



**EXECUTIVE BOARD MEETING MINUTES
HELD AT SPICER GROUP
NOVEMBER 19, 2008 – 10:00 A.M.**

Present: John Malzahn, *Bridgeport Charter Township*; Mark Pilkington, *Carrollton Township*; Robert Tutsock, *Saginaw Valley State University*; Jason Casteel, *City of Saginaw*; Dan Sika, *Thomas Township*; James Koski, *Saginaw County Public Works Commissioner*; Brian Wendling, *Saginaw County Road Commission*; Sonny Grunwell, *Saginaw Charter Township*; Russell Beaubien, Katie Murphy, *Spicer Group*

Absent: Kelly Quimper, *Saginaw ISD*

Excused: Jason Casteel, *City of Saginaw*

I. Mr. Koski called this meeting of the Executive Committee to order at 10:03 a.m.

II. Public Comments: None

III. Review of September 17th Meeting Minutes

Mr. Malzahn moved, Mr. Sika supported approval of the September 17th meeting minutes, MOTION CARRIED.

IV. Correspondence:

A. Mr. Malzahn reported he had a copy of the insurance company's Par Plan available for anyone who wanted to review it.

B. Mr. Beaubien reported that he has been corresponding with the MDEQ through e-mail. A meeting will be held today to discuss the members' Certificate of Coverage (COC).

V. Report from Treasurer:

A. Mr. Malzahn reported that as of October 31st, 2008, the Money Market account has a balance of \$60,792.61. The Low-Impact Grant accounts for \$35,000.00. The checking account has a balance, as of August, of \$19,016.70. All members have paid dues for the year.

B. Mr. Malzahn presented Invoice #156315 from Spicer Group for the Low Impact Design in the amount of \$704.00.

A motion was made by Mr. Grunwell to approve Invoice #156315 for \$704.00 from Spicer Group, and supported by Mr. Sika. MOTION PASSED.

C. Mr. Malzahn presented an invoice from Roberts, Boehler, & Fisher for \$550.00 for October services, which included the Quarterly Compiled Financial Statements.

A motion was made by Mr. Grunwell to approve invoice for \$550.00 from Roberts, Boehler, & Fisher, and supported by Mr. Sika. MOTION PASSED.

- D. Mr. Malzahn reviewed the Quarterly Compiled Financial Statements from Roberts, Boehler, & Fisher.
- E. Mr. Malzahn presented Invoice #156456 from Spicer Group for General Services in October in the amount of \$8,347.75.

A motion was made by Mr. Sika to approve Invoice #156456 for \$8,347.75 from Spicer Group, and supported by Mr. Grunwell. MOTION PASSED.

- F. Mr. Malzahn presented Invoice #156455 from Spicer Group for Low Impact Design for \$1,456.25.

A motion was made by Mr. Premo to approve Invoice #156455 for \$1,456.25 from Spicer Group, and supported by Mr. Grunwell. MOTION PASSED.

- G. Mr. Malzahn presented the quotes from Yeo & Yeo PC CPA and Kenneth A. Berthiaume CPA for auditing. Yeo & Yeo provided quotes of \$4,200; \$4,400; and \$4,600 for audits for the next three years. Berthiaume provided quotes of \$3,500; \$3,585; and \$3,675.

A motion was made by Mr. Sika to recommend to the General Board Kenneth A. Berthiaume CPA to provide auditing services, and supported by Mr. Premo. MOTION PASSED.

VI. Old Business:

- A. Update on NPDES Permit's COC Issuance

Mr. Beaubien reported no COCs have been issued in the state. The City of Howell is most likely the closest to receiving a COC. SASWA should have the COC by the start of the year. Mr. Beaubien will be meeting with Keith Noble, Mark Fife and John Bray today via teleconference to discuss this topic.

- B. SWPPI Documentation Review – Update on Functions

Mr. Beaubien reported that he is still in the review process. All SWPPIs need to be submitted to Keith Noble on December 15th, 2008. Members should work on SWPPI documentation. There is now an “Edit” button on the SWPPI Documentation Web site. Each member has a distinct username and password.

- C. Checklist for Maintenance Garages and Storage Yards

The Checklist was distributed to the members. This checklist is a way to document and score measures implemented and improvement from year to year.

- D. Update on Resolutions for 2009 Apportionment Approval

Mr. Beaubien reported that 10 resolutions have been received. Eight municipalities have approved the resolutions, which is quorum.

- E. Grant Application in for Cass River WMP

Mr. Beaubien reported that the grant is still pending. Another grant is available – Illicit Disconnect Grant. Mr. Beaubien reported that he has pursued \$40,000 under this grant, which has a 33% match.

VII. New Business:

A. Report on MDEQ Meeting of November 7th, 2008

Mr. Beaubien reported that the meeting did not take place. Keith Noble arrived at Spicer. However, John Bray of the MDEQ was not available at the time. Mr. Noble and Mr. Beaubien discussed some of the requirements.

B. Grant Application for IDEP Disconnects

Covered in Item E of Old Business.

C. Emerging Issues MWEA Conference in Lansing on October 30th - Report

Informational handouts were distributed to the members.

D. Agenda Items for Next General Board Meeting:

1. Standard agenda items, plus
2. Update on Meeting with MDEQ Regarding Certificates of Coverage
3. Review and Acceptance of Apportionment Resolutions – 2009
4. Grant Applications To-date – Cass River WMP, Illicit Disconnection Grant
5. SASWA Spill Contact List Update (Handout)
6. Election of Officers
7. Set Meeting Times, Places, and Dates for General Board & Executive Committee
8. Selection of Consultants
9. Terms of Office Expiring 12-31-2009
10. Permit Fees (Handouts)

E. Other

1. Mr. Koski reported that he attended the Board Meeting for the Phosphorous Committee. The Committee is working on educating the general public about the dangers of phosphorous in fertilizers and implementing regulations to restrict the sale of fertilizers containing phosphorous.
2. Mr. Beaubien reported that Southeast Michigan Council of Governments has contacted him. He will be speaking to them on authority formation for municipalities.

VIII. Adjournment:

Mr. Premo moved, Mr. Grunwell supported, adjournment of the Executive Committee meeting at 11:02 a.m. MOTION CARRIED.

Respectfully submitted,

Dan Sika, Secretary