



**SASWA MEETING MINUTES**  
**Executive Board Meeting**  
**July 8<sup>th</sup>, 2020**  
**10:00 a.m.**  
**Virtual Teams Meeting**

**I. Call to Order**

Mr. Hopper called the meeting to order at 10:00 a.m.

*Present:* Kelsea Sutton, Erica Martell, *Spicer Group*; Rick Hopper, *Thomas Township*; Bob Tutsock, *Saginaw Valley State University*; Daryl Gotham, *Saginaw Charter Township*; Travis Hare, *City of Saginaw*; John Farver, *Saginaw Intermediate School District*; Dan Armentrout, Mariah Kelly, Rob Hudec, *Saginaw County Road Commission*; Christe Alwin, Julia Miller  
*EGL*

*Absent:* *Tittabawassee Township, Carrollton Township, Bridgeport Charter Township, Saginaw County Public Works Commissioner*

*Excused:*

**II. Review of January 15, 2020 Meeting Minutes**

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

**III. Correspondence:**

**C. Alwin, the coordinator of the MS4 program statewide for EGLE, spoke about the re-issuance /MS4 permit application process. As of right now EGLE has issued over 100 of the 313 or so total MS4 permit applications from across the state. Unlike wastewater applications, the MS4 application is reviewed and deemed complete by the district office and then sent to the permit department in Lansing. The permit department will then reach out to set up a date for public notice. Public notices will remain up for 30 days and the permit issuance may take over a month to process after the end of the public notice period. The re-issuance process is more streamlined to allow for more focus on implementation and there have been no issues with permittees who have gone through reissuance. New TMDLs would be the only thing that would potentially require update to the application documents at the time of reapplication. Like progress reports, reapplication for the permit are to be complete by April 1<sup>st</sup> and the application will open in MiWaters 180 days before it is due.**

**If you have any specific questions for Christe Alwin (alwinc@michigan.gov) or Julia Miller (millerj2@michigan.gov) feel free to reach out to them.**

**IV. Report from Treasurer:**

A. Mr. Hare presented invoice # 55452 from Roberts, Boehler, & Fisher, for general services through May 31, 2020 in the amount of \$ 325.00.

*A motion was made by Mr. Rick Hopper to approve and supported by Mr. Bob Tutsock,*

*MOTION PASSED.*

- B. Mr. Hare presented invoice # 202171 from **Spicer Group, Inc.**, for general services through May 30, 2020 in the amount of \$ 5,003.23.

*A motion was made by Mr. Dan Armentrout to approve and supported by Mr. Bob Tutsock, MOTION PASSED.*

**T. Hare noted that overall, the account is in good standing and that checks have still been signed in the time since we have been off.**

**V. Old Business:**

- A. EGLE Updates/ MS4 Program Implementation/ MS4 Permit Status

**All applications have been submitted and considered complete by J. Miller; the applications are in Lansing waiting for the permits to be written.**

- B. Letter to MS4 Implementation Team (MIT) – Mailed

**K. Sutton shared that the letter was the reason C. Alwin joined the call today. She has heard similar frustration in the process from around the state and wanted to share the current progress and what the next few years of the program look like.**

- C. 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.
  - b. Payment on hold as of end of June.

**K. Sutton called J. Miller and the applications are complete/ do not need any additional information from us. They are currently in Lansing waiting for the permits to be issued. This had been relayed to the SAW grant staff and are waiting on the final disbursement once the permits are all finalized at the state level and issued.**

- D. 2020 Items

1. NPDES Permit Applications (Complete)

**Once permits are issued, Spicer will provide all members with hard copies of all approved documents and digital copies if requested. These documents will also be available on MiWaters and K. Sutton is willing to help direct you to their location if you need help navigating MiWaters.**

2. PP/GH: Inspection (Pending on issued permits)

**Once permits are issued, each member's approved document will be reviewed, and PP/GH inspections will be scheduled by Spicer and coordinated with each member.**

3. Progress Reports (Exception Saginaw Charter Twp. – April 1, 2021)

Hoping to get all members on the same reporting timeline, most likely due in 2021 and 2023. Under the current permit there is a report due for SASWA in 2020, however with the issuance of the new permits this may not need to be completed or an abbreviated version will need to be sent to EGLE. More to come on this in the next few months.

4. EGLE Audits

J. Miller mentioned that she would be start doing on site audits. She is planning to schedule one this year with the SCRC and is looking into doing a desktop audit with Saginaw County Public Works Department since they do not have any sites to visit. If an audit is scheduled, EGLE will reach out with a proposed date and a list of things to be covered. Currently EGLE is following CDC guidance on social distancing.

5. SWPPP Updates

SWPPP map updates will occur this summer with the help of a Spicer Group Intern. Updated maps will be provided to members once they are complete.

**VI. New Business:**

A. Public Notice for Permits

**EGLE has been sending out public notice emails for permits. When you get this email:**

- **Read through the email and the attached public notice documents thoroughly.**
- **If you have any comments, respond with comments by the date give in the email. If you do not have any comments respond letting EGLE know you do not have any additional comments.**
- **Note that the attached documents are NOT the ones that will need to be public noticed. EGLE will send the finalized documents at a later date with more information on the public notice timeframe.**
- **The finalized public notice documents will be posted on the SASWA website.**

**The following members should have received public notice draft email:**

1. **Saginaw Co.**
2. **City of Zilwaukee**
3. **Bridgeport**
4. **Bridgeport Spaulding Schools**
5. **Thomas Township**
6. **Saginaw Intermediate School District**
7. **Buena Vista Township**
8. **SVSU**
9. **Swan Valley Public Schools**
10. **Tittabawassee Township**

B. PEP

1. **PEP Display Board (handout) – Changes have needed to be made to the schedule, please let us know if alternative dates no longer work for you.**

**Due to Covid-19 the PEP board schedule has been altered. If you were rescheduled, you should have received an email from Spicer. Please let us know if you need to switch dates.**

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; document training on seasonal staff.
  - b. Training videos and sign-ins are available on the SASWA website.

**After permits are all issued, Spicer will work to set up another large group training. However, until then, and until it is safe to hold such an event, please continue to document and utilize online training videos.**

C. Discuss – Local & Community Reports

**K. Sutton brought up the idea of having members share community updates at general meetings and wanted the groups opinion on adding it to the agenda. Determined that it would be good to try at the next general meeting as it is important to know what is happening in the community. K. Sutton also noted that having it as an agenda item will be helpful for future progress reports.**

D. Upcoming Meetings

1. August General Meeting?
2. September 16, 2020 – Executive Meeting
3. October 21, 2020 – General Meeting

**Determined that an August general meeting is not necessary, and that Spicer will send out an update to all members before the October meeting to provide a quick update on what has been going on. Planning to have the September meeting be virtual (in Microsoft Teams) and should start to think about how the general meetings will look and how to get participation, particularly when it comes to approving the budget.**

E. Other

**VII. Adjournment:**

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

Respectfully submitted,

Rick Hopper, Chair