



SAGINAW AREA STORM WATER AUTHORITY **PUBLIC PARTICIPATION PLAN**

Public Participation Process (PPP) Purpose Statement:

The Public Participation Process is to “facilitate the involvement of watershed jurisdictions, agencies, organizations, stakeholders, and the general public in the development, implementation, and update of the watershed management plan (WMP). Special effort should be made to involve those entities with the authority, ability, and desire to bring about necessary change by developing and implementing the WMP.” (source: MDEQ PPP guidance document, 2009).

Part 1 General Information

The Public Participation Process (PPP) is for the Upper Saginaw, Lower Cass, Lower Tittabawassee, Lower Flint, and Swan Creek watersheds as noted in Saginaw County’s Certificate of Coverage (COC). In 2003 the communities and nested areas within the Saginaw Urbanized Area formed an Authority under Act 233 of 1955. This Authority has an active General Board with meetings bi-monthly and an Executive Committee made up of officers from the General Board and representatives of both Cities, a small township, the Intermediate School District, county agency and the university.

The SASWA has defined its watershed area with the regional MDEQ. The plan has this watershed area attached for reference. The specific watersheds that will be addressed by this PPP are the Upper Saginaw River, Lower Tittabawassee River, and the Lower Cass River, which had the watershed management plans completed and submitted by the SASWA in October, 2005. In cooperation with

Genesee County, the Lower Flint River Watershed had its watershed management plan completed by Genesee County Drain Office for submittal by September, 2005. The Swan Creek Watershed WMP was completed by SASWA in 2007. There are no deferred watersheds in Saginaw County. The SASWA members with permits submitting this PPP are as follows:

<u>Member</u>	<u>Certificate of Coverage Number</u>
Bridgeport Charter Township	MIG 610181
Bridgeport Spaulding Schools	MIG 610180
Buena Vista Charter Township & School District	MIG 610167
Carrollton Township & School District	MIG 610165
Kochville Township	MIG 610162
Saginaw – City	MIG 610161
Saginaw County	MIG 610171
Saginaw County Road Commission	MIG 610178
Saginaw Charter Township	MIG 610166
Saginaw Township Community Schools	MIG 610176
Saginaw Intermediate School District	MIG 610183
Saginaw Valley State University	MIG 610179
Swan Valley School District	MIG 610175
Thomas Township	MIG 610174
Tittabawassee Township	MIG 610172
Zilwaukee – City	MIG 610159

Part 2 Building the Team

Table 1 – SASWA Public Participation Plan							
Targeted Stakeholders	METHODS for SOLICITING PARTICIPATION						Responsible Party
	SASWA Meetings	ANNUAL Letter or Memo	Presentations to council or board*	NEWSLETTER or NEWSPAPER	WEBSITE	Focus Groups or Survey, or Questionnaires	
SAGINAW COUNTY (SC)							
SC Road Commission	√	√			√	√	SASWA ¹
SC Public Works	√	√		√	√	√	
SC Health Department	√	√				√	
SC Board of Commissioners	√	√	1/yr			√	
Bridgeport Charter Township							
Township Board		√	1/yr		√	√	SASWA ¹
DPW	√	√				√	
Bridgeport Spaulding Schools							
School Board		√	1/yr			√	SASWA ¹
Maintenance & Operations	√	√				√	
Buena Vista Charter Township & School District							
Township Board	√	√	1/yr			√	SASWA ¹
DPW	√	√				√	
School Administration	√	√				√	
Carrollton Township & School District							
Township Board		√	1/yr		√	√	SASWA ¹

DPW	√	√				√	
School Administration		√	1/yr			√	√
Kochville Township							
Township Board		√	1/yr			√	√
DPW	√	√				√	SASWA ¹
Planning / Development		√				√	
Saginaw – City							
DPW – WWTP – Environmental	√	√				√	SASWA ¹
City Council		√	1/yr			√	
Planning Department		√				√	
Saginaw Charter Township							
Township Board		√	1/yr			√	√
DPS	√	√		√		√	SASWA ¹
Planning Department		√				√	
Saginaw Township Community Schools							
School Board		√	1/yr			√	SASWA ¹
Maintenance & Operations	√	√				√	
Saginaw Intermediate School District							
Board of Control		√	1/yr			√	SASWA ¹
Maintenance & Operations	√	√				√	
Administration		√				√	
Saginaw Valley State University							
Board of Control		√	1/yr			√	SASWA ¹
Maintenance & Operations		√				√	
Administration	√	√				√	
Swan Valley School District							
School Board		√	1/yr			√	SASWA ¹
Maintenance & Operations	√	√				√	

Environmental Groups							
Saginaw Bay WIN		√				√	SASWA
Saginaw Valley Audubon Society		√				√	
Ducks Unlimited		√				√	
Pheasants Forever		√				√	
Saginaw Bay Walleye Group		√				√	
Michigan United Conservation Clubs		√				√	
Lone Tree Council		√				√	
Other local groups as identified		√				√	
County / Local Businesses							
Chamber of Commerce		√				√	SASWA
Local Business Associations / Groups		√				√	
Any local business with interest		√				√	
General Public							
General Public or interested parties	√			√	√	√	

¹ Task will be completed by SASWA trustee or SASWA consultant.

Part 3 Continuing Communication with Stakeholders

SASWA Board Meetings

The Saginaw Area Storm Water Authority holds a general public board meeting (all authority members) every other month beginning in February of each year. The meeting is held on the third Wednesday of the month at 2:00 p.m., at the Bridgeport Charter Township Governmental Building, 6206 Dixie Highway, Bridgeport, unless otherwise scheduled at another location in the county. This is a public meeting and the meeting has its agenda posted in a public place, at least 72 hours (most typically 7 days) before the meeting is held according to established by-laws of the authority. Public notice of the time, date and place of the meeting shall be given in the manner required by the Open Meetings Act. The meeting Agenda shall have a section for Public Comment at all meetings.

The Saginaw Area Storm Water Authority holds an executive committee meeting every other month beginning in January of each year. The meeting is held on the third Wednesday of the month at 10:00 a.m., at Spicer Group, 230 S. Washington Avenue, Saginaw unless otherwise scheduled at another location in the county. This also is a public meeting; it is attended by the officers of SASWA and appointed representatives of the educational institutions, county agencies, large and small townships. Public notice of time, date and place of the meeting is provided to members. The meeting Agenda also has a section for Public Comment at all meetings.

Annual Memo

The SASWA will develop a memo to present to all interested parties on the progress of the Authority over the past year. Topics will be agreed upon at the Annual Meeting held in December of each year. The memo will be presented to the Executive Committee for review at the January meeting and then posted on the SASWA website, or emailed to all members and interested public groups or agencies. This memo will not be mailed via USPS to individual persons for budgetary reasons.

Presentations

Each year the SASWA will provide a 10 minute presentation on a watershed or stormwater related planning topic and provide this to the memberships regulatory body. (For example, planning commissions, township board, city councils, DPW or DPS, school boards or their maintenance and ops boards, or other agencies.) This will start in 2012. The presentations will highlight topics that are of interest to SASWA or members. The presentation will be geared toward the audience. These presentations will attempt to involve the public in the watershed planning process and include attempts to revise existing WMPs.

Website

The SASWA has all of the WMPs developed for its urbanized area on its website, www.saswa.org and are available for public viewing. This website also contains educational materials, contact information, information on public activities, minutes, agendas, annual reports and other items. The website will also be used for posting questionnaires and surveys to gather input from stakeholders.

Newspapers and Newsletters

Whenever possible SASWA will attempt to provide information to the public by placing articles in local newspapers or use of township newsletters about stormwater or watershed related topics. Township newsletters have been used in the past and have a circulation of over 16,000 households and businesses in the area. If, budgets permit, envelop stuffers will be used to pass along information with utility invoices. However, this is a budgetary constraint that many communities can no longer utilize as in the past.

Part 5 Coming to Agreement

The members of the Saginaw Area Storm Water Authority formed the authority under P.A. 233 of 1955 to deal with the NPDES Phase II storm water regulations and the application for a permit and the permit's requirements. This includes the watershed management planning process. In order to establish a budget to begin the planning tasks, the members established an equitable apportionment system to share costs associated with the Watershed Permit MIG 619000. Under the formation of the authority, each member in the authority is allowed one vote when deciding issues. Since the communities are the sole source of revenue for the SASWA, they will make the decisions in situations that require agreement of differing points of view. The SASWA will not be dictated to by members of the public that have specific agendas that would require limited financial resources to be directed in a manner that is not in the interest of the SASWA goals and objectives.

In the event of the necessity for conflict resolution in the planning process, parties involved may bring the conflict issues to the Executive Committee of the SASWA and have the issue(s) placed on the agenda for the Executive Committee.

The following procedure will be used:

- Make contact with the Executive Committee in writing and request to be placed on the agenda.
- Attend the executive committee meeting and present information related to the agenda item.
- The Executive Committee will vote on the issues or render a decision as to how to proceed to resolve the issue.
- The Executive Committee will decide if the entire membership should be involved in the resolution of any conflict.

A majority vote by either the executive committee and/or the general board will determine the decision in difficult issues or conflict resolution. The SASWA already has a procedural history of documenting meeting minutes for each meeting and posting these minutes on the web site. These minutes will document different points of view and resolutions of any conflicts.

Part 6 Adaptive Management

The PPP is an iterative process as is the watershed management plan and other plans that are developed for compliance with the Watershed Permit MIG 619000. The SASWA will document participation in these meetings, as it has for meetings over the past two years, by sign-in sheets and roll call of member municipalities, agencies, and educational institutions. The SASWA has been dealing with adaptive management of this project since its beginning by adapting to the changing climate of the state's regulating agency. We acknowledge that adaptive management is a way to evaluate and change the process before it is complete. This PPP will use surveys and meeting evaluations at stakeholder meetings, public hearings, and focus groups to keep in touch with the public and adapt as needed to develop a dynamic watershed management plan.

Other methods that will be used to measure success are as follows:

- Track the number of meetings held.
- The number of attendees.
- Who they represent, or where they are from.
- Compile the comments / concerns received on the watershed plan from stakeholders and the public and provide comments to address them.
- Provide an accounting of funds and in-kind services spent on implementation of the PPP.
- Monitor perceived successes or failures to use in future decision making on implementation of the Watershed PPP.