



**EXECUTIVE BOARD MEETING MINUTES
HELD AT SPICER GROUP
MARCH 16, 2011 – 10:00 A.M.**

Present: John Malzahn, *Bridgeport Charter Township*; Sonny Grunwell, *Saginaw Charter Township*; Bob Tutsock, *Saginaw Valley State University*; John Premo, *City of Saginaw*; Dan Sika, *Thomas Township*; Russell Beaubien, *Katie Murphy, Spicer Group*.

Excused: Mark Pilkington, *Carrollton Township*

I. Mr. Grunwell called this meeting of the Executive Committee to order at 10:04 a.m.

II. Public Comments: None

III. Review of January 19th Meeting Minutes

Mr. Malzahn moved, Mr. Tutsock supported approval of the January 19th meeting minutes, MOTION CARRIED.

IV. Correspondence:

Mr. Malzahn reported that he received (and the rest of the Members) received a letter from the MDEQ regarding the revoked permit. Mr. Beaubien reported that he met with Keith Noble of the MDEQ. Mr. Noble suggested that the members maintain their current activities until more clarification is available or the new permit is issued. Mr. Beaubien will be attending a meeting on the 22nd in Lansing to discuss this issue. Mr. Beaubien is preparing for Saginaw Township's audit. Swan Valley School District and Saginaw County Road Commission are the other two entities to be audited.

Mr. Beaubien reported that he received letters from a 3rd grade class in Frankenmuth following his visit and presentation of erosion prevention. This visit is part of the Public Education Plan.

V. Report from Treasurer:

A. Mr. Malzahn reported that the Money Market account has a balance of \$14,637.75. The checking account has a balance, as of the end of February, of \$49,260.67.

B. Mr. Malzahn reported that all 1st quarter payments have been received.

C. Mr. Malzahn presented an invoice from Berthiaume & Co. for \$3,675.00 for the 2010 audit.

A motion was made by Mr. Premo to approve the invoice for \$3,675.00 from Berthiaume & Co., and supported by Mr. Tutsock. MOTION PASSED.

D. Mr. Malzahn presented Invoice #162775 from Spicer Group for general services for \$5,956.25.

A motion was made by Mr. Sika to approve Invoice #162775 for \$5,956.25 from Spicer Group, and supported by Mr. Premo. MOTION PASSED.

- E. Mr. Malzahn presented Invoice #162776 from Spicer Group for services related to the Illicit Disconnect Grant for \$5,806.25.

A motion was made by Mr. Sika to approve Invoice #162776 for \$5,806.25 from Spicer Group, and supported by Mr. Tutsock. MOTION PASSED.

- F. Mr. Malzahn presented Invoice #19444 from Roberts, Boehler, & Fisher for \$200.00 for general services in February.

A motion was made by Mr. Malzahn to approve Invoice #19444 for \$200.00 from Roberts, Boehler, & Fisher, and supported by Mr. Premo. MOTION PASSED.

- G. Mr. Malzahn collected the necessary signatures and information for to notify 1st State Bank of the change in officers.

- H. Mr. Malzahn distributed copies of the audit report. The Authority received an unqualified rating, which is the best rating given. The reduced budget reflects the cut backs the Authority has made in activities due to economic challenges. Mr. Malzahn will provide an summary of the audit findings at the next General Board meeting.

VI. Old Business:

- A. Website for FAQs – As listed in letter above from MDEQ

Mr. Beaubien reported that the February 17th letter from the MDEQ contained an address to a website for questions on the permit. The Authority's SWPPI documentation is set to go online. The SWPPP tasks should be implemented; these are general housekeeping tasks. Mr. Beaubien will speak with Mr. Noble regarding whether or not the training for municipal staff will be required.

- B. Grants

Mr. Beaubien reported that he is still researching grants. Currently, the most useful is the grant for SVSU through the GLISTEN (Great Lakes Innovative Stewardship through Education Network) program. With this grant, the Authority will be able to utilize SVSU students for outfall monitoring for little cost.

- C. Training Dates for Staff

Discussed under A of Old Business.

- D. Annual Report Summary for 2009/10

Mr. Beaubien reported that he is working on finalizing the 2009/10 Annual Report as required since the revocation of the 2008 permit.

- E. Other

None.

VII. New Business:

A. New Permit Meetings Start March 21, 2011

Mr. Beaubien reported that the goal for completing the new permit is one year. However, Mr. Beaubien believes that, since the meetings began later than anticipated, meeting the goal is unlikely.

B. Agenda Items for Next General Board Meeting

1. Standard agenda items, plus
2. Audit report
3. February 17th letter from MDEQ
4. MDEQ audit comments
5. Golf outing

C. Other

None.

VIII. Adjournment:

Mr. Malzahn moved, Mr. Sika supported, adjournment of the Executive Committee meeting at 10:49 a.m. MOTION CARRIED.

Respectfully submitted,

Dan Sika, Secretary