

**Portage-Base Lakes Sewer Area Water & Sewer Authority
Monday, May 17, 2010
Hamburg Township Hall Building
Regular Meeting**

1. CALL TO ORDER

Moody called the meeting to order at 7:03 p.m.
Present: McCloskey, Moody, Ehman, Kleinschmidt, Semprevivo
Also Present: Randazzo, Rick Kangas & Ish Naik, Stantec

2. ADOPTION OF AGENDA

Motion by Ehman, supported by Semprevivo, to approve the agenda as presented.
Voice Vote: Ayes-5 **MOTION CARRIED**

3. CALL TO THE PUBLIC

A call was made with no response.

4. CORRESPONDENCE

There was no correspondence presented.

5. NEW BUSINESS

A. Sodium Violation Letter

Ehman presented the proposed Sodium Violation Letter for Board comment. Board discussed what an "incident" would be in line 5. Board decided each day can be another incident.

Moody asked Randazzo what Hamburg Township's status was with regards to enforcing the Sodium Ordinance.

Randazzo stated Hamburg Township has hired someone who will be testing the water at the grinder. The Township will not start punitive damage until after July of this year.

Ehman stated if the Portage-Base Lakes Area Water & Sewer Authority is going to have a sampling method, then something formal needs to be adopted.

Randazzo will submit a process to the Board stating who will be doing the test and analyzing.

Ehman asked if there is a \$10.00 test available to the public to have their water sampled.

Randazzo stated there is not.

Motion by Semprevivo, supported by Ehman, to adopt draft of Notice of Possible Violation, with amendments as follows: Line 2.a. to read: to see if it exceeds in lieu of to see if you exceed. Line 5. To include the phrase: Each day can be another incident. To be inserted prior to the sentence: The Authority really doesn't want to go this route so please comply.
Voice Vote: Ayes-5 **MOTION CARRIED**

B. Software Upgrade

Randazzo reviewed his memo dated 5/14/10 regarding the BSA Software Upgrade.

Semprevivo asked if the cost of maintaining the QuickBooks program has been looked at.

Randazzo stated the cost for QuickBooks is approximately \$800.00 per year.

Semprevivo stated it looks as though the costs for the BSA upgrade can be recovered if Hamburg Township can lower the Administrative Fee. He directed **Randazzo** to look into the upgrade vs. cost of current software and confirm the numbers.

Randazzo stated the Maintenance fee is for software upgrades and technical support.

Motion by Ehman, supported by Semprevivo, to direct Randazzo to confirm projections of costs relating to the BSA Software Upgrade, with Hamburg Township.

Voice Vote: Ayes-5

MOTION CARRIED

5. OLD BUSINESS

A. Drywell Project

Randazzo reviewed his memo dated 5/14/10. He stated no drywell inspections have been made in the last 2 months.

6. REPORTS

A. Engineer's Report (Discussion on NACL & Capital Improvement)

Kangas reviewed the Operation and Maintenance report for March/April 2010 with the Board.

Naik stated the DNRE had been insisting on a more elaborate system, in case of a power failure, on the Pump Stations.

Kangas stated once he explained the system and how it works, the DNRE stated a letter from the Authority outlining the process would suffice.

Naik stated a letter was drafted by Stantec for Board approval. Once the letter is approved, it should be put on letterhead from the Authority and submitted by the Supervisor.

Randazzo will forward the draft to the Board via email for their comment and review, before it goes out on Portage letterhead.

Naik reviewed the Capital Improvements report and bid specifications.

Semprevivo requested Stantec provide a bulleted outline of the project scope to the Board.

Naik will send the outline via email to **Randazzo** who will then submit to the Board for their review and comment.

Ehman stated he would like to look at the outline prior to going through the bid process.

Naik stated he would like to advertise in the meantime, to get started on the process. He stated he can advertise as soon as this Monday and it will take about 4 weeks to get the bids in. Board agreed to publish, and will be reviewing the documents from Stantec in the meantime.

Naik reviewed the Hydrogeological Study Update and stated the work plan as been approved by the DNRE. He stated an extension needs to be requested as work was to be done by 6/1/10. He suggested requesting an extension until at least the end of July.

Motion by Ehman, supported by Kleinschmidt, that if DNRE grants the extension so work can be completed, that the Supervisor be authorized to sign on the Authority's behalf to have work performed as outlined in memo dated 3/22/10 from Stantec.

Voice Vote: Ayes-5

MOTION CARRIED

Motion by Semprevivo, supported by Ehman, to approve payment to Kangas as submitted.

Voice Vote: Ayes-5

MOTION CARRIED

Kangas stated the sludge removal is going slow as they are having a hard time finding 200 acres of land to relocate it to. He stated it will be June or July before the project can be completed.

B. Treasurer's Report

McCloskey reviewed his report. He stated he is in the process of moving the Checking over to Charter One Bank. He stated he has 2 CDs that he needs to act on in the next couple of days.

Semprevivo to send McCloskey information he has on CD rates.

C. Superintendent's Report

Randazzo reviewed his memo dated 5/14/10.

D. Approval of March & April 2010 Bills

Moody asked if the new Accounting Software would give the Board detailed reports on splits.

Randazzo stated it would.

Motion by Ehman, supported by Kleinschmidt, to pay the March & April 2010 bills as presented.

Voice Vote: Ayes-5

MOTION CARRIED

7. CALL TO THE PUBLIC

There was no Public present.

8. APPROVAL OF THE MARCH 15, 2010 MEETING MINUTES

Moody checked on Action items from the last meeting: Auto Payment on DTE.

Randazzo stated it was still pending. Added to the current Action Items list.

Motion by Ehman, supported by Semprevivo, to approve the minutes from March 15, 2010 as presented.

Voice Vote: Ayes-5

MOTION CARRIED

9. **ADJOURNMENT**

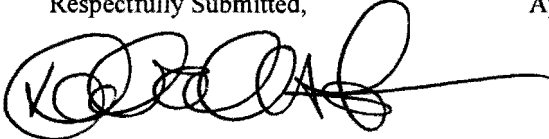
Motion by Kleinschmidt, supported by Ehman, to adjourn the meeting.

Voice Vote: Ayes-5

MOTION CARRIED

The meeting adjourned at 8:15 p.m.

Respectfully Submitted,



Debra A. Henneman
Recording Secretary

Approved at 7-19-10 meeting

APPROVED