



**SASWA MEETING MINUTES**  
**Executive Board Meeting**  
**January 20<sup>th</sup>, 2021**  
**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; Mariah Kelly, Saginaw County Road Commission; Travis Hare, City of Saginaw; Ruthann Evans, Bridgeport Charter Township; Daryl Gotham, Saginaw Charter Township*

*Absent: Josh Hoffman, City of Saginaw; John Farver, Saginaw Intermediate School District; Marya Colpaert, Saginaw County Public Works Commissioner; Don Sumption, Carrollton Township*

**II. Review of November 18, 2020 Meeting Minutes**

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

**III. Correspondence: None**

**IV. Report from Treasurer:**

A. Mr. Hare presented invoice #57462 from **Roberts, Boehler, & Fisher**, for general services through **December 31, 2020** in the amount of **\$325.00**.

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

B. Mr. Hare presented invoice #205225 from **Spicer Group, Inc.**, for general services through **November 28, 2020** in the amount of **\$3,559.50**.

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

Mr. Hare has received approval for the insurance. Pulling together information for the audit in coordination with Spicer and RBF. Mr. Hare will coordinate having auditor attend the February General Meeting and see if they can provide the electronic copy prior to the meeting to share on the screen and Ms. Sutton will ensure they are provided with the link to join the Microsoft Teams meeting.

**V. Old Business:**

A. EGLE Updates/ MS4 Permit Status

No further comments or corrections from EGLE; all permits are in Lansing and have either been issued or in the process of being issued. Everything is completed as far as paperwork from SASWA members goes. Be sure to take the time to update individual access in MiWaters. Russ has been made inactive on all MiWaters accounts that Ms.

Martell had access to. The City of Saginaw, Buena Vista Township, SCRC, and Saginaw Township Public Schools have not been updated. Please reach out to Ms. Martell or Ms. Sutton if you have any questions with MiWaters.

B. 2021 Items

1. Progress Report

- a. Will send out information request early February
- b. Review progress report format during February General Board Meeting

Progress reports were due last year (2020) for permittees without issued permits. A memo was submitted for progress reports to be submitted in 2021 so everyone will be on the same submission schedule. The report will be submitted through MiWaters. Ms. Sutton and Ms. Martell will be assisting with submissions; everything to be submitted is the same, just a different format. Requests for information will sent out in early February by Ms. Martell. At the February General Board meeting we will talk through the new progress report format and answer any questions.

C. 2021 Apportionment Approval Status

1. Received 6 budget resolutions
  - a. Thomas Township waiting on document for file but has been approved
2. Trustee Resolutions needed for terms expiring on **December 31<sup>st</sup>**:
  - a. SCRC

Budget has been approved. Mr. Hopper will coordinate with staff to get the approved document to Ms. Sutton to have on file. Ms. Kelly will check with the Road Commission and send Ms. Sutton the trustee resolution.

**VI. New Business:**

A. EGLE Audits

1. Saginaw Charter Township – January 28<sup>th</sup>
2. City of Zilwaukee – February 9<sup>th</sup> & 10<sup>th</sup>
3. Any others scheduled

EGLE has begun to schedule audits again. Prior to the audit EGLE will reach out with proposed dates and a list of documents to prepare. Both Saginaw Charter Township and the City of Zilwaukee will be audited on all six minimum measures. Ms. Sutton or Ms. Martell will also reach out before the audit to schedule a prep meeting to ensure all documentation is ready before the day of the audit and will be in attendance the day of the audit.

B. Public Education

1. Display board on hold
2. If you are interested in posting videos or newsletters on your website or social media let us know. If you do post any information be sure it is documented, screenshot of posting for progress reporting.

The display board is still on hold and will be until further notice. A sign up sheet will be passed around when it is determined to be safe/ effective to have the board in circulation again. Please contact Ms. Sutton or Ms. Martell if you would like post educational

materials on your website, social media page, or in your newsletter. If you post anything, be sure to document it for progress reporting/ EGGLE audit purposes.

C. Annual Progress Memo of the SASWA

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

A draft of the memo was shared at the meeting and will be sent out to the Executive Board after the meeting for review. If any members have additional information that they would like to include in the memo or have any comments, please provide them the Ms. Martell prior to the February meeting.

D. Local and Community Reports

Attendees had nothing to report.

E. Upcoming Meetings

1. February 17, 2021 – General Meeting (Virtual)
2. March 17, 2021 – Executive Meeting (Virtual)

F. Other:

Mr. Tutsock inquired about any upcoming changes with the completion of the 2020 census and updates to the Urbanized Area. Ms. Sutton with coordinate with EGGLE on potential for new members.

**VII. Adjournment:**

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

Respectfully submitted,

Ruthann Evans, Secretary