

SCWA EXECUTIVE COMMITTEE MEETING

MINUTES OF JULY 24, 2002

Present: Marie Herzog, *Heritage Accounting*; John Malzahn, *Bridgeport Charter Township*; Dan Armentrout, *Saginaw County Road Commission*; Rob Grose, Sonny Grunwell, *Saginaw Charter Township*; Dale Klein, *Carrollton Township*; Ron Hansen, Russ Beaubien, Tammy Shivley, *Spicer Group*

Absent: James Koski, Matt Rappley, *Saginaw County Public Works*; Tim Ader, *Thomas Township*; John Premo, *City of Saginaw*

- I. **Call to Order:** Meeting called to order at 9:30 a.m. by Rob Grose.
- II. **Review of Previous Minutes:** The minutes of June 26, 2002 were reviewed. *John Malzahn moved, Sonny Grunwell supported, to accept the minutes of June 26, 2002 as presented. MOTION CARRIED.*
- III. **Progress on Authority Formation:** Marie Herzog indicated that a savings account has been opened at Bank One on the corner of Brockway and Center. Although this is not a trust account, Dave Meyer is finishing paperwork which allows this account to be used as a trust until a federal identification number has been secured and a trust account opened at Merrill Lynch. Membership checks can be written out to *Marie A. Herzog, Inc.* and sent to her attention with a memo stating that the check is for deposit in the SCWA account. The mailing address is: 715 North Center, Saginaw, MI 48602.

Russ Beaubien will contact Dave Meyer regarding a memo for all SCWA members regarding the establishment of the account and requesting submission of a check to Ms. Herzog in the amount of \$4,000.

Sonny Grunwell moved and Rob Grose supported a motion to authorize payment in the amount of \$17,725.75 to Spicer Group, Inc. to cover services rendered through April 30, 2002. MOTION CARRIED.

Although Marie Herzog has been approved as SCWA's accountant, she has not billed any services to date. She will begin billing \$300.00 per month on August 1, 2002 under a month-to-month contract. When SASWA becomes a legal entity, she will be given a one-year contract. Ms. Herzog will review her contract with the Mid Michigan Waste Authority and, upon her review and approval, that contract will be used as a template for her SASWA contract.

IV. **Old Business:**

Bylaws

Rob Grose questioned whether regular meetings should be listed as to time, date, and place in the bylaws and how the public will be notified per the Open Meetings Act. Regular meeting dates do not have to be specifically listed in the bylaws, but Spicer Group will send a meeting notice to each township hall for posting on the community bulletin board.

Section 9, Article 3, regarding voting does not make sense and needs to be clarified with the attorney. Mr. Malzahn suggested that the language "membership municipality" (Article 4) be changed to "any entity designed by the MDEQ as regulated by Phase II requirements", as municipalities will not be the only members. The issue of funding and finance needs to be qualified by adding that the membership fee minimum is 3% and the maximum is 15%, with an annual review of allocations. The bylaws will also reflect that legal counsel will be selected on an annual basis. John Malzahn will contact Dave Meyer regarding these issues.

V. **New Business:**

School Districts

Nicole Kreinbrink is at Saginaw Valley State University today and will be at Swan Valley tomorrow. Contact has been made with the Saginaw Township Schools. Mr. Beaubien has been in contact with the City of Saginaw schools, and only one campus is affected. He will be taking pictures and

discussing whether or not the City of Saginaw schools qualify when he meets with Keith Noble. The City of Saginaw School District may opt to join under the city's permit if Zilwaukee falls under the permit rules. Except for the K through 9 building, a majority of Freeland Schools are outside the urbanized area per the superintendent; however, Russ will verify this information. Carrollton Township Schools currently plan to join under the Carrollton Township permit. Buena Vista Schools have passed the Articles of Incorporation. Mr. Grose is attempting to present the Articles of Incorporation to Saginaw Township at a special board meeting on Monday, July 29th.

Mapping

Buena Vista SHAPE files will be sent on Friday or Monday to Dan Hoffman as a test. In less than a week, they should be all done and ready for presentation at the August general meeting. Sewer locations will be on the maps.

Mr. Hoffman was originally contacted to handle data management, while Spicer Group was to do "grunt work". Mr. Hoffman had agreed to set up the outfalls. If he cannot, Mr. Hansen indicated Spicer Group can assist to keep the process going. To date, no mapping bills have been received from Saginaw County. Mr. Grose will contact Dan Hoffman (Jim) regarding the status of the billing.

Spicer Group Report (Russ Beaubien)

Mr. Beaubien will be meeting with Keith Noble on Friday. The IDEP is scheduled for completion in August. Base mapping is 95% complete. Maps scheduled to be updated and finalized in December will be done well before then. Per Mr. Hansen, MDEQ's review will result in further revisions.

Dan Armentrout moved to have Mr. Beaubien add the PEP for review and approval to his June 26th agenda with Keith Noble (MDEQ). MOTION CARRIED.

VI. Preparation of Agenda for August 14th Executive Meeting:

- a. Final review of bylaws.
- b. Invite Dan Hoffman to the next meeting to develop the scope for moving forward. Mr. Grose will speak with Mr. Koski to accomplish this.

VII. Adjournment:

John Malzahn moved and Sonny Grunwell supported to adjourn this meeting of the SCWA Executive Committee at 10:35 a.m. MOTION CARRIED.

Respectfully submitted,

Tammy S. Shivley
on behalf of SCWA

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