

## LAKES AREA SEWER AUTHORITY

Minutes—December 21, 2009

The Lakes Area Sewer Authority held its regular meeting on December 21, 2009, at 7:00 pm, at the Porter Township Hall.

Commissioners Present: Grib, Oxley, Melko, Bitely, Bainbridge, Johnson, Laski

Commissioners Absent: None

Public Comment: None

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

Motion by Bitely, Support by Bainbridge to approve and place on file the minutes of the Regular Authority Meeting of November 23, 2009 as e-mailed, all Ayes—motion passed.

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

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

Smaka reported on the status of construction. With the exception of the treatment facility, all construction on the project has stopped for the season. The treatment facility will remain under construction throughout the winter. All is currently on schedule. The next construction status meeting for the treatment facility will be held at the site on January 6, 2010 at 1:00pm.

Schuitmaker led a discussion regarding the Operations and Maintenance Agreement with the Village of Marcellus. The agreement along with options for setting rates will be presented to the Village prior to the next meeting. The agreement should be back to the LASA for final approval by the February meeting.

An operator for the treatment plant and system should be in place at least 2-3 months prior to completion of the system ie. by May. A request for proposals (RFP) process will be utilized to seek bids for the service. Melko will work with Grib and Laski to receive and review all proposals.

Oxley reported on the customer billing and accounting process. Several audit firms have been contacted regarding assistance to set up charts of accounts and accounting systems. Sigfried and Crandal suggested about 4-6 hours of work at \$120/hr to do so.

Motion by Bitely, Support by Johnson to engage the firm of Sigfried and Crandal to set up accounting systems not to exceed eight (8) hours. All Ayes--motion passed.

Smaka presented a list of bills for payment.

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

A meeting schedule for the year was presented and reviewed.

Next steps included the need to set permit fees and hookup procedures.

Public Comment: None.

There being no other business before the Authority, the meeting adjourned at 8:25 pm.

Next meeting—January 25, 2010 at 7:00 pm.

Respectfully Submitted,

John A. Grib  
Authority Secretary