



EXECUTIVE COMMITTEE MEETING MINUTES  
HELD AT SPICER GROUP  
JANUARY 14, 2004

Present: James Koski, Matt Rappley, *Office of Saginaw County Public Works Commissioner*; Rob Grose, Sonny Grunwell, *Saginaw Charter Township*; John Malzahn, *Bridgeport Charter Township*; Chris Snyder, *Thomas Township*; Dale Klein, *Carrollton Township*; John Premo, *City of Saginaw*; 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

II. Review of December 10th Meeting Minutes

1. *Mr. Grose moved, Mr. Malzahn supported, approval of the December 10, 2003 meeting minutes as presented. MOTION CARRIED.*

III. Correspondence

- A. Saginaw County Road Commission: The Road Commission has submitted an In-kind Services request form and proposal letter, which Mr. Rappley read verbatim. An In-kind Services Committee meeting has been scheduled for January 20<sup>th</sup>, at which time the proposal will be reviewed in detail.
- B. Other: None.

IV. Report from Treasurer

A. Accounts Payable:

*Mr. Malzahn moved, Mr. Grose supported, payment to Smith Bovill for Invoice No. 004156 in the amount of \$1,049.70 covering services related to language and provisions of the county-wide storm water ordinance. MOTION CARRIED.*

*Mr. Malzahn moved, Mr. Premo supported, payment of \$6,085.75 to Spicer Group for Invoice No. 135859 covering services rendered in December of 2003. MOTION CARRIED.*

Mr. Malzahn reported an account balance of \$106,723.10. Two payments remain unidentified. After discussion with the accountant on how best to eliminate the problem of unidentified payments, a decision was made to have future invoices direct members to issue checks to the Saginaw Area Storm Water Authority and mail payments to Bridgeport Charter Township. Mr. Malzahn will copy all checks prior to forwarding them to Merrill Lynch. Committee members concurred that this was a good solution.

V. Old Business

- A. Draft Budget for 2004 – 2/3 approval process: Thomas and Bridgeport Charter Townships have approved the 2004 budget. James Township met this past Monday and the Resolution was on the agenda, Kochville Township and Saginaw County have this item on their next agendas, and Saginaw Township meets on the 26<sup>th</sup>. Bridgeport has also appointed its trustees to the SASWA.

- B. SNITCH Training Report: A training outline has been written. The subcommittee has met with Mr. Koski. A Power Point presentation is almost completed and will be reviewed by the training committee upon completion. The IDEP reporting procedure has been developed and the draft updated. Attendees received a copy of the IDEP Reporting Procedure, Illicit Discharge Report and Investigation Guidelines, Course Overview, Incident Investigation Report form, and a list of emergency telephone numbers. Members should keep in mind that the fire department will receive most of the response calls. A meeting will be held with fire department personnel. The training committee will meet after each incident to critique the incident and refine reporting procedures. Mr. Grunwell has been working with Accurate Safety to put together a simple spill containment kit. However, members are to avoid all unknown or hazardous materials, as fire departments are the experts in these areas.
- C. Training Dates for:
1. Storm Water Operator – Construction Site, January 15, 2004, 9:00 to 11:30 a.m.
  2. Spill / Illicit Incidence Response Training – February, 2004 - training applications are now available from Mr. Beaubien and will be sent in the January Board Packets. One form can be used per entity, but a contact person must be listed on that form. The importance of this training was reinforced. One person, but preferably more, needs to attend from each member entity.

Mr. Koski reported the county has completed the first step to adoption of a storm water ordinance for civil infractions. The ordinance will allow trained personnel to issue violations after they participate in specialized training. Mr. Koski expects the ordinance to be adopted at the next county meeting.

#### VI. New Business

- A. Executive and SNITCH Committee Meetings: Whereas these committees previously operated independently, work items now largely parallel each other. A suggestion to combine the two committees was met with enthusiasm, although the option will remain to call separate meetings as needed. Joint meetings will be held at 10:00 a.m. on regularly scheduled Executive Committee meeting dates. A separate agenda item entitled “SNITCH Committee” will be added to the agenda.
- B. Frankenmuth: It was reported that Frankenmuth is putting together a Master Plan and that the consultant is recommending that Frankenmuth complete all the tasks already undertaken by the SASWA. Mr. Beaubien will contact Mark Wyckoff regarding the issue of an “associate membership” and how SASWA can assist Frankenmuth.
- C. Preparation of Agenda for January 21<sup>st</sup> General Board Meeting: Standard agenda items, in addition to a budget update, appointment status report, a request for website feedback, county ordinance update, and BMP highlight report.

#### VII. Adjournment:

*Mr. Grose moved, Mr. Malzahn supported adjournment of the Executive Committee meeting at 10:40 a.m. MOTION CARRIED.*

Respectfully submitted,

John Malzahn, Treasurer