes were shared with the Board.
- c. 2026 Proposed Budget
 - i. After review, Mr. VanVolkinburg made a motion to approve the 2026 budget as presented. Mr. Heethuis supported the motion; the motion passed 4-0.
- d. Audit Proposal
 - i. The 2026 audit proposal from Siegfried and Crandall was presented to the Board. After review, Mr. VanVolkinburg made a motion to accept the proposal as presented. Mr. Heethuis supported the motion; after a roll call vote the motion passed 4-0.

Director's Report:

- **Laboratory Technician**
 - The November Lab Report was reviewed.
- **YST Water**
 - The pilot study conducted by Peerless Midwest has concluded. Waiting for the lab results at this time.
 - The MORs and reports were sent to EGLE.
 - The November Water Report was reviewed.
- **Miss Digs**
 - Technicians performed 70 Miss Digs in November.
- **Water Laboratory**
 - In November, 180 water samples were tested.
- **2026 Trucks**
 - One 2024 truck was sold 11/19/25. The other 2024 truck is now up for sale.
- **Generators**
 - Mr. Knowles would like to order the plant generator since the equipment will take quite some time to receive. The installation might not be fully complete and/or paid for in 2026.

Discussion: None.

Financial Statements: November payroll totaled \$39,010.80 and operation expenses (checks #17456-17478) totaled \$194,278.65. Total November expenses were \$233,289.45. A motion to pay the November bills as presented was made by Mr. VanVolkinburg and supported by Mr. Heethuis; the motion passed 4-0.

Adjournment: Mr. Heethuis motioned to adjourn the meeting at 4:43PM, Ms. Conner supported; the motion passed 4-0.

The next regular Board Meeting is scheduled for January 8, 2026 at 4:00PM