

EXECUTIVE COMMITTEE MEETING
HELD AT SPICER GROUP, INC.
JUNE 11, 2003

PRESENT: Jim Koski, Matt Rappley, *Saginaw County Public Works*; Rob Grose, *Saginaw Charter Township*; John Malzahn, *Bridgeport Charter Township*; Dan Sika, *Thomas Township*; Dale Klein, *Carrollton Township*; John Premo, *City of Saginaw*; Tim Applebee, *Saginaw Intermediate School District*; Mark Thibaudeau, *Heritage Accounting*; Russ Beaubien, Tim Inman, Tammy Shivley, *Spicer Group*

ABSENT: Bob Tutsock, *Saginaw Valley State University*; Joe Periard, *Saginaw County Road Commission* (both excused)

I. CALL TO ORDER: Jim Koski called the meeting to order at 9:30 a.m.

II. REVIEW OF APRIL 23, 2003 MEETING MINUTES: *John Malzahn moved, Rob Grose supported, to approve the May 28, 2003 meeting minutes as presented. MOTION CARRIED.*

III. CORRESPONDENCE: Correspondence included a newsletter from the authority's insurance company and a report by Mr. Malzahn that because of past confusion, the Merrill Lynch account address will be changed to Heritage Accounting.

IV. REPORT FROM ACCOUNTANT:

Currently, \$49,908.32 remains in the SASWA account. Two checks were written to Spicer Group, who will be paid through the end of May at \$34,762.94. The accountant reported confusion at Merrill Lynch between the SASWA and the Waste Water Authority's account. Work is in progress to correct the error and properly identify deposits. Mr. Malzahn asked Mr. Thibaudeau to provide a statement showing payments made to date available for the board meeting on June 18th.

Mr. Premo moved, Mr. Malzahn supported a motion to request Heritage Accounting to send out the third quarter membership invoices with a notation on the invoices explaining SASWA's billing process and status, in addition to informing members that the Authority has an interest bearing account. MOTION CARRIED.

Spicer Group will obtain the name of the Treasurer for each municipality for Heritage Accounting. Investment reports will be sent to the Authority trustee with a copy to the municipality's treasurer.

V. OLD BUSINESS:

A. Oath of Office Forms and Amended Articles of Incorporation: Mr. Beaubien will contact David Meyer regarding sending a letter with the Amended Articles of Incorporation to all agencies and municipalities, as Mr. Meyer has informed him that the amended Articles must be submitted to the governing body of each agency and municipality. Most Oath of Office forms have now been returned.

- B. Mapping of Drainage Districts: Mr. Beaubien distributed a handout and estimated three hours of mapping time for each drainage district, plus administrative time with a total estimate of \$6,800.00. He will draft a proposal for the full board.
- C. Web Site: Mr. Inman presented a proposal letter which was reviewed item by item with the executive committee. Spicer Group will not charge to host the web site. It will take approximately six weeks to develop the framework for the site. Mr. Inman will format the letter as a proposal with inclusion of fees for the board meeting. Mr. Beaubien stated that all data will be the property of SASWA and can be taken and used by SASWA in the future.
- D. PEP Implementation Schedule: Mr. Beaubien will be meeting with school superintendents on Monday, June 16th to convey the Authority's interest in working with the school districts on public education.

The committee discussed the use of children's contests and events in which they can participate as valuable public education tools. The use of an interactive web site and an activity book such as used by the waste authority was also discussed. Mr. Koski indicated that the state-wide committee may be able to assist with development of such material. Mr. Beaubien is on a MWEA committee and indicated they have an outreach package which could be used as an example. Use of a local acting group was also discussed.

- E. IDEP/PEP: SNITCH means "Stormwater Network Initiative To Contain Hazards". During normal business hours, Jim Koski's office will be the contact agency. After hours, a number will be assigned through Saginaw County's non-emergency system, who will contact Mr. Koski. A list of member contact numbers is being compiled as the forms are returned by members. Containment will be the responsibility of the municipality with Mr. Koski's assistance. From that point, the State is responsible.

Member training is planned for the fall with further training to be provided to emergency response units, fire departments, etc., as part of the IDEP.

- F. BOARD MEETING AGENDA: SNITCH committee report, web site development, mapping proposal, information article status, Oath of Office forms, correspondence, and inclusion of a status report from Heritage Accounting for the treasurer's report.

VI. NEW BUSINESS: None.

VII. ADJOURNMENT: *Mr. Grose moved, Mr. Premo supported, adjournment of this executive committee meeting at 10:33 a.m. MOTION CARRIED*

Respectfully submitted,

Dan Sika
Secretary