



**EXECUTIVE BOARD MEETING MINUTES  
HELD AT SPICER GROUP  
NOVEMBER 17, 2010 – 10:00 A.M.**

Present: John Malzahn, *Bridgeport Charter Township*; Mark Pilkington, *Carrollton Township*; John Premo, *City of Saginaw*; Sonny Grunwell, *Saginaw Charter Township*; Jim Koski, *Saginaw County Public Works Commissioner*; Russell Beaubien, *Katie Murphy, Spicer Group*

Absent: Kelly Quimper, *Saginaw ISD*; Brian Wendling, *Saginaw County Road Commission*

Excused: Bob Tutsock, *Saginaw Valley State University*; Dan Sika, *Thomas Township*

I. Mr. Koski called this meeting of the Executive Committee to order at 10:12 a.m.

II. Public Comments: None

III. Review of September 15<sup>th</sup> Meeting Minutes

*Mr. Malzahn moved, Mr. Pilkington supported approval of the September 15<sup>th</sup> meeting minutes, MOTION CARRIED.*

IV. Correspondence:

Mr. Beaubien reported that he has begun to receive resolutions from the members.

V. Report from Treasurer:

A. Mr. Malzahn reported that the Money Market account has a balance of \$14,628.94. The checking account has a balance, as of the end of October, of \$62,305.73.

B. Mr. Malzahn reported that all but one of the payments for the 4<sup>th</sup> quarter invoices have been received.

C. Mr. Malzahn presented Invoice #18205 from Roberts, Boehler, & Fisher for \$550.00 for general services in October and compilation of financial statements.

*A motion was made by Mr. Grunwell to approve Invoice #18205 for \$550.00 from Roberts, Boehler, & Fisher, and supported by Mr. Pilkington. MOTION PASSED.*

D. Mr. Malzahn presented Invoice #161567 from Spicer Group for services related to the NPDES permit, including General Administration and Pollution Prevention/Good Housekeeping, for \$3,725.00.

*A motion was made by Mr. Premo to approve Invoice #161567 for \$3,725.00 from Spicer Group, and supported by Mr. Pilkington. MOTION PASSED.*

E. Mr. Malzahn presented Invoice #161568 from Spicer Group for services related to the Illicit Disconnect Grant for \$302.81.

*A motion was made by Mr. Pilkington to approve Invoice #161568 for \$302.81 from Spicer Group, and supported by Mr. Premo. MOTION PASSED.*

- F. Mr. Malzahn distributed copies of the 3<sup>rd</sup> Quarter Compiled Financial Statements for review.

*A motion was made by Mr. Malzahn to receive and file the 3<sup>rd</sup> Quarter Compiled Financial Statements, and supported by Mr. Pilkington. MOTION PASSED.*

VI. Old Business:

- A. SWPPP – Implementation

Mr. Beaubien asked for feedback from the members.

- B. Annual Budget & Apportionment - Report

Mr. Beaubien reported that he has received enough resolutions to adopt the budget and apportionment. He will meet with Thomas Township to discuss the apportionment process.

- C. Training Dates for Staff

Mr. Beaubien reported that the training is tentatively scheduled for January 12<sup>th</sup>, 13<sup>th</sup>, 26<sup>th</sup>, and 27<sup>th</sup> and May 4<sup>th</sup>, 5<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> at Spicer Group's office from 8:00 a.m. to 12:00 p.m.

- E. Other

None.

VII. New Business:

- A. Grant Research - Report

Mr. Beaubien reported that he is continuing to look for available grant opportunities. The contracts for the Cass River grant are not yet completed.

- B. Illicit Disconnect Grant Fieldwork for 2010/11

Mr. Beaubien reported that the winter fieldwork will begin shortly. There is not much work left to complete and he would like to have everything wrapped up by February. The first progress report will be due August 1<sup>st</sup>, 2011. The storm sewer map needs to be updated for this report

- C. Agenda Items for Next General Board Meeting

1. Standard agenda items, plus
2. Budget and Apportionment
3. Election of Officers, Legal Council, Auditor, Accountant, Consultant, and Insurance
4. Meeting Schedule

- D. Other

None.

VIII. Adjournment:

*Mr. Malzahn moved, Mr. Premo supported, adjournment of the Executive Committee meeting at 10:50 a.m. MOTION CARRIED.*

Respectfully submitted,

John Malzahn, Treasurer