

REGIONAL WASTEWATER COORDINATING COMMITTEE

Formed June 26th 2008

Committee Members are:

City Of Raymond;

John Dunsmoor non elected

Jason Dunsmoor Elected

Todd Stevens Elected

City of South Bend;

Eric A deMontigny non elected

Dale Little Elected

Kirk Church Elected

Chair Person Eric A deMontigny

Secretary Kirk Church

Vice Chair Dale Little

July 17th Meeting at 7pm Raymond City Council Chambers

2nd Meeting

All attended Except Eric deMontigny

Agenda For Meeting;

1. Select a Chair Person

2. Select a Vice Chairperson

3. Select a Secretary

4. Select an Engineering Firm

5 Administrative Manager Job Description

6. Set New Agenda for Aug 7th 7 p,m in Raymond Tentative on Gray & Osborne

1..... Kirk Nominated Eric for chairperson but did explain that Eric had Mentioned he was sorry for missing the last 2 meetings and should be available unless a Planning commission meeting I think we just have to schedule dates all our available. Everyone voted That Eric would be The Chair Person.....Todd Nominated Dale Little as the Vice Chairperson in case of Erics absence and was voted unanimously.

2.....Kirk was Nominated Secretary with the Help of the other members notes and additions , with Todd also keeping Notes and incorporating them into the minutes. All member are asked to send all updates additions to Kirk to be incorporated into the minutes.

3.....The Committee discussed all the Engineer proposals that we each received and after much discussions pros and cons Jason Dunsmoor made a motion that we Except Gray & Osborne. More Discussion and then the 5 members voted with 1 proxy vote from Eric presented to the committee from Eric

The vote was unanimous.. ARE FINDINGS ARE AS FOLLOWS!!!!

a. Gray& Osborne have already established a working relationship on this project and has been ongoing for the past 2 years we know them they no us .

- b. They scored the highest from all the applicants packets that we received.. with many pluss suchs as; Qualified personnel, availability to our community,, Many other projects like ours , Very good references, over 10 year experience in Our area knowing our soils needs and people, a Good letter of interest detailed section describing the projects approach,, Cosmopolitian Engineering for outfall, river crossing and ps 11 modifications, There already on Board as the Facility Plan Consultants for Raymond and South Bend
- c. Mayor Jungar was asked by the RWCC committee if he would contact G&O 7/18 and Get the Ball Rolling with Jay Swift. Kirk was asked to Draft Letter to the Raymond City Council Advising Him of the RWCC,s Recommendation of Gray & Osborne as the Engineering Firm The RWCC ha unanimously selected at there 7/17 meeting.

4. We discussed the Duties of the Administrative Manager.
Much Discussion we had Handouts from Todd and Kirk describing the Duties expected.
We did determine we would have to hire someone as a Part time person for this position.
Todd has agreed to write a rough Draft of the Responsibilities expected of the Administrative Manager and Present it at the next Meeting Aug 7 7pm 2008

5....The Agenda for the Next Meeting August 7 at 7pm at Raymond City Hall will be as follows

6.....Agenda:

- a. Old Business
- b. Rough Draft of administrative Manager Job Description presented by Todd
- c. Discussion of Contract with Gray&Osborne and any other concerns of the RWCC Committee
- d. Set New Meeting Date time And The Next Agenda