



**Lakeside Association Board of Directors  
Streets & Drainage Advisory Task Force  
November 11, 2022**

**Background**

Lakeside Chautauqua suffers from significant deferred maintenance in the areas of adequate drainage, storm runoff, street and sidewalk deterioration, and street/intersection safety.

Lakeside engaged the engineering/planning firm MKSK to prepare a preliminary engineering report mapping all existing streets, sidewalks, and drainage systems. It is conceptual in nature and includes a scope of work for making improvements. That full report has been submitted to the Lakeside Executive Staff. Not surprisingly, the estimated cost range for the project is substantial.

Due to the overwhelming list of questions raised by LPOA members, a Streets and Drainage Advisory Task Force (SDA Task Force) will be formed. This team will be comprised of Lakeside Staff, Lakeside Association Board of Directors (Board) members and Lakeside Property Owners Association (LPOA) representatives.

**Authority**

1. Importantly, the SDA Task Force is advisory only. The SDA Task Force is established under Article IX, Section 3 of the Lakeside Association Bylaws, with the number of members listed below.
2. As an advisory committee, the SDA Task Force does not make decisions on behalf of the Board.
3. The role of the SDA Task Force is to examine matters within its scope, propose recommendations to the Board and serve as a resource to Lakeside staff in areas where specific expertise is requested by staff or the Board.

**Membership**

1. The SDA Task Force will include community members, Lakeside staff, Board members and LPOA representatives. Task Force members will be recommended by the CEO and COO and appointed by the Chair and Vice chair of the Board.
2. The SDA Task Force will be made up of seven to fifteen community members with professional expertise in major construction and infrastructure projects, planning and financing of these types of projects, and/or understanding of Lakeside.
3. The Board Chair and Vice chair may fill vacancies on the SDA Task Force. The Board may remove a member from the SDA Task Force at any time, with or without cause.

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### **Responsibilities**

The SDA Task Force will be a team of community members who will partner with Lakeside Executive Staff and the Board to provide recommendations regarding:

- Prioritizing recommendations from the preliminary engineering report
- Suggesting priorities around the timing and phases of the project
- Key points to submit to contractors to obtain bids

### **Operations**

1. The SDA Task Force will meet with such frequency as it may determine, with the expectation that the work will be complete in 6-8 months. The co-chairs of the SDA Task Force will call the meetings and preside over the meetings. The co-chairs will set the agenda and objectives of each meeting in partnership with the CEO & COO. A majority of SDA Task Force members will constitute a quorum. SDA Task Force approvals will require a vote of a majority of the SDA Task Force members present at a meeting at which a quorum is present. Minutes will be taken at all meetings.
2. The SDA Task Force will report its activities to the Board on a regular basis.
3. SDA Task Force may be asked to present to community groups. Presentation content will be approved by the CEO and COO, the SDA Task Force co-chairs, and the Board.
4. The CEO and COO will lead community engagement.
5. From time to time, the SDA Task Force members and the CEO and COO will review this charter and propose any changes to the Municipal Services Committee. The Board may amend this charter at any time.
6. The CEO and COO will serve as staff liaisons and will attend meetings.
7. Guest experts may be invited to attend and present at Task Force meetings from time to time.
8. Administrative support will be provided by Sam Chelliah, V.P. of Finance, and Jim Switzer, Director, Historic Preservation, Design Review & Municipal Services and Gretchen Colon, V.P. of Advancement & Marketing.

### **Timeline & Meeting Expectations**

The task force will meet on a regular bi-weekly basis at the onset and monthly thereafter. The following are preliminary milestones:

1. November – Assemble the Task Force & review charter. Submit charter to MSC for final approval by mid-December.
2. January – Begin scheduled meetings.
3. May – Provide recommendations regarding the project prior to the May 19, 2023 Board meeting
4. The SDA Task Force shall serve no longer than 12 months following its establishment, unless otherwise determined by the Board.

Charter approved by the Lakeside Association Board of Directors at meeting of the full Board on November 11, 2022