

EXECUTIVE COMMITTEE MEETING
HELD AT SPICER GROUP, INC.
MARCH 12, 2003

PRESENT: James Koski, *Saginaw County Public Works*; Rob Grose, *Saginaw Charter Township*; John Malzahn, *Bridgeport Charter Township*; Dale Klein, *Carrollton Township*; Dan Armentrout, *Saginaw County Road Commission*; John Premo, *City of Saginaw*; Russ Beaubien and Tammy Shivley, *Spicer Group*.

ABSENT: Dan Sika, *Thomas Township* (excused)

GUESTS: Marc Thibideau, *Heritage Accounting*; Sonny Grunwell, *Saginaw Charter Township*; Matt Rappley, *Office of Saginaw County Public Works*, Joe Periard, *Saginaw County Road Commission*.

I. CALL TO ORDER: Mr. Koski called this Executive Committee meeting to order at 9:30 a.m.

Dan Armentrout announced his acceptance of a new position with the Clinton County Road Commission and subsequent resignation from the SASWA. He introduced Joe Periard as his likely successor, as Mr. Periard is knowledgeable of the issues before the SASWA. Mr. Armentrout received congratulations and an expression of thanks for his service. He will initiate the proper procedure to induct Mr. Periard as a member of the SASWA.

II. REVIEW OF FEBRUARY 12, 2003 MEETING MINUTES: After review, *Dan Armentrout moved, John Malzahn supported, approval of the February 12, 2003 meeting minutes. MOTION CARRIED.*

III. AMENDMENT TO THE AGENDA: *John Malzahn moved, Dan Armentrout supported, amendment of the agenda to add "Yeo and Yeo" to the agenda. MOTION CARRIED.*

IV. REPORT FROM ACCOUNTANT: Mr. Thibideau provided a written balance sheet listing activity through February 2003. Membership payments totaling \$5,000 were received (Bridgeport Spaulding School District and Spaulding Township) and one payment of \$715 to Saginaw County GIS was dispersed. The fund balance was \$13,219.07 as of February 2003.

Mr. Thibideau was given a list of the amount due quarterly from each entity and was instructed to bill the first two quarters jointly as soon as possible. Mr. Thibideau indicated that bills would be sent by the end of the week. Emphasis is to be made that the billing is for the first and second quarters of 2003 on the invoice.

A. Approve Accounts Payable:

Mr. Malzahn moved, Mr. Grose supported, payment of \$2,116 to the Saginaw News for Invoice No. CVS602401211600 for publication of the Articles of Incorporation. MOTION CARRIED.

Rob Grose moved, John Malzahn supported, to accept the Treasurer's Report as provided. MOTION CARRIED.

V. OLD BUSINESS:

A. Review of In-Kind Services:

1. Committee Report: Sonny Grunwell provided written minutes for the In-Kind Services Committee meeting held on February 20, 2003. Committee members came to a consensus and instructed Mr. Beaubien to devise an In-Kind Services Request Form (a copy of which was distributed at this meeting) for review. Instead of going through each possible area to assign a value, the committee recommended reviewing individual requests for appropriateness and approval prior to assigning a dollar value to the service and then forward it to the Executive Committee.

Today, the Executive Committee decided to forward requests to Mr. Koski for review and presentation to the Executive Committee. Approved requests will be forwarded to the In-Kind Services Committee for a cost recommendation and specifications for task completion. A minimum fee will be assigned based on apportionment percentage after the In-Kind Services Committee reviews the request.

Mr. Grose moved, Mr. Malzahn supported, to adopt the In-Kind Services Committee's Request Form and Internal Procedure for submission of an in-kind services request. The Executive Committee will review requests and forward approved requests to the In-Kind Services Committee. A cover letter with an address for submission of the form, rules of procedure, and a statement regarding establishment of an in-kind services dollar value will be added to the request form. MOTION CARRIED.

B. Procedure Development for Illicit Discharge Reporting:

1. Progress Report: Mr. Beaubien distributed a procedure that he developed after research of viable plans. The procedure included triage questions to be used by the operator, possible urgent or high concern problems to be addressed, contact agency telephone numbers and a referral form to be completed by any "after hours" operator.

Current procedures were discussed, along with proposed procedures. The committee determined that all members need to be aware of current procedures until the new procedure is established and in effect. Currently, Saginaw County's Emergency Management office is the contact agency, and this will be part of the established procedure when the proposed plan is in place. However, the MDEQ has been informed that the first issue of focus is public education for SASWA, and public relations work will be instituted, including speaking engagements at service clubs and schools, media relations, etc. Mr. Beaubien requested that Mr. Koski look at the formation of a subcommittee to begin planning of public education efforts prior to the next Executive Committee meeting.

- C. Establishment of WCMA Account with Merrill Lynch: The Merrill Lynch WCMA Account has been established. Mr. Malzahn provided the accountant with deposit slips, along with one voided check. The remaining checks were given to the chairman.

- D. Yeo & Yeo: Mr. Malzahn forwarded a standard contract from Yeo and Yeo listing fees ranging between \$2,200 and \$2,800 for the 2003 calendar year to Mr. Koski for signature.

VI. NEW BUSINESS

- A. Storm Water & the Law – A seminar will be held on April 1, 2003 in Battle Creek. Some of the issues covered include financing and enforcement issues.

Mr. Grose moved, Mr. Malzahn supported, that SASWA authorize attendance by one of its members and by its consultant to attend the Storm Water and the Law seminar in Battle Creek on April 1, 2003. MOTION CARRIED.

- B. Nested Jurisdictions: Mr. Beaubien provided an update on changes in the definition of nested jurisdictions which may effect Saginaw Valley State University in Macomb County and possibly school districts in this area.

- C. Preparation of Agenda for Next General Board Meeting:

- treasurer's report (standard)
- authorization to send a SASWA member (Rob Grose) to the Storm Water and the Law seminar
- discussion of illicit discharge reporting and distribution of the brochure designed by Spicer Group
- inform members that Notice of Intent has been forwarded to the MDEQ
- discussion regarding jurisdiction
- discussion regarding the primary focus of the PEP
- inform membership that Saginaw County has adopted a soil erosion ordinance

- D. Addressing Water Quality by Landscaping of Sites: Mr. C. Patrick Sellenraad, ASLA, of Designsapes, Inc. provided a Power Point presentation to the Executive Committee outlining some of the ways that storm water quality issues can be addressed cost effectively through "natural means", such as landscaping and use of other more environmentally friendly design options.

- VII. ADJOURNMENT: This meeting of the SASWA Executive Committee adjourned at 11:30 a.m.

Respectfully submitted,

John Malzahn
Treasurer