



**EXECUTIVE BOARD MEETING MINUTES  
HELD AT SPICER GROUP  
NOVEMBER 18, 2009 – 10:00 A.M.**

**Present:** John Malzahn, *Bridgeport Charter Township*; Mark Pilkington, *Carrollton Township*; Jason Casteel, *City of Saginaw*; Sonny Grunwell, *Saginaw Charter Township*; Bob Tutsock, *Saginaw Valley State University*; Russell Beaubien, *Katie Murphy, Spicer Group*

**Excused:** Dan Sika, *Thomas Township*

**Absent:** Kelly Quimper, *Saginaw ISD*; Jim Koski, *Saginaw County Public Works Commissioner*

I. Mr. Grunwell called this meeting of the Executive Committee to order at 10:01 a.m.

II. Public Comments: None

III. Review of September 16<sup>th</sup> Meeting Minutes

*Mr. Malzahn moved, Mr. Tutsock supported approval of the September 16<sup>th</sup> meeting minutes, MOTION CARRIED.*

IV. Correspondence:

A. Mr. Malzahn reported that he received copies of the Par Plan News. The copies were distributed to the Executive Board.

B. Mr. Malzahn reported that he received resolutions from Carrollton Township approving apportionments and appointing Mark Pilkington as Trustee and Richard Salazar as an alternate. Oaths of Office were also received from Carrollton Township for Mr. Pilkington and Mr. Salazar.

C. Mr. Malzahn reported that he received from Bridgeport Charter Township a resolution approving the apportionment and a statement that the SASWA Annual Budget has been accepted for file.

D. Mr. Malzahn reported that Mr. Beaubien sent a letter to the MDEQ stating that the Authority had no activity on the Illicit Disconnection Grant.

E. Mr. Beaubien reported that he received Tittabawassee Township's resolution approving the apportionment.

F. Mr. Beaubien reported that he received a resolution from the Saginaw County Road Commission approving the apportionment.

G. Mr. Beaubien reported that he has not yet heard from Buena Vista Township as to who will be appointed Trustee with the retirement of Vic Killingbeck.

V. Report from Treasurer:

- A. Mr. Malzahn reported that the Money Market account has a balance of \$19,682.00. The checking account has a balance, as of the end of October, of \$68,455.69.
- B. Mr. Malzahn presented Invoice #15279 from Roberts, Boehler, & Fisher for \$550.00 for services in October including preparation of the quarterly financial statement.

*A motion was made by Mr. Malzahn to approve invoice #15279 for \$550.00 from Roberts, Boehler, & Fisher, and supported by Mr. Tutsock. MOTION PASSED.*

- C. Mr. Malzahn presented Invoice #159164 from Spicer Group for General Services in October for \$5,802.50.

*A motion was made by Mr. Malzahn to approve Invoice #159164 for \$5,802.50 from Spicer Group, and supported by Mr. Tutsock. MOTION PASSED.*

- D. Mr. Malzahn presented Invoice #159165 from Spicer Group for LID CSO modeling in October for \$2,192.750.

*A motion was made by Mr. Malzahn to approve Invoice #159165 for \$2,192.50 from Spicer Group, and supported by Mr. Pilkington. MOTION PASSED.*

- E. Mr. Malzahn reported that the Authority has not yet received the reimbursement from the MDEQ for the IDEP. Mr. Beaubien will verify the amount of the reimbursement and contact the MDEQ.

VI. Old Business:

- A. Update on Apportionment Resolutions Approval Process

This item was discussed under Correspondence.

- B. Grant Submittals – Update

Mr. Beaubien reported that he is still waiting for RFPs for grants to be released. He will provide an update when more information is available.

- C. Other:

Mr. Beaubien reported that the Implementation Committee is working on the Permit Guidelines. In the guidelines, activities will be separated into those that are required and those that are recommended.

VII. New Business:

- A. Conference in December by MWEA

Mr. Beaubien reported that he will be attending a conference in December that MWEA is hosting. One of the items to be discussed at that meeting is the Storm Water Utility Bill.

B. Public Education

1. Mr. Beaubien reminded the Board that the tabletop display is available for use.
2. Mr. Pilkington reported that he received a CD from the EPA titled *Remember the Source*. The CD is an interactive guide to show how different sources impact drinking water.

C. Agenda Items for Next General Board Meeting:

1. Standard agenda items, plus
2. Election of Officers, Legal Council, Auditor, Accountant, Consultant, and Insurance
3. Update from MDEQ Meeting
4. Certificate of Coverage Update
5. Permit Language Review
6. Update on Areas of Concern

D. Other: None

VIII. Adjournment:

*Mr. Malzahn moved, Mr. Tutsock supported, adjournment of the Executive Committee meeting at 10:46 a.m. MOTION CARRIED.*

Respectfully submitted,

John Malzahn, Treasurer