



Saginaw Area Storm Water Authority

SAGINAW AREA STORM WATER AUTHORITY **PUBLIC PARTICIPATION PLAN**

Including the following members:

AGENCIES:

SAGINAW COUNTY- *Saginaw County Public Works Commissioner (SCPWC)*
SAGINAW COUNTY BOARD OF COMMISSIONERS
SAGINAW COUNTY ROAD COMMISSION

LOCAL MUNICIPALITIES:

BRIDGEPORT CHARTER TOWNSHIP
BUENA VISTA CHARTER TOWNSHIP
TITTABAWASSEE TOWNSHIP AND SCHOOL DISTRICT
CARROLLTON TOWNSHIP AND SCHOOL DISTRICT
CITY OF SAGINAW
SAGINAW CHARTER TOWNSHIP
THOMAS TOWNSHIP
CITY OF ZILWAUKEE

EDUCATIONAL INSTITUTIONS:

BRIDGEPORT-SPAULDING COMMUNITY SCHOOLS
SAGINAW INTERMEDIATE SCHOOL DISTRICT
SAGINAW TOWNSHIP COMMUNITY SCHOOLS
SWAN VALLEY SCHOOLS
SAGINAW VALLEY STATE UNIVERSITY

Public Participation Process (PPP) Purpose Statement

It is the vision of the Saginaw Area Storm Water Authority (SASWA) to increase the general public and business community's knowledge fulfilling the requirements found within the National Pollutant Discharge Elimination System (NPDES) Application for the Application for Discharge of Stormwater to Surface Waters from a Municipal Separate Storm Sewer System (MS4).

The Public Participation / Involvement Program (PPP) includes the collaborative effort from each member of the Authority to meet the minimum control measure requirements for the PPP of the NPDES MS4 Application to the maximum extent practicable. All members will attempt to contact local decision makers, county residents, area businesses, and other interested groups to gain support and assistance in the implementation of the Stormwater Management Plan (SWMP) in the urbanized area of Saginaw County. This plan is to facilitate the involvement of watershed jurisdictions, agencies, organizations, stakeholders, and the general public in the development, implementation, and update of the SWMP. Special effort should be made to involve those entities with the authority, ability, and desire to bring about necessary change by developing and implementing the collaborative Public Participation / Involvement Program. (Source: EGLE PPP guidance document, 2009)

The permittee shall follow local public notice requirements, as appropriate, when notifying the public that a Stormwater Management Program must be implemented. Once the Stormwater Management Plan is approved by the Michigan Department of Environment Great Lakes, and Energy (EGLE), the SWMP shall be posted on the SASWA's website at www.saswa.org and be available for public review. The public shall be notified of when and where it is available and will be encouraged to become involved and participate with the implementation and periodic review of the SWMP. Furthermore, as discussed in the meeting section below, the public is invited to attend the SASWA General Meetings and are encouraged to share any comments or ask questions that they feel necessary to bring to the attention of the Authority, including offering comments on the SWMP, during the Public Comment agenda item each meeting.

Part 1: General Information

The Public Participation Process (PPP) is for the Saginaw Urbanized Area as defined in the most recent census data. In 2003 the communities and nested areas within the Saginaw Urbanized Area formed an Authority under Act 233 of 1955. This Authority has an active General Board with meetings bi-monthly and an Executive Committee made up of officers from the General Board.

The SASWA has parts of the following watersheds in its Urbanized Area boundaries: The Upper Saginaw, Lower Tittabawassee, and the Lower Cass. The storm water related watershed management plans were completed and submitted by the SASWA in October of 2005. In cooperation with Genesee County, the Lower Flint River Watershed had its watershed management plan (WMP) completed by Genesee County Drain Office for submittal by September of 2005. The Swan Creek Watershed WMP was completed by SASWA in 2007. There were no deferred watersheds in Saginaw County.

Part 2: Building the Team

Table 1. SASWA Public Participation Plan

Targeted Stakeholders	Methods for Soliciting Participation						Responsible Party
	SASWA Meetings	Annual Letter /Memo	Presentation to council or board*	Newsletter or newspaper or social media	Website	Focus Groups or Survey, or Questionnaire	
Saginaw County (SC)							
SC Road Commission	✓	✓			✓	✓	SASWA ¹
SC Public Works Commissioner	✓	✓		✓	✓	✓	
SC Health Department	✓	✓				✓	
SC Board of Commissioners	✓	✓	1/yr.			✓	
Bridgeport Charter Township							
Township Board		✓	1/yr.		✓	✓	SASWA ¹
DPW	✓	✓				✓	
Bridgeport Spaulding Schools							
School Board		✓	1/yr.			✓	SASWA ¹
Maintenance & Operations	✓	✓				✓	
Buena Vista Charter Township							
Township Board	✓	✓	1/yr.			✓	SASWA ¹
DPW	✓	✓				✓	
Carrollton Township & School District							
Township Board		✓	1/yr.		✓	✓	SASWA ¹
DPW	✓	✓				✓	
School Administration		✓	1/yr.		✓	✓	
Saginaw – City							
DPW – WWTP – Environmental	✓	✓				✓	SASWA ¹
City Council		✓	1/yr.		✓	✓	

Targeted Stakeholders	Methods for Soliciting Participation						Responsible Party
	SASWA Meetings	Annual Letter /Memo	Presentation to council or board*	Newsletter or newspaper or social media	Website	Focus Groups or Survey, or Questionnaire	
Planning Department		✓				✓	
Saginaw Charter Township							
Township Board		✓	1/yr.		✓	✓	SASWA ¹
DPS	✓	✓		✓		✓	
Planning Department		✓				✓	
Saginaw Township Community Schools							
School Board		✓	1/yr.			✓	SASWA ¹
Maintenance & Operations	✓	✓				✓	
Saginaw Intermediate School District							
Board of Control		✓	1/yr.			✓	SASWA ¹
Maintenance & Operations	✓	✓				✓	
Administration		✓				✓	
Saginaw Valley State University							
Board of Control		✓	1/yr.			✓	SASWA ¹
Maintenance & Operations		✓				✓	
Administration	✓	✓				✓	
Swan Valley School District							
School Board		✓	1/yr.			✓	SASWA ¹
Maintenance & Operations	✓	✓				✓	
Thomas Township							
Planning / Community Development	✓	✓		✓		✓	SASWA ¹
Township Board		✓	1/yr.		✓	✓	
DPW		✓				✓	
Tittabawassee Township & School District							
Township Board		✓	1/yr.			✓	SASWA ¹

Targeted Stakeholders	Methods for Soliciting Participation						Responsible Party
	SASWA Meetings	Annual Letter /Memo	Presentation to council or board*	Newsletter or newspaper or social media	Website	Focus Groups or Survey, or Questionnaire	
Administration		✓				✓	
DPW	✓	✓				✓	
Zilwaukee – City							
City Council		✓	1/yr.			✓	SASWA ¹
DPW	✓	✓				✓	
Saginaw Soil Conservation District							
Administrator		✓				✓	SASWA
Natural Resource Conservation Office							
District Officer or designee		✓				✓	SASWA
Local Service Organizations							
Chamber of Commerce		✓				✓	SASWA
Saginaw Foundation		✓				✓	
Leadership Saginaw		✓				✓	
Saginaw Vision		✓				✓	
Service clubs (Kiwanis, Rotary, etc.)		✓				✓	
Agriculture							
Saginaw Farm Bureau		✓				✓	SASWA
MSU Cooperative Extension Agency		✓				✓	
Stress Farmers		✓				✓	
Corn, Bean, Sugar Beet Growers Assoc.		✓				✓	
Saginaw Bay RC&D		✓				✓	
Environmental Groups							
Saginaw Bay WIN		✓				✓	SASWA
Saginaw Valley Audubon Society		✓				✓	
Ducks Unlimited		✓				✓	

Targeted Stakeholders	Methods for Soliciting Participation						Responsible Party
	SASWA Meetings	Annual Letter /Memo	Presentation to council or board*	Newsletter or newspaper or social media	Website	Focus Groups or Survey, or Questionnaire	
Pheasants Forever		✓				✓	
Saginaw Bay Walleye Group		✓				✓	
Michigan United Conservation Clubs		✓				✓	
Lone Tree Council		✓				✓	
Other local groups as identified		✓				✓	
County / Local Businesses							
Chamber of Commerce		✓				✓	SASWA
Local Business Associations / Groups		✓				✓	
Any local business with interest		✓				✓	
General Public							
General Public or interested parties	✓			✓	✓	✓	

¹ Task will be completed by SASWA trustee or SASWA consultant.

* This task will be done by the representing trustee from SASWA providing the Annual SASWA Progress Summary to their respective board or governing body.

Part 3 Continuing Communication with Stakeholders

SASWA Board Meetings

The Saginaw Area Storm Water Authority holds a general public board meeting (all authority members) every other month beginning in February of each year. The meeting is held on the third Wednesday of the month at 2:00 p.m., at Spicer Group, Inc., 230 South Washington Avenue, Saginaw, MI 48607. All meeting dates and locations are also posted on the SASWA website. This is a public meeting and the meeting has its agenda posted in a public place, at least 72 hours (most typically 7 days) before the meeting is held according to established by-laws of the authority. Public notice of the time, date and place of the meeting shall be given in the manner required by the Open Meetings Act. The meeting agenda shall have a section for “Public Comment” at all meetings.

The Saginaw Area Storm Water Authority holds an executive committee meeting every other month beginning in January of each year. The meeting is held on the third Wednesday of the month at 10:00 a.m., at Spicer Group, 230 S. Washington Avenue, Saginaw, MI 48607 unless otherwise scheduled at another location in the county. This also is a public meeting; it is attended by the officers of the SASWA and appointed representatives of the educational institutions, county agencies, and townships. Public notice of time, date and place of the meeting is provided to members. The meeting agenda also has a section for Public Comment at all meetings.

Annual Memo

The SASWA has developed an annual progress summary memo to present to all interested parties on the progress of the Authority over the preceding year. The memo will be presented to the Executive Committee for review at the January meeting and then posted on the SASWA website. This memo will not be mailed via USPS to individual persons for budgetary reasons.

Presentations

Each year the SASWA will provide the Annual Memo to each member for presentation in their governing body’s agenda / meeting packet for information on activities of the SASWA. The SASWA consultant will be available for presentations on a watershed or stormwater related planning topic and provide this to the membership’s regulatory body or other interested parties (e.g. planning commissions, township board, city councils, DPW or DPS, school boards or their maintenance and ops boards, or other agencies). The presentations will highlight topics that are of interest to the SASWA or members. The presentations will be geared toward the audience. These presentations will attempt to involve the public and include opportunity to provide input for revision of existing SWMPs.

Tabletop Display Board

Each SASWA member will have the opportunity to host the SASWA Tabletop Display Board at their facilities various times during the duration of the permit cycle. The display board will contain multiple public education brochures targeting various stormwater topics and issues.

Website

The SASWA has all of the approved SWMP documents posted on the website, www.saswa.org, and are available for public viewing. There is also a general contact form on the website that anyone can use to submit questions or comments through. The website also contains educational materials, contact information, information on public activities, minutes, agendas, annual reports, annual memos, watershed locator, and other items. The website may also be used for posting questionnaires or surveys to gather input from the public. The measure of assessment for this task will be viewed by how many hits the website receives every progress reporting timeframe.

Newspapers, Newsletters, and Social Media

Whenever possible, SASWA will attempt to provide information to the public by placing articles in local newspapers or use of township or county newsletters about stormwater or watershed related topics. Township newsletters have been used in the past and have a circulation of over 16,000 households and businesses in the area. With social media being used by a majority of members, many members have been opting to post educational materials digitally on their social media pages or websites.

Focus Groups / Questionnaires / Surveys

As the SASWA develops its plans for revisions of existing Stormwater Management Plans, they will prioritize issues and topics for focus by specific groups of participants.

Part 4 Timeline

The Best Management Practice (BMP) activities listed above will be implemented to comply with the minimum control measures within the specified schedule for implementation shown in Table 2 below.

Table 2. Timeline

	Year 1				Year 2				Year 3				Year 4				Year 5			
	Jan - Mar	Apr-June	July-Sept	Oct-Dec	Jan - Mar	Apr-June	July-Sept	Oct-Dec	Jan - Mar	Apr-June	July-Sept	Oct-Dec	Jan - Mar	Apr-June	July-Sept	Oct-Dec	Jan - Mar	Apr-June	July-Sept	Oct-Dec
PPP Activity																				
SASWA Meetings																				
Annual Memo																				
Tabletop display																				
Website																				
SWMP Activity for Revisions																				
Assess SWMPs for revisions & priorities																				
Gather public input and data																				
Revise SWMPs																				

Part 5 Coming to Agreement

The members of the Saginaw Area Storm Water Authority formed the authority under P.A. 233 of 1955 to deal with the NPDES Phase II Storm Water regulations and the application for a permit and the permit’s requirements. This originally included the watershed management planning process. In order to establish a budget to begin the planning tasks, the members established an equitable apportionment system to share costs associated with the Watershed Permit.

The permit process is now geared toward the individual member with individual permit applications per member and no longer targets the Watershed Group. Under the formation of the authority, each member in the authority is allowed one vote when deciding issues. Since the communities are the sole source of revenue for the SASWA, they will make the decisions in situations that require agreement of differing points of view. The SASWA will not be dictated to by members of the public that have specific agendas that would require limited financial resources to be directed in a manner that is not in the interest of the SASWA goals and objectives.

In the event of the necessity for conflict resolution in the planning process, parties involved may bring the conflict issues to the Executive Committee of the SASWA and have the issue(s) placed on the agenda for the Executive Committee.

The following procedure will be used:

- Make contact with the Executive Committee in writing and request for the conflict issue to be placed on the agenda.
- Attend the executive committee meeting and present information related to the agenda item.
- The Executive Committee will vote on the issues or render a decision as to how to proceed to resolve the issue.
- The Executive Committee will decide if the entire membership should be involved in the resolution of any conflict.

A majority vote by either the Executive Committee and/or the General Board will determine the decision in difficult issues or conflict resolution. The SASWA already has a procedural history of documenting meeting minutes for each meeting and posting these minutes on the website. These minutes will document different points of view and resolutions of any conflicts.

Part 6 Adaptive Management

The SASWA Public Participation / Involvement Program (PPP) is a collaborative process for the storm water management program portion developed for compliance with the NPDES MS4 permit applications for SASWA members. The SASWA will document participation in these meetings, as it has for meetings since 2003, by sign-in sheets and roll call of member municipalities, agencies, and educational institutions. The SASWA has been dealing with adaptive management of this project since its beginning by adapting to the changing climate of the state's regulating agency. We acknowledge that adaptive management is a way to evaluate and change the process before it is complete. Furthermore, the SASWA will make the Stormwater Management Plan available for public inspection and comment upon final EGLE approval.

Other methods that will be used to measure success are the following measureable goals:

- Track the number of meetings held.
- The number of attendees for each meeting and member representation.
- Compile the comments / concerns received on the Stormwater Management Plan from stakeholders and the public and provide comments to address them.
- Provide an accounting of funds and in-kind services spent on implementation of the PPP.
- Monitor perceived successes or failures to use in future decision making on implementation of the collaborative PPP.