



**SASWA MEETING MINUTES**  
**General Board Meeting**  
**February 17, 2021**  
**10:00 a.m.**  
**Virtual Teams Meeting**

**I. Call to Order:**

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

**II. Roll Call:**

**Present:** Erica Martell, Kelsea Sutton *Spicer Group*; Don Sumption, *Carrollton Township*; Travis Hare, *City of Saginaw*; Bob Tutsock, *Saginaw Valley State University*; Ken Dey, Chris Burback, *Tittabawassee Township*; Rick Hopper, *Thomas Township*; Ruthann Evans, *Bridgeport Charter Township*; Mariah Kelly, *SCRC*; Jeff Ladd, *Bridgeport-Spaulding Community Schools*; Eric Mahan, *City of Zilwaukee*; Daryl Gotham, *Saginaw Charter Township*; Troy Linton, *Swan Valley Schools*; Marya Colpaert, *Saginaw County Public Works Commissioner*; Torrie McAfee, *Buena Vista Charter Township*; Julia Miller, *EGL*; Darcie Shelagowski, *Berthiaume & Company*

**Excused:**

**Absent:** *Saginaw Township Schools; Saginaw Intermediate School District*

**III. Public Comment:** *None*

**IV. Review of December 16, 2020 Meeting Minutes**

*A motion was made by Mr. Linton to approve and was supported by Mr. Dey, MOTION PASSED.*

**V. Correspondence:** *None*

**VI. Report from Treasurer:**

A. *Mr. Hare presented invoice #57773 from Roberts, Boehler, & Fisher, for general services through January 31, 2021 in the amount of \$700.00.*

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

B. *Mr. Hare presented invoice #205564 from Spicer Group, for general services through December 26, 2020 in the amount of \$4,324.25.*

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

C. *Mr. Hare presented invoice from Berthiaume & Company, for 2020 Audit services in the amount of \$3,500.*

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

- D. *Ms. Shelagowski presented 2020 Audit for SASWA, for general services through December 31, 2020.*

*Unmodified opinion, cash balance at December 31,2020 was sitting at \$23,000 with a prepaid expense for insurance of \$4,400 for assets for the year. Liabilities were \$8,200 which were last bills for Spicer Group and Roberts Boehler, & Fisher. Net Position was \$19,000 for a decrease of \$3,300. Brought in \$104,000 from members, operating expenses were \$3,300 more than budgeted which resulted in decrease of net position. Cash Flow increased \$11,000 based on last SAW Grant payment. 2021 Budget has been approved for \$110,000. No significant change, cash is covered by FDIC Insurance for about \$25,000.*

*Ms. Sutton mentions that hard copies of Financial Statements were dropped off at Spicer Group. If any member would like one, please contact Spicer Group. Electronic copies will be sent out after the meeting and be available on SASWA's website.*

*A motion was made by Ms. Evans to accept audit as presented and supported by Mr. Hare,  
MOTION PASSED.*

## **VII. Old Business**

- A. **EGLE Updates – MS4 Permit Applications**

1. Carrollton Township on Public Notice Feb. 1<sup>st</sup>
2. Buena Vista to be put on Public Notice mid-February  
*Carrollton Township Permit Application went on public notice Feb. 1<sup>st</sup> and Buena Vista is anticipated to be posted mid Feb., in addition to these two, Saginaw County Public Works Commissioner went on public notice Feb. 17<sup>th</sup>. With public notice process please respond promptly to email from EGLE. If you have any questions, please contact Ms. Sutton or Ms. Martell.*

- B. **EGLE Audits**

1. Saginaw Charter Township – January 28<sup>th</sup>
2. City of Zilwaukee – February 9<sup>th</sup>  
*EGLE audit occurred for Saginaw Charter Township last month on the 28<sup>th</sup>, City of Zilwaukee occurred February 9<sup>th</sup>. Audits went well and were completed quickly. Few follow-up items regarding Saginaw Charter Township audit. Ms. Miller mentions how they went well and most items needing to be addressed were either minor or in the process of being addressed.*

- C. **MiWaters**

1. Ensure up-to-date contacts within your MS4 site.
2. Deactivate Russ Beaubien due to his retirement.  
*Ms. Miller was under the impression of external users only being able to deactivate contacts. New release has caused some confusion of contact updating, Ms. Miller will look into the issue further so other members can update contacts independently. MiWaters website has tutorials on website to navigate site; contact Ms. Sutton if you have any questions.*

- D. **E.coli Update**

1. Meeting with SVSU scheduled for February 17<sup>th</sup>  
*Will discuss E.coli testing regarding dry weather screening. Will have more following this meeting. May send out follow-up email after meeting. Hoping to keep testing close to sites.*

## VIII. New Business

### A. Public Education

1. Display board on hold  
*Will utilize board as soon as able. Spicer will handle transportation and documentation.*
2. Quarterly SASWA newsletter/ social media post plan moving forward
3. 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 for progress reporting.  
*Ms. Martell is coordinating links and newsletters to be issued quarterly for SASWA website for easy sharing to other members websites. Social media is currently the best route for public education requirements. Any questions or requests for information published can be directed towards Ms. Sutton and Ms. Martell.*
4. 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
  - b. Training videos and sign-ins are available on the SASWA website  
*Seasonal employees must also be trained regarding their work. Goal is to keep everyone as up to date as possible. Be sure to document all training for progress reports.*

### B. Annual Progress Memo of the SASWA

1. For members to distribute to their boards or governing/administrative bodies
2. Will also be posted on the SASWA website.  
*Front end explains history of SASWA followed by a summary of everything done the previous year. Please give this document to board members to keep them informed. Will be posted on SASWA website and sent out after meeting.*

### C. EGLE Progress Reports (Due April 1<sup>st</sup>, 2021)

1. Due in MiWaters for all members, even those without an issued permit to keep all members on the same reporting timeline.
2. Reporting timeframe from last progress report date (July 1, 2018) to the day they are due (March 31, 2021)
3. Updated format from previous years
4. Request for information/ Excel spreadsheets were sent out February 8<sup>th</sup>
5. **Return spreadsheets/ information by March 10<sup>th</sup>**  
*Memo was submitted last year for certain members due to the fact that all permits were not issued at the same time. This is to keep all members within same timeframe. This year, full progress reports will be submitted for all members, including those who had a memo submitted previously. Any information that was not included previously please provide it as you are able to Ms. Martell and Ms. Sutton. Everything will be handled through MiWaters. Ms. Sutton has created and emailed a checklist of everything that needs to be included in order to submit report to MiWaters. Ms. Martell mentions that gray boxes must be filled in or updated; there are some white boxes that require follow-up from previous gray box. Information is targeted to answer all questions for progress reports. If any changes have been made to the PDF previously sent out regarding your progress reports, such as changing a procedure, please let Ms. Martell know. Please have information back no later than **March 10<sup>th</sup>** to allow Ms. Sutton and Ms. Martell*

*time to look over everything before submittals are ready. Spicer will handle submittals and keep each member up to date on their progress report status.*

- D. Community Reports: *None*
- E. Upcoming Meetings
  - 1. March 17, 2021 – Executive Meeting (Virtual)
  - 2. April 21, 2021 – General Meeting (TBD)
- F. Other: *None*

**IX. Adjournment: 10:56 am**

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

Respectfully submitted,

*Ruthann Evans, Secretary*