



SASWA MEETING MINUTES
General Board Meeting
October 21, 2020
10:00 a.m.
Virtual Teams Meeting

I. Call to Order:

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

II. Roll Call:

Present: Daryl Gotham, *Saginaw Charter Township*; Erica Martell, *Kelsea Sutton Spicer Group*; Don Sumption, *Carrollton Township*; Travis Hare, *City of Saginaw*; Bob Tutsock, *Saginaw Valley State University*; Chris Burback, Ken Dey, *Tittabawassee Township*; John Farver, *Saginaw Intermediate School District*; Eric Mahan, *City of Zilwaukee*; Rick Hopper, *Thomas Township*; Ruthann Evans, *Bridgeport Charter Township*; Dan Armentrout, *Mariah Kelly, SCRC*; Jeff Ladd, *Bridgeport-Spaulding Community Schools*; Troy Linton, *Swan Valley Schools*

Excused: Julia Miller, *EGLE*; Marya Colpaert, *Saginaw County Public Works Commissioner*

Absent: Steve Sujkowski, *Buena Vista Charter Township*; Rick Reagan, *Saginaw Township Schools*; Duane Fairris, *Buena Vista Charter Township*

III. Public Comment: *None*

IV. Review of February 19, 2020 Meeting Minutes

A motion was made by Ms. Evans to approve and was supported by Mr. Linton, MOTION PASSED.

V. Correspondence: *None*

VI. Report from Treasurer:

A. *Mr. Hare had not received the invoices from Roberts, Boehler & Fisher or Spicer Group prior to the meeting.*

B. *Mr. Hare presented proposal from Berthiaume, for general services through 2022 in the amount of \$3,500 + \$50 every year following.*

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

VII. Old Business

A. **EGLE Updates/ MS4 Permit Status**

Julia Miller was unable to update on EGLE's end. Permits are starting to be issued or placed on public notice. SASWA permittees have everything completed, everything is down in Lansing now and people are starting to receive emails pertaining to public noticing documents and having permits issued. Some members

still have not received their permits. Binder pick-ups from Spicer are still ongoing; the following members need their binders: Buena Vista Charter Township, City of Zilwaukee, Bridgeport Spaulding Community Schools, Saginaw Township Community Schools, and SVSU. If there is a different way you'd like to receive your binder, please let either Ms. Sutton or Ms. Martell know and they will accommodate you. If you need assistance with MiWaters, contact Ms. Sutton or Ms. Martell.

B. SAW Grant

1. Final Disbursement submitted 01/02/20 – \$15,502.50 remaining
 - a. Has been approved by EGLE, and deposited in the SASWA account

What was submitted has been approved. No additional efforts for SAW Grant.

C. 2020 Items

1. NPDES Permit Applications (Complete)
2. Progress Reports
 - a. Report due November 1st, 2020 for those who have not gotten a permit. Submit a memo letting EGLE know a full report will be submitted on April 1, 2021 with all other members.
 - b. Progress report for all members will be due April 1, 2021

If you do not have your issued MS4 permit application, then you must submit a report through MiWaters. Spicer Group reached out to EGLE to discuss this and reached the conclusion of uploading a memo that a full progress report was going to be submitted with all other SASWA members next year. Without submitting the memo, a violation will be created on the MiWaters account. The following members will have a memo submitted: Bridgeport Charter Township, Buena Vista Charter Township, Carrollton Township, City of Saginaw, Thomas Township, SCRC, Saginaw Township Community Schools, SVSU.

Spicer is gearing up for April 1, 2021 progress reports. It will be different from previous reports. Additional information will be available early next year.

3. EGLE Audits:
 - a. SCRC Audit Discussion
 - b. SCPWC Desktop Audit
 - c. Any others scheduled

*Audit was performed for SCRC and items are being addressed in order to complete the audit process.
Julia started desktop audit of SCPWC.*

VIII. New Business

A. 2021 Budget & Resolutions

1. Resolutions to be emailed to members, return by December 1st

Budget presented at meeting has had minor changes. COVID has disrupted the board being transferred and may impact it in 2021. Dry weather screening will be broken up through 5 years to make it more efficient. PCC is the same amount; CSC pertains to part 91. PP/GH Spicer Group is making sure

structures have proper documentation and inspections. This is to dedicate a substantial amount of time to ensure safety, excluding SCRC and SVSU as they have more structures.

Apportionment has been updated to exclude SCRC and SVSU regarding previous discussion.

2. Trustee Resolutions needed for terms expiring on December 31st/ new staff:
 - a. City of Zilwaukee
 - b. SCRC

B. PEP

1. Covid-19 Memo
 - a. Draft memo explaining challenges with PEP implementation during this time. Communities in Lansing have drafted a similar memo with the assistance of EGLE.
2. PEP Display Board – removed from display for remainder of the year

Will be sending the memo to Mr. Hopper after the meeting to sign and send, the memo will be included in the 2020 progress report as well.

C. Staff Training

1. Reminder: Staff must receive training once per permit cycle and new full-time employees must receive training within the 1st year of employment; document training on seasonal staff.
2. Training videos and sign-ins are available on the SASWA website.

Full training must be done every 5 years, however due to COVID that is not an option so videos will be used, and documentation must be recorded and sent to Spicer Group for files to be submitted later. SASWA website has been updated to include a member training link to make it easier to document and submit training information. Training videos are also located through the website.

D. Local & Community Reports

SCRC (Mariah Kelly) – Just wrapped up year one catch basin inspections and are handling other cleaning and maintenance activities.

E. Upcoming Meetings

1. November 18, 2020 – Executive Board Meeting (Virtual)
2. December 16, 2020 – General Board Meeting - Annual Meeting (Virtual)

F. Other

Mr. Tutsock asked about how to obtain binders/flash drives regarding permits. Ms. Sutton will be contacting him later.

IX. Adjournment: 10:56 am

*A motion was made by Ms. Evans to adjourn and supported by Mr. Mahan.
MOTION PASSED.*

Respectfully submitted,

Ruthann Evans, Secretary