

Regional Wastewater Coordinating Committee June 26th 2008

Minutes for Meeting on June 26<sup>th</sup> At Raymond City Hall  
7pm to 830pm

Mayor Jungar Called the Meeting to order at 7 pm

Present were :

Todd Stevens City of Raymond

John Dunsmoor City Of Raymond

Dale Little City of South Bend

Kirk Church City of South Bend

Agenda for meeting

1. Pick a secretary
2. Pick a chair Person
3. Meeting times and schedules Place
4. Pick an engineer Group (july7)

1. We will pick a secretary at next meeting scheduled to take Place July 17<sup>th</sup> at 7pm at Raymond City Hall. We discussed getting the copying equipment working at city hall so notes can be transferred.
2. We will pick a chair person at the July 17<sup>th</sup> Meeting  
We discussed the unique personality this person would have.
3. All Meeting times will be scheduled for a 7PM start Mostly second and fourth Thursday of the month at Raymond City Hall Chambers.  
All scheduled Meeting Dates will be discussed with the Next Agenda before the current Meeting ends
4. We will be notified by respective city clerks on when the engineer packets have come in. We discussed reviewing them because we need to Narrow the field to the top 3 firms at this Meeting On July 17<sup>th</sup>
  - A. General discussions
    - 1.ADVVERTISEMENTS::: be paid for by both cities equally.

2. VOTING BY PROXY;; we discussed voting issues....It was decided that voting by Proxy would be allowed on all topics that were on the current agenda. No Proxy votes would be allowed if a topic was brought up and then voted on that meeting.
  
3. SETTING OF THE AGENDA;;; The Agenda for the next meeting will always be set at the conclusion of the active Meeting All the meetings will be informal with a set new business /old business format
  
5. ADMINSTRATIVE MANAGER; We discussed this in great detail. We hashed a lot of ideas about what we need as a Manager and with Todd and Dales Suggestion we need to pull the Job description for the Position of administrative Manger. No decision was Made until we can Look this over.  
  
5.CHAIRPERSON; We discussed his duties.  
Once we go to public meetings the chair person will monitor and keep order. The Chair may recognize the public but the Chair does not have to recognize any comments or discussion that are not on the present agenda
  
- 6.SUBSTANTIATE FINDINGS;  
We must always give a reason on how we came to a conclusion on a vote
  
7. SETTING OF AGENDA JULY17th 7PM Raymond City Hall
  - a. Select a Chair Person
  - b. Select a Secretary
  - c. Select and Engineering Firm narrowing the field to 3 candidates
  - d. Administrative Manager Job Description
  - e. Set New Agenda For July 31<sup>st</sup> Meeting at 7 pm Raymond city Hall