

**LAKES AREA SEWER AUTHORITY**  
Minutes—March 22, 2010

The Lakes Area Sewer Authority held its regular meeting on March 22, 2010, at 7:00 pm, at the Porter Township Hall.

Commissioners Present: Grib, Oxley, Melko, Bainbridge, Laski, Bitely, Johnson.  
Commissioners Absent: None

Public Comment: None

Motion by Bitely, Support by Grib to approve the agenda as presented, all Ayes—motion passed.

Motion by Oxley, Support by Bitely to approve and place on file the minutes of the Regular Authority Meeting of February 22, 2010 as corrected, all Ayes—motion passed.

Oxley presented a Treasurer's Report which reflected receipts and disbursements for the month.

Motion by Grib, Support by Johnson to receive and place on file the Treasurer's Report subject to audit, all Ayes—motion passed.

The need to develop a budget was discussed. A budget committee was formed consisting of Melko, Bitely, Oxley, and Smaka. It will meet on March 31, 6:00 pm at the Porter Township Hall. There is also a need to obtain hardware for backing up all data and to open a checking account and purchase checks.

Motion by Melko, Support by Bitely to approve \$100 for the treasurer to purchase a back up drive, all Ayes—motion passed.

Motion by Bitely, Support by Bainbridge to open a checking account with Chemical Bank and purchase checks not to exceed \$300, all Ayes—motion passed.

Smaka reported on the status of construction. Contractors for Contracts A & B (Kamphis and Balkema) will be starting up construction again in April. The treatment facility remains under construction. All is currently on schedule. The next construction status meeting will be held on April 7, 2010 at 1:00pm. Notices will be posted on websites regarding construction start-up dates and schedules. The Cass County Board of Public Works has requested to tour to treatment facility construction site at some future date.

The RFP review committee will schedule interviews with four out of the seven proposals submitted. These are Infrastructure Alternatives, Severn Trent, Tetra Tech, and Wade-Trim. Analysis and recommendation for a selection will be presented at the April 26 LASA meeting.

Schuitmaker led a discussion regarding the Operations and Maintenance Agreement with the Village of Marcellus. The agreement, utilizing the Commodity Charge Option, was approved by the Village Council.

Motion by Bitely, Support by Grib to authorize the LASA Chair and Secretary to sign the O & M Agreement, all Ayes—motion passed.

In other legal issues, the Village of Marcellus will need to amend its ordinance to correspond with LASA. Schuitmaker is also researching some assessments that were left off of the roles, but may need to be reinstated through a new assessment role.

Schuitmaker presented an amended legal contract reflecting additional, unexpected legal expenses to the Authority for approval.

Motion by Bitely, Support by Laski to approve the amended legal contract; Role call vote: all Ayes—motion passed.

Oxley reported on various accounting issues. Many thanks to Shawnie Bainbridge for her ongoing assistance. They are in the process of entering addresses from the assessors and tracking down various billing addresses. In reviewing the administrative cost summary, billings cannot be entered or finalized without a delinquency rate established by the Authority. It was determined that, per the Sewer Ordinance, delinquencies will have a penalty of 10% plus an additional 1% for each continuing month.

Motion by Bitely, Support by Grib to approve the administrative cost summary as amended, effective June 30, all Ayes—motion passed.

Smaka presented a list of bills for payment.

Motion by Bainbridge, Support by Bitely to approve payment of the bills as presented, all Ayes—motion passed.

Alternative Energy: no report.

Next steps are to develop forms for obtaining permits and to establish office hours for permit approval.

Public Comment: None.

There being no other business before the Authority, the meeting adjourned at 9:28 pm.

Next meeting—April 26, 2010 at 7:00 pm.

Respectfully Submitted,

John A. Grib, Authority Secretary