



EXECUTIVE COMMITTEE MEETING MINUTES
HELD AT SPICER GROUP
FEBRUARY 11, 2004

Present: James Koski, *Office of Saginaw County Public Works Commissioner*; Chris Snyder, *Thomas Township*; Dale Klein, *Carrollton Township*; John Malzahn, *Bridgeport Charter Township*; Robert Tutsock, *Saginaw Valley State University*; Brian Wendling, Joe Periard, *Saginaw County Road Commission*; Dan Sika, *Thomas Township*; Russ Beaubien, Tiffany Hedrich, *Spicer Group*.

Excused: Sonny Grunwell, *Saginaw Charter Township*; John Premo, *City of Saginaw*

I. Mr. Koski called this meeting of the Executive Committee to order at 10:05 a.m.

II. Review of January 28th Meeting Minutes

Mr. Sika moved, Mr. Klein supported, approval of the January 28th, 2004 meeting minutes as presented. MOTION CARRIED.

III. Correspondence

A. Mr. Beaubien received information that on February 19, 2004 at noon, a vendor is coming in with an introduction to storm water products, ADS water quality units, storm water management systems, design considerations, inspections, maintenance, and MDOT specifications.

IV. Report from Treasurer

A. Mr. Malzahn had no report except that he is meeting with the accountant next Wednesday to discuss procedural issues related to SASWA.

V. Old Business

A. Draft Budget for 2004 – 2/3-approval process: 12/13 members have approved the resolution; Mr. Beaubien is still trying to get a hold of Buena Vista's approval. The city of Saginaw has its budget and trustee resolutions on the February 23rd meeting agenda for approval. The budget is approved.

Treasurer will have the accountant mail out the 1st quarter of invoices.

B. Certificates of Coverage: Mr. Beaubien has received enough feedback and the dates are the same. Mr. Beaubien will have to call everyone to make sure that they fax over a copy to him.

- C. In-kind Services Committee has met with the Saginaw County Road Commission and a copy of the minutes was distributed to each of the executive members. The consensus, in order to make it fair to the road commission, it is too early to make decisions. SCRC will be gathering all information such as horizontal and vertical controls and coordinates on roadside drains and culverts. The goal of this summer's roadside drainage mapping was just to develop a layer at this time and develop accuracy as the search for illicit connections and unknown outfalls was done in the future. Essentially there is little difference in the data being collected, it was just that it was to be done in a different time frame. There still exists a reasonable expectation that the information gathered and developed by the SCRC will provide a reimbursable item once it has been reviewed by the consultant, SCRC and committee representatives.
- D. Spill / Illicit Incidence Response Training – February 10, 2004 –had 31 attendees. Mr. Beaubien confirmed that everything went smoothly. About 30 attendees are expected to come to the February 17 training session. Mr. Koski added that this training is important to make people aware of how this procedure works. For the next training session, feedback will be sought. Mr. Grunwell will be meeting with central dispatch to set up the procedure of how to take the call. March 17th the local fire dept. will be instructed on how to deal with the calls. Eventually another training session will have to be held to educate the outlying townships of the process and how the spills and connections should be handled.
- E. It was confirmed that Frankenmuth Township and the City of Frankenmuth are welcome to come to general meetings. Mr. Koski stated that if they want to join, *they* should approach SASWA. Mr. Beaubien offered to extend a welcome to them over the phone to attend the next month's meeting. Mr. Malzahn brought the issue up questioning if they should be considered one entity or two separate ones. Because of the numerous similarities, they should be considered one -item. The city of Frankenmuth and Frankenmuth Township would be beneficial to include when applying for grant money because they would be voluntary members and located on the lower Cass River.
- F. Training-
 - 1. There was a reminder about the February 17, 2004 Spill/Illicit Incidence Response Training, and the fact that there is room for 40, with 26 currently signed up to attend.
 - 2. Illicit Discharge Elimination Training – April 22, 2004 – will be offered in Saginaw. The MDEQ has provided a grant for Wayne County's Environmental Division, which has the state's premier training program for IDEP. This training is recommended for managerial staff or key personnel, including a member of SCRC's management. Mr. Malzahn and Mr. Premo have attended it and stressed how helpful and useful it is. Mr. Beaubien will provide more information as it becomes available.

VI. New Business

- A. Timeline for the public participation process submittal is April 15th, 2004. This is a plan on how to get the public involved in the watershed management process. Mr. Beaubien is writing the plan. There will be a formation of committee to handle the process. It will be addressed at the first Executive meeting in March.
- B. Watershed Planning - Mr. Beaubien distributed a worksheet (attached w/minutes). The committee can get started on data acquisition. In two weeks, there will be a thirty-minute demonstration on this process. Mr. Malzahn added that the county cut the fund for GIS systems, therefore they are trying to develop an authority and a centralized place to house the system. SASWA will have access to all of the GIS resources.

- C. Submittal of PEP – Mr. Beaubien is 1/2 to 2/3 of the way through the comment process. There will be a committee review. Mr. Beaubien will call a meeting when he is finished, before it is sent out.
- D. MDOT- Mr. Beaubien made contact with MDOT to go over their procedure for handling spills. MDOT will start attending general meetings, and will try to provide public education resources to SASWA. This could provide SASWA with brochures and materials to educate the public. This is another opportunity to use as educating the state. The main contact person is Cari Rouse, and the person actually doing the field response is Perry Lund.
- E. There was a web-site committee meeting. One thing activated was statistics, there have been at least 160 visits to the web-site so far. Several pages of the web-site have been visited. Several types of search engines and browsers have been used. Different search engines have been tested to make sure that the web-site stays compatible with users.
- F. Preparation of Agenda for February 18th General Meeting: Standard agenda items, updates on everything that has been going on, SNITCH committee review, county ordinance update, discuss the encouragement of adding the City of Frankenmuth and Frankenmuth Township.

VII. Adjournment:

Mr. Malzahn moved, Mr. Snyder supported adjournment of the Executive Committee meeting at 11:00 a.m. MOTION CARRIED.

Respectfully submitted,

Dan Sika, Secretary