



**EXECUTIVE COMMITTEE MEETING MINUTES (AMENDED)
HELD AT SPICER GROUP
NOVEMBER 12, 2003**

Present: James Koski, *Office of Saginaw County Public Works Commissioner*; Rob Grose, Sonny Grunwell, *Saginaw Charter Township*; John Malzahn, *Bridgeport Charter Township*; Dale Klein, *Carrollton Township*; James Lehman, Brian Wendling, *Saginaw County Road Commission*; Robert Tutsock, *Saginaw Valley State University*; Tim Applebee, *Saginaw Intermediate School District*; John Premo, *City of Saginaw*.

Excused: Dan Sika, *Thom as Township(excused)*

- I. **Call to Order:** Mr. Koski called the meeting to order at 10:20 a.m.
- II. **Review of October 22nd Meeting Minutes:** *Rob Grose moved, Dale Klein supported, to approve the minutes of October 22nd as presented. MOTION CARRIED.*
- III. **Correspondence:** Mr. Beaubien presented information about two conferences: MWEA Conference, December 2nd and 3rd (two days) and Center for Environmental Studies PEP Conference, December 4th. The Executive Committee chose not to delegate an attendee for either conference, as Mr. Beaubien is attending both and will report back. Mr. Grose asked Mr. Beaubien to bring back materials from Dick Carlisle's presentation.

Mr. Premo shared a postcard he received from the MDEQ regarding funding. Other members indicated they had also received it. Mr. Beaubien reported that two grants are available, one for implementing a watershed management plan (due December 12th) and a second for development of a watershed management plan under Section 319, neither for which SASWA is eligible. If non-members (i.e. Frankenmuth under the Cass River watershed) can be brought in, this grant is a possibility. Mr. Grose suggested involving WIN in the PEP. Frankenmuth knows they will eventually fall under NPDES permitting, but chooses to wait until it is mandated.

IV. **Report from Treasurer:**

- A. **Accounts Payable:** Mr. Malzahn reported a \$87,367.29 fund balance. An invoice for Spicer Group was the only outstanding debt.

Mr. Grose moved, Mr. Malzahn supported, payment of \$10,902.25 to Spicer Group for Invoice No. 135023. MOTION CARRIED.

V. **Old Business**

- A. **Draft Budget for 2004:** The budget takes into consideration plans to be developed and/or implemented over the next year. The IDEP accounts for the largest budget amount. The state can defer one year from the 3/10/03 date. Because it must be submitted in March or April, the IDEP budget is done. No final copy of rules have been received from the MDEQ as of this date.

The authority will be putting the Road Commission's drainage system on GIS layers, which the MDEQ will require for the IDEP. Mr. Lehman indicated this is his number one priority. Spicer Group searched for, but did not find, a lot of records for the Road Commission. Point source was defined as the outlet from a catchbasin to a river or waters of the state, but could also be from a point before the catch basin. Mr. Beaubien needs a layer of where the drains are as a starting point. Each year, 25% of the watershed drains will be walked and point sources identified. A map of all the layers of known storm drains is finished. This is the biggest portion of the IDEP process.

The PEP plan has been submitted for the second time. The Certificate of Coverage (COC) letter from the state will bring a time line for the watershed management plan, which will assist in planning for a future line item increase. Public Education Plan efforts are underway. Brochures are done. A pilot PowerPoint presentation has been used at an area school, and student letters point toward success. The website is functional. The most difficult demographic group to reach is families with less than a \$35,000 yearly income and a high school or less education. Measurable goals which show how the PEP has affected the public must be developed

There are four watersheds plans for this urbanized area: Lower Cass, Upper Saginaw, Lower Tittabawassee, and Swan Creek. The Swan Creek watershed plan has been deferred until 2007; the remainder are due in 2006.

Administrative line items in bold on the budget include GIS mapping, legal assistance, accountant, auditor, conferences for officers, and insurance and PO Box expenses. An emphasis was placed on member conference attendance in order to broaden knowledge bases outside areas of expertise. The GIS process was discussed, and Mr. Beaubien will meet with the Road Commission next week to discuss the apportionment, budget, concerns, and questions.

- B. **Buena Vista School District:** The MDEQ has determined that Buena Vista must come into the system because there are two schools. Mr. Beaubien has met with Buena Vista officials to discuss options and has been trying to contact the school district.
- C. **Website Update:** The website is established with minutes, agendas, calendar, etc. Once finalized, the budget will be on the website. To log into Member Resources, the user name is "SASWA" and the password is "member".

VI. New Business

- A. **Saginaw County Road Commission:** Jim Lehman and Brian Wendling, representing the Saginaw County Road Commission, requested a review of the apportionments. The Road Commission specifically requested information regarding the apportionments and how they were derived. The Executive Committee explained that originally apportionments were based on percentages of the urbanized area, however, the formula tilted some members, especially the Road Commission and Saginaw Charter Township toward percentages in the upper 20's. Upon review, the members unanimously chose to set a minimum apportionment of 3% and a maximum of 15% and the entities in the mid ranges all agreed to assume the additional percentage to make the apportionments more equitable. Discussion also took place regarding the watershed approach vs. the jurisdictional approach. At the time of the formation of the authority, the watershed approach had been selected to make satisfying the Phase II requirements more cost

effective for all involved. Mr. Koski directed Mr. Beaubien to assist Mr. Lehman and Mr. Wendling in a review of the minutes of the authority on file. Mr. Grunwell reminded Mr. Lehman that there is an In-kind Services Committee and described the in-kind services protocols. To avoid future misunderstandings, it was also suggested that the Road Commission maintain their attendance by the appointed delegate or the alternate. Perhaps the Road Commission could redefine who those appointees are to be sure they are receiving all the information from the authority.

- B. **Preparation of Agenda:** Normal agenda items, in addition to ordinance approval, a website demonstration, and conference information.

VII. Adjournment: *Mr. Premo moved, Mr. Malzahn supported adjournment of this meeting of the Executive Committee at 11:40 a.m. MOTION CARRIED.*

Respectfully submitted,

John Malzahn, Treasurer