

# SCWA EXECUTIVE COMMITTEE MEETING

## MINUTES OF JANUARY 8, 2003

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**Present:** Marie Herzog, *Accountant*; James Koski, Matt Rappley, *Office of the Saginaw County Public Works Commissioner*; John Malzahn, *Bridgeport Charter Township*; Dale Klein, *Carrollton Township*; Ron Hansen, Russ Beaubien, Tammy Shivley, *Spicer Group*

**Absent:** Rob Grose, Sonny Grunwell, *Saginaw Charter Township*; Dan Sika, *Thomas Township*; Dan Armentrout, *Saginaw County Road Commission* (all excused)

I. **CALL TO ORDER:** This Executive Committee meeting was called to order at 9:35 a.m. by Jim Koski.

II. **REVIEW OF MINUTES:** The minutes of December 11<sup>th</sup> were reviewed with no corrections noted.

*Moved by Matt Rappley, supported by John Malzahn, to approve the minutes of December 11, 2002 as presented. MOTION CARRIED.*

III. **OLD BUSINESS:**

**Progress on Authority Formation:** Mr. Koski began discussion regarding goals for 2003, the first of which is to amend the Articles of Incorporation. A meeting will be scheduled with David Meyer to thoroughly discuss changes, and all members will be invited to this meeting or asked to provide input. To this end, Mr. Koski will complete the following tasks:

- Contact Mr. Meyer to schedule a meeting
- Inquire as to the status of the Articles of Incorporation
- Find out if corrections have been made to the Bylaws as requested
- Inquire as to the status of the special contracts to be drawn up for the correctional facility, schools, and university
- Inquire as to the status of application for a federal identification number
- Find out if a 501(c)3 status must be obtained
- Inquire as to Mr. Meyer's reaction regarding Marquette's storm water utility fees and how they have held up under challenges

**Storm Water Utility Fees (Marquette Update):** The state challenged Marquette's user fee, but was unsuccessful, as were the Northern Michigan University and Benson Forest Products. A fee was placed on every parcel within the city of Marquette and was not based on benefit. Mr. Beaubien forwarded the information to David Meyer a few weeks ago and told Mr. Meyer he could contact Ann Arbor's lawyer. Ann Arbor plans on having an ordinance written, of which Mr. Beaubien will receive a copy, by the end of the first quarter of this year. The committee will wait until this issue is addressed through legislation.

**In-Kind Services:** The committee reviewed Mr. Beaubien's draft "Menu of Action". Standards and specifics must be developed for tasks. Mr. Hansen noted that the outfall form is being used for a project and several revisions have been made after speaking with the crew. All must use the same data and reporting systems. Debby Lopez has provided Spicer Group with the form she uses to check manholes. Mr. Beaubien will continue with development of a menu and standards. The issue of a "test area" will be addressed in the future.

IV. **New Business:**

**Authority Address/Phone Number:** After some discussion, it was determined that this issue will be placed before the full membership with the suggestion that Bridgeport Charter Township be used as the authority's mailing address and that the Saginaw County Public Works Commissioner's office phone and fax number be used. An email address will be set up for the authority through Mr. Koski's office as follows: [saswa@saginawcounty.com](mailto:saswa@saginawcounty.com).

**Progress on Grant Applications:** Mr. Beaubien reported that since there is no address, a 501(3)(c) and address is needed. The applications are basically done, including Ben and Jerry's and The Joyce Foundation, and will be mailed as soon as possible. He also reported that Section 319 grants are available per Keith Noble.

**Illicit Discharge Reporting Procedures:** discussion tabled for the next meeting.

V. **Treasurer\Accountant Report**

Mr. Malzahn will provide the Solid Waste Authority's contract as the model for Ms. Herzog's contract with SASWA. She reported that once the SASWA is officially formed, she will send deposit slips and pre-addressed envelopes for the Merrill Lynch account with the bills so that members can send checks directly to Merrill-Lynch. Ms. Herzog will be placed as a beginning agenda item in the future, but she stated she would like to stay for the full meeting when possible, as she would like to learn more about the authority.

*Mr. Premo moved, Mr. Rappley supported, payment of Spicer Group's final 2002 invoice (No. 132263) in the amount of \$11,516.00, with payment to be made upon fund availability. MOTION CARRIED.*

*Mr. Malzahn moved, Mr. Rappley supported, payment of Smith Bovill's invoice no. 004156 in the amount of \$596.36, payment to be made immediately. MOTION CARRIED.*

*Mr. Malzahn moved, Mr. Rappley supported, payment to Bamberger Insurance invoice no. 01456 in the amount of \$2,828, to be paid immediately. MOTION CARRIED.*

VI. **January 16<sup>th</sup> Meeting Agenda:**

- Discuss the addition of school district representation to the executive committee
- Discuss the addition of SVSU representation to the executive committee
- Elect SASWA officers
- Adopt bylaws
- Inform membership that subcommittees will be formed as needed (i.e. PEP, illicit discharge, etc.)
- Establish a permanent meeting place and date

Mrs. Shivley is to peruse the bylaws to determine additional items which need to be placed on the agenda and email a tentative agenda to Mr. Koski for review and approval.

Mr. Koski indicated a willingness to remain chairman, since he will be attending the meetings regardless. He stated that if someone else is interested in serving in this position, this was also fine. Mr. Malzahn will share this information with Mr. Grunwell.

VII. **Adjournment:** *Mr. Rappley moved, Mr. Malzahn supported, to adjourn this meeting of the SCWA Executive Committee at 10:45 a.m. MOTION CARRIED.*

Respectfully submitted,

John Malzahn, Treasurer