



**EXECUTIVE BOARD MEETING MINUTES  
HELD AT SPICER GROUP  
SEPTEMBER 15, 2010 – 10:00 A.M.**

**Present:** John Malzahn, *Bridgeport Charter Township*; Mark Pilkington, *Carrollton Township*; Jason Casteel, *City of Saginaw*; Dan Sika, *Thomas Township*; Bob Tutsock, *Saginaw Valley State University*; Sonny Grunwell, *Saginaw Charter Township*; Chris Snyder, *Saginaw Charter Township*; Jim Koski, *Saginaw County Public Works Commissioner*; Ed Mahaney, *Tittabawassee Township*; Russell Beaubien, *Katie Murphy, Spicer Group*

**Absent:** Kelly Quimper, *Saginaw ISD*

**Excused:** Brian Wendling, *Saginaw County Road Commission*

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

II. Public Comments: None

III. Review of July 21<sup>st</sup> Meeting Minutes

*Mr. Malzahn moved, Mr. Tutsock supported approval of the July 21<sup>st</sup> meeting minutes, MOTION CARRIED.*

IV. Correspondence:

Mr. Beaubien reported that he received on behalf of the Authority a “Thank You” letter from the Cass River Greenway Committee for support of the Cass River Cleanup Project.

Mr. Beaubien reported that Thomas Township received a survey from the EPA concerning NPDES. The EPA is also considering the need to revise the existing MS4 regulations to retrofit more BMPs. Another area under review is the Michigan Turf Grass Guidance document.

Mr. Beaubien reported that he received correspondence from Next Media regarding marketing campaigns and a marketing symposium they are sponsoring. He responded that funding is currently unavailable for a campaign.

V. Report from Treasurer:

A. Mr. Malzahn reported that the Money Market account has a balance of \$14,624.69. The checking account has a balance, as of the end of August, of \$47,818.43.

B. Mr. Malzahn reported that all but one of the payments for 3<sup>rd</sup> quarter invoices have been received.

C. Mr. Malzahn reported that the Authority has received its reimbursement from the State for the Illicit Disconnect Grant submission in the amount of \$11,557.00.

- D. Mr. Malzahn presented Invoice #161142 from Spicer Group for services related to the Illicit Disconnect Grant for \$723.00.

*A motion was made by Mr. Grunwell to approve Invoice #161142 for \$723.00 from Spicer Group, and supported by Mr. Mahaney. MOTION PASSED.*

- E. Mr. Malzahn presented Invoice #161141 from Spicer Group for services related to the NPDES permit, including General Administration and Pollution Prevention/Good Housekeeping, for \$7,826.00.

*A motion was made by Mr. Grunwell to approve Invoice #161141 for \$7,826.00 from Spicer Group, and supported by Mr. Pilkington. MOTION PASSED.*

- F. Mr. Malzahn presented an invoice from Roberts, Boehler, & Fisher for \$200.00 for general services in August.

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

VI. Old Business:

- A. SWPPP – Implementation & Finalization of Drafts

Mr. Beaubien reported that he has been meeting with some of the members to show them how to implement their plans. If other members would like to meet with him or if anyone has any revisions to their documents, let him know. He will provide the Word document to those who request it. The option to hire someone to complete the inspections and documentation is available.

- B. SWPPIs – Implementation Planning

Mr. Beaubien reported that everyone will get a copy of the document that was submitted. The electronic documentation system will be converted to a simpler version. Any records in the old system will be saved and imported into the new system.

- C. Post Construction Controls

Mr. Beaubien reported that he is looking for input from members on strategies for implementing the document.

- D. Training/Certification for Municipal Employees

Mr. Beaubien provided some possible dates for training sessions. All of the days will be kept open tentatively to cover all staff and additional sessions will be added as needed.

- E. Other

None.

VII. New Business:

- A. Annual Budget & Apportionment Preparation

Mr. Malzahn reported that he, Mr. Grunwell and Mr. Beaubien will meet to discuss permit requirements in order to prepare the 2011 draft budget and apportionment for the October General Meeting.

B. Compliance Auditing

Mr. Beaubien reported that auditing will take place first in southeast Michigan for those under the old permit. Within the next year, two permittees in this region will be audited. The DNRE will give two days notice.

C. Agenda Items for Next General Board Meeting

1. Standard agenda items, plus
2. Draft Budget and Apportionment
3. Audit
4. Training
5. SWPPP

D. Other

None.

VIII. Adjournment:

*Mr. Malzahn moved, Mr. Sika supported, adjournment of the Executive Committee meeting at 10:58 a.m. MOTION CARRIED.*

Respectfully submitted,

Dan Sika, Secretary