



**EXECUTIVE BOARD MEETING MINUTES
HELD AT SPICER GROUP
JANUARY 21, 2009 – 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*; Sonny Grunwell, *Saginaw Charter Township*; Russell Beaubien, Katie Murphy, *Spicer Group*

Absent: Kelly Quimper, *Saginaw ISD*

Guests: Vic Killingbeck, *Buena Vista Charter Township*; Jim Chaney, *Buena Vista School District*

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

II. Public Comments: None

III. Review of November 19th Meeting Minutes

Mr. Malzahn moved, Mr. Sika supported approval of the November 19th meeting minutes, MOTION CARRIED.

IV. Correspondence:

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

B. Mr. Malzahn reported that he received a Request for Proposal for a grant through the Great Lakes Basin Program. Mr. Beaubien will follow up.

C. Mr. Malzahn reported that he received a survey from the MSU Extension Cooperative in regards to the MDEQ. *Discussion was held off until the New Business portion of the meeting.*

V. Report from Treasurer:

A. Mr. Malzahn reviewed the Compiled Financial Statements for 2008 from Roberts, Boehler, & Fisher.

B. Mr. Malzahn reported that as of December 31st, 2008, the Money Market account has a balance of \$46,340.67; the CSO/LID Grant accounting for \$34,000.00. The checking account has a balance, as of August, of \$9,340.94.

C. Mr. Malzahn presented Invoice #12958 from Roberts, Boehler, & Fisher for \$200.00 for services through December 27th.

A motion was made by Mr. Malzahn to approve invoice #12958 for \$200.00 from Roberts, Boehler, & Fisher, and supported by Mr. Sika. MOTION PASSED.

- D. Mr. Malzahn presented Invoice #03016 from Bamberger Insurance Agency for \$3,710.00 for insurance and bonding for 2009.

A motion was made by Mr. Grunwell to approve invoice #03016 for \$3,710.00 from Bamberger Insurance Agency, and supported by Mr. Tutsock. MOTION PASSED.

- E. Mr. Malzahn presented Invoice #156744 from Spicer Group for the Low Impact Design for November in the amount of \$5,105.50.

A motion was made by Mr. Malzahn to approve Invoice #156744 for \$5,105.50 from Spicer Group, and supported by Mr. Sika. MOTION PASSED.

- F. Mr. Malzahn presented Invoice #156913 from Spicer Group for IDEP Implementation in the amount of \$5,906.25.

A motion was made by Mr. Grunwell to approve Invoice #156913 for \$5,906.25 from Spicer Group, and supported by Mr. Pilkington. MOTION PASSED.

- G. Mr. Malzahn presented Invoice #156914 from Spicer Group for General Services in December for \$4,158.50.

A motion was made by Mr. Malzahn to approve Invoice #156914 for \$4,158.50 from Spicer Group, and supported by Mr. Sika. MOTION PASSED.

- H. Mr. Malzahn presented Invoice #156915 from Spicer Group for the Low Impact Design for December in the amount of \$2,310.75.

A motion was made by Mr. Malzahn to approve Invoice #156915 for \$2,310.75 from Spicer Group, and supported by Mr. Sika. MOTION PASSED.

- I. Mr. Malzahn reported that he has received some questions from the members regarding apportionment. He explained that the first and second quarters will be billed as planned. He suggested that after meeting the minimum requirements of the permit the third and fourth quarter billings may be reduced. Mr. Beaubien presented a draft list of minimum requirements under the permit. At this point, Vic Killingbeck of Buena Vista Charter Township and Jim Chaney of Buena Vista School District joined to meeting. Mr. Malzahn summarized the discussion of the budget and the permit's minimum requirements for Mr. Killingbeck and Mr. Chaney.

VI. Old Business:

- A. Update on NPDES Permit's COC Issuance

Mr. Beaubien reported that he has heard nothing more from the MDEQ on this. He will update the Authority when he has more information.

- B. SWPPI Documentation Review – Update on Functions

Mr. Beaubien reported that the SWPPI will be submitted by February 15th. After submittal, Mr. Beaubien plans to hold another training session to cover updates made to the system.

- C. Other: None

VII. New Business:

A. 2009 Permit Activities

Permit activities was discussed under item I of the Treasurer's Report.

B. MSU Extension Survey

As noted in the Correspondence section, Mr. Malzahn received a survey from the Michigan State University Extension to rate the customer service of the MDEQ. Copies were distributed to the Executive Committee. Mr. Malzahn encouraged everyone to fill out the survey and return it to the address provided.

C. Agenda Items for Next General Board Meeting:

1. Standard agenda items, plus
2. SWPPI updates
3. Certificate of Coverage/Annual Budget
4. Audit Committee

D. Other

1. Mr. Malzahn reported that the Bridgeport Charter Township Governmental Center will be closed on Fridays until further notice due to budget restrictions.
2. Mr. Koski reported that a meeting will be held at the Saginaw County Courthouse on Thursday, January 22nd, at 6:30 p.m. to discuss the Stimulus Package.

VIII. Adjournment:

Mr. Malzahn moved, Mr. Tutsock supported, adjournment of the Executive Committee meeting at 11:25 a.m. MOTION CARRIED.

Respectfully submitted,

Dan Sika, Secretary