



SAGINAW AREA STORM WATER AUTHORITY

**GENERAL BOARD MEETING
JUNE 18, 2003 – 2:00 PM TO 3:00 PM
BRIDGEPORT CHARTER TOWNSHIP
GOVERNMENTAL CENTER**

PRESENT: Earl Schlegel, *Birch Run*; Dick Dunnill, John Malzahn, *Bridgeport Charter Township*; John Premo, *City of Saginaw*; Len Ballosh, *James Township*; Sharon Carroll, *Kochville Township*; Don Ackerman, *Spaulding Township*; Dan Sika, *Thomas Township*; Brian Kischnick, *Tittabawassee Township*; James Koski, *Saginaw County Board of Commissioners*; Matt Rappley, *Saginaw County*; Art Clough, *Bridgeport-Spaulding Community Schools*; Tim Applebee, *Saginaw Intermediate School District*; Bob Tutsock, *Saginaw Valley State University*.

ABSENT: *Buena Vista Charter, Carrollton, and Saginaw Charter Townships; City of Zilwaukee; Saginaw County Road Commission; Saginaw Correctional Facility; Bridgeport-Spaulding, Saginaw Township, and Swan Valley School Districts.*

I. CALL TO ORDER: Mr. Koski called the meeting to order at 2:02 p.m.

II. ROLL CALL: Mr. Malzahn completed the roll call.

III. REVIEW OF MAY 21, 2003 MINUTES:

Len Ballosh moved, Sharon Carroll supported, to approve the May 21, 2003 General Board Meeting Minutes as presented. MOTION CARRIED.

IV. CORRESPONDENCE: Correspondence included a newsletter from the authority's insurance company and a report by Mr. Malzahn that because of past confusion, the Merrill Lynch account address will be changed to Heritage Accounting.

V. TREASURER'S REPORT: As of June 17, 2003, the SASWA Merrill Lynch account balance was \$36,418.01. Merrill Lynch has not been listing the payee's name when listing member payments and was not able to identify one \$3,300.00 member payment, which is either Saginaw Correctional Facility, Saginaw County, or Bridgeport-Spaulding Schools. Merrill Lynch is correcting this procedure and will begin listing the payee name, rather than "third party check".

Len Ballosh moved, Bob Tutsock supported, to approve payment to Spicer Group in the amount of \$5,235.75 for Invoice No. 133719. MOTION CARRIED.

Len Ballosh moved, Sharon Carroll supported, to approve payment of \$17.74 to Spicer Group for March and April reimbursable expenses billed separately from regular services. MOTION CARRIED.

VI. COMMITTEE REPORTS:

A. Executive Committee: The committee met on June 11th. Third quarter bills will be sent out, since July is approaching. The invoices will provide members with information regarding the payment schedule and state that the Merrill Lynch account has an interest-bearing status.

It appears as though Oath of Office forms have not been received from Birch Run, Buena Vista, Spaulding, Zilwaukee, and the Saginaw County alternate. Members were urged to return these completed forms as soon as possible.

Per the authority's attorney, the Amendment to the Articles of Incorporation must be submitted to each municipality's governing body. Bylaws can be amended by Authority members, but Articles must be brought before each municipality's governing body. A letter regarding this process, written by Russ Beaubien, was distributed during the meeting.

- B. SNITCH Committee: The committee met and is in the process of compiling the information obtained from IDEP forms. In October, the Executive Committee will work on scheduling training for contact people on the IDEP forms.

Mr. Beaubien distributed copies of the revised IDEP storm water pollution hotline brochure for member review. Mr. Ballosh questioned why the brochure does not contain more information on the various ways water is polluted. Mr. Beaubien explained that another brochure covers this issue. Mr. Malzahn indicated that members who have not returned their IDEP forms are holding up the IDEP plan.

VII. OLD BUSINESS

- A. Oath of Office Forms: Discussed under Executive Committee report.
- B. Articles of Incorporation: Discussed under Executive Committee report.
- C. PEP Brochure:
- Mr. Beaubien met with school superintendents on June 16th and asked for assistance in the upcoming school year with providing public education within the school districts. The Authority welcomes school involvement and encouraged members to get information out there regarding contact persons within the Authority.
 - News Articles – distribution – the articles were originally formatted separately as one page articles. The decision was made to incorporate eight separate articles into two brochures at a cost of \$500 for 621 copies, \$654 for 1,000 copies, \$891 for 5,000 copies, and \$66 for each 1,000 thereafter. Members with ideas to improve the brochure should contact Mr. Beaubien.
- D. PEP Implementation Plan: from last meeting held.

VII. NEW BUSINESS

- A. Web Site Development Proposal: Mr. Beaubien distributed a Web Site letter agreement dated 6/18/03 and reviewed the items contained within the letter. The domain name of “SASWA” has been registered under the “.org” site. The site will function to gather information, contain project information, provide members with electronic access to meeting materials, provide members with their own areas within the site, tie school information in, contain educational materials, etc. Security precautions will be built in. The \$7,000.00 web site development budget line item was written into the letter agreement. Since Spicer Group already has all of the SASWA data on its server, it will host the web site at no cost. Upon authorization by the authority, Spicer Group can have the web site up and running by September 1st. It is understood that the web site and information contained therein is the property of SASWA.

Mr. Malzahn moved, Mr. Ballosh supported a motion to authorize Spicer Group to proceed with development of the SASWA web site as outlined in Spicer Group’s letter agreement dated 6/18/03 within the budgeted amount of \$7,000.00 and to authorize Jim Koski to sign the letter agreement on behalf of the Saginaw Area Storm Water Authority. MOTION CARRIED.

- B. Mapping Proposal: Spicer Group provided a letter agreement dated 6/16/03 for completion of drainage district GIS base map layering services for the established watershed boundary area (Saginaw Charter Township and Thomas Township are already completed). The proposal includes the search of records for the most recent drainage district lines with an estimate of 40 district lines. Spicer Group will provide technical assistance, coordinate with Saginaw County GIS, and provide QA/QC assistance. Updated maps will be provided to members. The letter agreement provides for a budget of \$6,800.00, which includes time for Saginaw County GIS.

Mr. Malzahn moved, Mr. Sika supported, a motion to authorize the Chair to sign the letter agreement dated June 16, 2003, authorizing Spicer Group to provide drainage district line mapping services as outlined in the agreement at a budget of \$6,800.00. MOTION CARRIED.

- C. Power Point Presentation: Spicer Group provided a Power Point presentation on storm water point source survey reports to members. Information regarding available technology which quickly and effectively identifies and provides screening information on storm water point sources was presented. A hard copy of the Misteguay Creek inspection report was available for member viewing. Spicer Group inventoried and developed a maintenance report for this established intercounty drain. Genesee County requested storm water point source discharge survey information and maintenance report, which was easily provided through the use of GPS equipment with interactive camera equipment which can pinpoint the location within three feet. Mr. Koski previously viewed the presentation and felt authority members would benefit from seeing it. After the presentation, Mr. Koski indicated that the technology Spicer Group is using is exactly what is needed for SASWA IDEP purposes.

VIII. MEETING ANNOUNCEMENTS

- A. Executive Committee: Next Meeting – June 25th, 9:30 a.m., at Spicer Group.
- B. SNITCH Committee: will meet as needed.

- IX. ADJOURNMENT: *Mr. Malzahn moved, Mr. Ballosh supported, adjournment of this General Meeting of the Saginaw Area Storm Water Authority at 3:00 p.m. MOTION CARRIED.*

Respectfully Submitted,

Dan Sika, Secretary