



**EXECUTIVE BOARD MEETING MINUTES  
HELD AT SPICER GROUP  
JULY 21, 2010 – 10:00 A.M.**

**Present:** John Malzahn, *Bridgeport Charter Township*; Mark Pilkington, *Carrollton Township*; Jason Casteel, *City of Saginaw*; Brian Wendling, *Saginaw County Road Commission*; Jim Koski, *Saginaw County Public Works Commissioner*; Russell Beaubien, Katie Murphy, *Spicer Group*

**Absent:** Kelly Quimper, *Saginaw ISD*; Dan Sika, *Thomas Township*

**Excused:** Sonny Grunwell, *Saginaw Charter Township*; Bob Tutsock, *Saginaw Valley State University*

I. Mr. Koski called this meeting of the Executive Committee to order at 10:08 a.m.

II. Public Comments: None

III. Review of May 19<sup>th</sup> Meeting Minutes

*Mr. Malzahn moved, Mr. Wendling supported approval of the May 19<sup>th</sup> meeting minutes, MOTION CARRIED.*

IV. Correspondence:

None.

V. Report from Treasurer:

A. Mr. Malzahn reported that the Money Market account has a balance of \$14,620.22. The checking account has a balance, as of the end of June, of \$45,156.63.

B. Mr. Malzahn reported that the all payments for 2<sup>nd</sup> quarter invoices have been received. The 3<sup>rd</sup> quarter invoices have been mailed.

C. Mr. Malzahn presented the 2<sup>nd</sup> quarter compiled financial statements.

*A motion was made by Mr. Malzahn to receive and file the 2<sup>nd</sup> quarter compiled financial statements, and supported by Mr. Pilkington. MOTION PASSED.*

D. Mr. Malzahn presented Invoice #160709 from Spicer Group for services related to the NPDES permit, including Administration, Public Education Plan and Pollution Prevention/Good Housekeeping, for \$2,573.25.

*A motion was made by Mr. Malzahn to approve Invoice #160709 for \$2,573.25 from Spicer Group, and supported by Mr. Pilkington. MOTION PASSED.*

E. Mr. Malzahn presented Invoice #17721 from Roberts, Boehler, & Fisher for \$200.00 for general services.

*A motion was made by Mr. Malzahn to approve invoice #17721 for \$200.00 from Roberts, Boehler, & Fisher, and supported by Mr. Pilkington. MOTION PASSED.*

- F. Mr. Malzahn presented Invoice #74 from Saginaw Conservation District for the Stream Cleanup grant match for \$322.00.

*A motion was made by Mr. Pilkington to approve Invoice #74 for \$322.00 from Saginaw Conservation District, and supported by Mr. Wendling. MOTION PASSED.*

VI. Old Business:

- A. Grant – Status Updates

Mr. Beaubien reported that he will be submitting the final draft soon. The compilation of electronic data turned out to be a rather simple task.

- B. Training/Certification for Municipal Employees

Mr. Beaubien reported that he is working on finalizing the schedule for the next training sessions. There will be two sessions offered in January and another mid May for seasonal employees.

- C. SWPPP Template

Mr. Beaubien provided a sample document for the members to review. The majority of the document is standard language. Only a few minor revisions will be made for each member's document.

- D. Other

None.

VII. New Business:

- A. SWPPI will be submitted by August 1<sup>st</sup> deadline

Mr. Beaubien reported that he will be meeting with Keith Noble of the MDNRE next week to review the SWPPI before submittal. The SWPPPs do not have to be submitted with the SWPPI.

- B. Post Construction Controls

Mr. Beaubien provided copies of the Post Construction Controls to the members. He reported that the proposal states, for the Road Commission and the County, that the applicable local procedures shall be converted to a regulatory mechanism. This could be accomplished by implementing a procedure that states that construction taking place within a township with Post Construction Controls procedures shall adhere to those criteria. Mr. Beaubien will review a sample with Mr. Noble before completing for all required members.

- C. Agenda Items for Next General Board Meeting

1. Standard agenda items, plus
2. Post Construction Controls
3. Cass River Cleanup
4. Training
5. Draft Budget

D. Other

Mr. Malzahn reported that there was another oil spill in Bridgeport at the intersection of Dixie Highway and Zelle Drive. A toxic waste truck was on site for cleanup, but it is not clear who hired the cleanup service.

VIII. Adjournment:

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

Respectfully submitted,

John Malzahn, Treasurer