

SCWA EXECUTIVE COMMITTEE MEETING

MINUTES OF JUNE 12, 2002

Present: James Koski and Matt Rappley, *Saginaw County Public Works*; John Malzahn, *Bridgeport Charter Township*; Dale Klein, *Carrollton Township*; Dan Armentrout, *Saginaw County Road Commission*; John Premo, *City of Saginaw*; Don Scherzer, Russ Beaubien, Nicole Kreinbrink, Tammy Shivley, *Spicer Group*

Absent: Rob Grose (excused), Tim Ader

Guest: Marie Herzog, Heritage Accounting

I. **Introductions:** Mr. Koski introduced Marie Herzog, Heritage Accounting.

II. **Review of Previous Minutes:** The minutes of May 22, 2002 were reviewed. *John Malzahn moved, Matt Rappley supported, to accept the minutes as presented. MOTION CARRIED.*

III. **Accountant for Authority – Marie Herzog:** Ms. Herzog has 36 years of experience and has been the accountant for the Mid Michigan Waste Authority (formerly Saginaw Area Solid Waste Management Authority) since its inception. She handles accounting for MMWA, including quarterly reports, annual reports, and quarterly investment reports. Mr. Koski, per full disclosure, reported that Ms. Herzog also handles his personal business accounting. Mr. Malzahn indicated that a SASWA accountant must be named soon and recommended exploring Ms. Herzog as a possibility, as he has also worked with her through the MMWA.

Ms. Herzog provided an overview of services she would perform as the Authority's accountant. She would charge about \$300 per month during her first year as the Authority's accountant. Mr. Malzahn stated that although SASWA may eventually grow in membership to the size of MMWA, the paper-work will be less time consuming, as SASWA will not own or lease office space. Members discussed the method for billing entities (possibly quarterly). Merrill Lynch will be the cash handling agent

The Authority needs a federal identification number, which currently can be obtained almost overnight. However, the Bylaws and Articles of Incorporation need to be finalized by Tuesday. Mr. Koski, Mr. Malzahn, and Ms. Herzog will call Mr. Meyer regarding finalization. Mr. Malzahn will take the final copy to Bridgeport Charter Township Tuesday for signature, thus legalizing the Authority. The Articles of Incorporation can then be faxed or emailed to the State of Michigan for an ID number overnight. Ms. Herzog requested a signature on the SS4 for the application.

John Malzahn moved and Dan Armentrout supported recommendation of Marie Herzog, Heritage Accounting, as the SASWA accountant at the June 19th General Meeting. MOTION CARRIED.

IV. **Review of New Urbanized Area and Watershed Boundary:**

Mr. Koski and others met with the MDEQ last week and an agreement was reached for a new watershed boundary using a combination of political boundaries, roads, hydrologic and drainage district boundaries. Apportionments will be based on a municipality's area within a regulated area and percentages determined after excluding road and drainage right-of-ways, county parks, state parks, and areas listed under another permit (to avoid double charging).

Currently, Spicer Group is working on a comprehensive school listing which will determine whether a school is within a regulated area, determine campus areas involved to do apportionments, and obtain contact people for each district.

Based on the new urbanized area, the following changes have occurred:

- a. Bridgeport, James and Spaulding townships, and Zilwaukee have decreased in area. Saginaw, Thomas, and Buena Vista townships have all increased in area. Tittabawassee Township has been added. Birch Run Township has been added via Flint's urbanized area.
- b. Buena Vista High is not within the defined boundary, but Ricker, Thomas White and Millet Center schools are. The definition of a campus must be defined.

- c. The Freeland Correctional Facility, now included in Tittabawassee Township's apportionment, wishes to be included in the SASWA, but state permission may be necessary.
- d. Matt Rappley and Dan Hoffman are working on the new watershed boundary and should be finished next week. Apportionments will also be completed by next week.

V. Old Business:

a. IDEP

Mr. Beaubien presented a slide presentation regarding the revised IDEP draft, provided highlights of its contents, and welcomed ideas from committee members.

b. PEP

Tabled for the next meeting.

VI. New Business:

Mr. Malzahn reported that he attended an interesting seminar in Wayne County which specifically addressed issues relevant to SASWA. He brought the seminar materials and brochures to today's meeting and provided a verbal report. Mr. Beaubien will review the materials and return them to Mr. Malzahn.

Spicer Group has completed its portion of the maps with all information contained within Spicer's files. Saginaw Township is 90-95% finished. James Township will be completed via an area drive through. Mr. Klein questioned Kochville listings on the *Locations to Inspect* document that was distributed. Mr. Beaubien will review and revise it for distribution at the next general meeting.

VII. Preparation of Agenda for:

a. June 19th General Meeting

- Recommendation to hire Marie Herzog as the Authority's accountant
- Recommendation to use Merrill Lynch as banking entity
- Articles of Incorporation
- Vote on SCWA becoming SASWA
- Election of SASWA officers and executive committee members
- Discussion regarding mapping (Matt Rappley)
- Discussion regarding apportionments.
- Distribution of verified location inspection list.

b. June 26th Executive Meeting

- Review of PEP.

VIII. Adjournment:

Matt Rappley moved and John Malzahn supported to adjourn this meeting of the SASWA Executive Committee at 11:20 a.m. MOTION CARRIED.

Respectfully submitted,

Tammy S. Shivley
on behalf of SCWA