



**EXECUTIVE COMMITTEE MEETING MINUTES
HELD AT SPICER GROUP
DECEMBER 10, 2003**

Present: James Koski, Matt Rappley, *Office of Saginaw County Public Works Commissioner*; Rob Grose, Sonny Grunwell, *Saginaw Charter Township*; John Malzahn, *Bridgeport Charter Township*; Dan Sika, *Thomas Township*; Dale Klein, *Carrollton Township*; John Premo, *City of Saginaw*; Joe Periard, Brian Wendling, *Saginaw County Road Commission*; Robert Tutsock, *Saginaw Valley State University*; Tim Applebee, *Saginaw Intermediate School District*; Russ Beaubien, Tammy Shivley, *Spicer Group*.

I. Call to Order: Mr. Koski called the meeting to order at 10:06 a.m.

II. Review of November 12th Meeting Minutes: *John Premo moved, John Malzahn supported, to approve the minutes of November 12th as presented. MOTION CARRIED.*

Correspondence: An APWA Phase II Storm Water Permitting Update conference will be held on January 21st at the Bavarian Inn Lodge in Frankenmuth at a cost of \$99 for MIAPWA members or \$135 for units of government. Interested members may contact Mr. Beaubien for more information.

III. Report from Treasurer:

A. Accounts Payable: Mr. Malzahn had not received a new account statement as of this meeting date, but did report one outstanding invoice to Spicer Group.

Mr. Grunwell moved, Mr. Tutsock supported, payment of \$8,746.75 to Spicer Group for Invoice No. 135549. MOTION CARRIED.

IV. Old Business

A. Draft Budget for 2004 – Comments and Finalization: Mr. Grose invited member comments regarding the budget with no response.

The Road Commission's concerns have been resolved with Mr. Lehman expressing a willingness to accept the current apportionment. On behalf of Mr. Lehman, Mr. Wendling requested a review of the in-kind service policy, as the Road Commission would like to provide in-kind services for the entire drainage area. Mr. Grunwell offered to provide the forms required for in-kind service requests and asked that the Road Commission complete the forms and return them for review.

Mr. Malzahn reported that Article 10 of the Amended Articles of Incorporation requires that apportionments and the operating cost budget be approved by two-thirds of the legislative bodies before the Authority can adopt its budget. Spicer Group was directed to prepare a standard resolution for use by members to accomplish this requirement.

- B. **Buena Vista School District – Update:** Mr. Beaubien has been unsuccessful in his attempts to contact school district personnel regarding its nested jurisdiction status. This item was tabled.
- C. **SNITCH Training:** The committee continues its work on the county-wide storm water ordinance.
- D. **Conference Report:**
1. **MWEA Conference:** Information provided at the conference was more applicable to site development work than to SASWA. However, the University of Alabama has a website which may provide some good storm water research information.
 2. **Storm Water Information & Education Campaign Workshop:** Mr. Malzahn and Mr. Beaubien attended this conference and provided an enthusiastic report regarding it's content. Presentations included information regarding: conducting a watershed education program; putting together a public education plan; targeting audiences; sample letters, brochures, and materials; and storm water savvy resources. Attendees received a comprehensive packet which contained resource materials, both paper and disk, which can be adapted to include additional information and the Authority logo. The conference was also used as a "testing ground" for materials provided; therefore, attendees were asked to provide input to be used for improvements to the material distributed. Mr. Malzahn provided input regarding the lack of educational materials for school use, and effort will be put forth on planning a state-wide school campaign. Once input received from this conference is incorporated into the materials provided, a state-wide campaign will begin. Mr. Beaubien noted that materials provided can be used for the website and television. A billboard campaign will also be undertaken. Mr. Koski stated that the extensive material available is the result of the considerable effort put forth by the individuals who worked on the task force. He reminded members of the opportunities available within their own neighborhoods to provide watershed public education.
- V. **New Business**
- A. **Training Dates**
1. **Storm Water Operator – Construction Site** – January 15, 2004, 9:00 to 11:30 a.m.
 2. **Spill/Illicit Incidence Response Training** – February 10th and February 17th, 9:00 a.m. to 12:00 p.m. Attendees should include the people responsible for spill containment. Administrative staff can also attend in order to gain procedural knowledge.
- B. **Preparation of Agenda:** Standard agenda items, in addition to election of officers, selection of consultants, terms of office and template for resolution, apportionments and operating cost resolution, and brief conference reports.
- VI. **Adjournment:** *Mr. Malzahn moved, Mr. Tutsock supported adjournment of this meeting of the Executive Committee at 10:57 a.m. MOTION CARRIED.*

Respectfully submitted,

Dan Sika, Secretary