



SAGINAW AREA STORM WATER AUTHORITY

In-Kind Services Committee Meeting Minutes February 20, 2003 @ 9:30 a.m. @ Spicer Group

Present: *Sonny Grunwell, John Premo, Debby Lopez, Dale Klein, Matt Rappley, Russ Beaubien, Tammy Shivley*

Absent: *None*

Discussion:

Mr. Grunwell welcomed members, called the meeting to order at 9:30 a.m., and handed out a list of members' names, phone numbers, and email addresses. The primary objective of this committee is to come up with a procedure or process for entities to be able to apply for in-kind services and determine what areas are eligible for in-kind services. A menu of action items for 2003 was distributed.

Mr. Grunwell will clarify the role of the in-kind services committee with the executive committee, i.e. will the committee review in-kind service requests prior to review by the executive committee and the general board.

The committee determined the first item of action necessary is the development of an in-kind services form that will list what the entity requesting in-kind services wishes to do. Approved services will have specific standards and guidelines. Mr. Beaubien will check to see if any other areas use some type of in-kind services form or procedure, although his educated guess was that they probably do not.

The menu of action items, which correlates with the 2003 budget, will be reviewed and low cost services removed as items of consideration, as well as other tasks the committee deems ineligible for consideration. It is inevitable that some task costs will differ from the numbers used in the budget, i.e. known outfalls have doubled due to the MDEQ's redefinition of an outfall. At the request of an entity to use in-kind services, the committee will review the request and determine as accurately as possible the cost of completion of that service.

Carrollton Township is currently using a modified version of SEMCOG's form that Mr. Klein suggested the committee review for further modification to fit SASWA's needs.

Standards must be set as to how an in-kind task must be completed. Uniform training for personnel is important for data related requests so that information comes back to SASWA in a recognizable, accurate format. Illicit discharge and connection training should also be uniform for all municipalities and will be included in the PEP.

Summary:

1. Mr. Beaubien will put together a proposed in-kind services application and request form (two pages or less) for review by the in-kind services committee.
2. Spicer Group will fax the proposed application to committee members for review and suggestions prior to presentation to the executive committee.
3. Standards and fees will set in a reactionary format, meaning after an application has been received, rather than for each menu item deemed eligible. This decision was made because very few requests for in-kind services are anticipated. Mr. Beaubien cited the use of the waste water treatment plant for water testing as an example of in-kind services.
4. Another meeting will be scheduled when deemed appropriate by committee members.

Adjournment: The meeting adjourned at 10:20 a.m.

Respectfully submitted

Sonny Grunwell, Chairman
In-Kind Services Committee