



**SASWA MEETING MINUTES**  
**Executive Board Meeting**  
**January 15, 2020**  
**10:00 a.m.**  
**Spicer Group – 1<sup>st</sup> Floor Board Room 1**

**I. Call to Order**

Mr. Hopper called the meeting to order at 10:05 a.m.

*Present: Kelsea Sutton, Erica Martell, Angie McCullen, & Keith Noble, Spicer Group; Rick Hopper, Thomas Township; Bob Tutsock, Saginaw Valley State University; Daryl Gotham, Saginaw Charter Township; Travis Hare, Saginaw County Road Commission; Marya Colpaert, Saginaw County Public Works Commissioner; Chris Burbach, Tittabawassee Township; Don Sumption, Carrollton Township; Ruthann Evans, Bridgeport Charter Township*

*Absent: Beth London, City of Saginaw; Josh Hoffman, City of Saginaw; John Farver, Saginaw Intermediate School District*

*Excused:*

**II. Public Comment:** None

**III. Review of November 20, 2019 Meeting Minutes**

*A motion was made by Mr. Hare to approve and supported by Mr. Gotham, MOTION PASSED.*

**IV. Correspondence**

Mr. Hopper presented invoice #12831 from Michigan Township Participating Plan, for insurance services through January 1, 2021 in the amount of \$4,181.00.

*A motion was made by Mr. Tutsock for approval of renewal and supported by Mr. Hare, MOTION PASSED.*

*A motion was made by Mr. Tutsock to approve payment and supported by Mr. Hare, MOTION PASSED.*

**V. Report from Treasurer**

A. Mr. Hare presented invoice #52600 from Roberts, Boehler, & Fisher, for general services through December 31, 2019 in the amount of \$325.00.

*A motion was made by Mr. Tutsock to approve and supported by Ms. Colpaert, MOTION PASSED.*

B. Mr. Hare presented invoice #199784 from Spicer Group, Inc., for general services through December 31, 2019 in the amount of \$4,006.25.

*A motion was made by Mr. Tutsock to approve and supported by Ms. Colpaert, MOTION PASSED.*

Mr. Hare to coordinate with auditor moving forward. Ms. Sutton to confirm changes to mailing address for all SASWA documents.

## **VI. Old Business**

### **A. EGLE Updates – Ongoing As-Needed Revisions to MS4 Permit Applications**

Comments have been received from Julia; Spicer is working on revisions as they come in. Primarily waiting on Post Construction Control comments.

### **B. SAW Grant**

1. Final Disbursement submitted 01/02/20 – \$15,502.50 remaining
  - a. Will not receive until EGLE has approved the stormwater management plans
2. Final deliverables (MS4 SWMPs) submitted 12/23/19

Hard copies of most current revised SWMPs were submitted to EGLE along with an electronic copy. Waiting on J. Miller and the State of Michigan for final approval of submittals in order to receive the remaining amount. Per EGLE, it is anticipated that SASWA should not have to re-submit finalized documents to receive funding.

### **C. 2020 Items**

1. NPDES Permit Applications (Complete)
2. PP/GH: Inspections

PP/GH Inspections are to be spread out, but no inspections will start until issuance of permit applications. Inspections will be coordinated before they begin.

### **3. Progress Reports (Tentative)**

Progress Reports are now entirely within MiWaters; they will not be available to work on until 90 days prior to the due date. Spicer Group will be assisting and collecting all necessary information in order to complete progress reports. Make sure contacts are up to date in your MiWaters account; notify Ms. Sutton in the event of change of contact or if there is a question with MiWaters.

### **4. EGLE Audits**

Audits are not anticipated until later this year, after issuance of MS4 permits. Permittees will be notified of audits prior to the actual audit; Spicer is available to help assist with any information needed.

### **D. Letter to MS4 Implementation Team (MIT)**

Ms. Sutton is sending the letter to Mr. Hopper to sign and then it will be sent to Ms. Alwin (Statewide EGLE MS4 Program Coordinator).

### **E. Other: None**

## **VII. New Business**

### **A. PEP**

1. PEP Display Board (handout) – Sign up if interested to host display board
2. Staff Training:
  - a. Reminder: Staff must receive training once per permit cycle and new full-time employees must receive training within the 1<sup>st</sup> year of employment

Discussion of another training within the next year. Document any supplemental training provided to staff, if applicable. Reminder that training videos, sign in sheets, and sign in sheet documentation is available on the SASWA website.

### **B. Annual Progress Memo of the SASWA**

1. For members to distribute to their boards or governing/administrative bodies

Previous years progress memos are available on the SASWA website. The 2019 memo will be uploaded to the website once it has been finalized.

### **C. Upcoming Meetings**

1. February 19, 2020 – General Meeting
2. March 18, 2020 – Executive Meeting

### **D. Other**

For members with Stormwater Pollution Prevention Plans (SWPPPs), those documents were not updated with the submittal of the NPDES permit applications, apart from SVSU. These documents will need to be updated. Mr. Noble will be contacting members as he works on updates. Hope to have an electronic reporting mechanism in place for inspections.

## **VIII. Adjournment -10:39 a.m.**

*A motion was made by Mr. Tutsock to adjourn and supported by Mr. Hare.  
MOTION PASSED.*

Respectfully submitted,

Ruthann Evans, Secretary