



**SASWA MEETING MINUTES**  
**Executive Board Meeting**  
**November 17<sup>th</sup>, 2021**  
**10:00 a.m.**  
**Spicer Group – 1<sup>st</sup> Floor Board Room &**  
**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, Spicer Group; Rick Hopper, Thomas Township; Travis Hare & Beth London, City of Saginaw; Daryl Gotham, Saginaw Charter Township; Marya Colpaert, Saginaw County Public Works Commissioner; Mariah Kelly, Saginaw County Road Commission; Don Sumption, Carrollton Township*

*Absent: John Farver, Saginaw Intermediate School District; Ruthann Evans, Bridgeport Charter Township;*

**III. Public Comment:** None

**IV. Review of September 15, 2021, Meeting Minutes**

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

**V. Correspondence:** None

**VI. Report from Treasurer:**

A. Mr. Hare presented invoice # **62249** from **Roberts, Boehler, & Fisher**, for general services through **September 30, 2021**, in the amount of **\$325.00**.

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

B. Mr. Hare presented invoice # **62728** from **Roberts, Boehler, & Fisher**, for general services through **October 31, 2021**, in the amount of **\$700.00**.

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

C. Mr. Hare presented invoice #**210159** from **Spicer Group, Inc.**, for general services through **September 25, 2021**, in the amount of **\$7,304.75**.

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

**VII. Old Business:**

A. Public Education

1. Website blog and option for social media posting.
2. Winter post to be published early December.

**Any use of the website for public education please document and send to Ms. Martell to place in files. Another blog will be coming out to end the year, members will be notified when it is made available.**

- B. EGLE Audits
  - 1. None scheduled at this time. Anticipate hearing from EGLE soon.  
**Notifications will be sent out prior to audit to provide time to assemble documents, Spicer Group is available to assist as needed.**
- C. MiWaters Contact Information Update
  - 1. Under Details and then Site Contacts you can updates or add any contacts. This is the list that MiWaters uses for emails.  
**Contact Ms. Martell or Ms. Sutton for assistance if needed with updating contacts.**
- D. Dry Weather Screening & E. Coli Sampling
  - 1. SCPWC follow up status  
**No answers from the Health Department as of yet, having to send out regular emails for updates, discussion of whether or not to involve EGLE or someone else.**
- E. Catch Basin Inspections  
**Ms. Martell and Ms. Sutton met with Spicer's GIS team to discuss using Survey123 to improve collector and PDF visuals.**
- F. 2022 Apportionment Approval Status
  - 1. Resolutions emailed to members, return by **December 1st**
  - 2. Trustee Resolutions needed for terms expiring on **December 31<sup>st</sup>**:  
*(Needs to be completed by the Annual Meeting on December 15<sup>th</sup>, 2021, or at the latest January 1, 2022 when the appointed trustee's term starts):*
    - a. City of Saginaw
    - b. Tittabawassee Township
    - c. Carrollton Township
    - d. SVSU

**Received both the City of Saginaw and Tittabawassee Townships.**

**VIII. New Business:**

- A. Billing frequency – remain quarterly?  
**Has been discussed before, remaining quarterly to accommodate for multiple fiscal years could be easier.**
- B. PEP
  - 1. PEP Display Board – sign up for 2022  
**Available for display if desired, can email Ms. Martell or Ms. Sutton to sign up 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 1<sup>st</sup> year of employment; document training on seasonal staff.
  - 2. Training videos and sign-ins are available on the SASWA website.  
**Document all training completed for audit purposes. May hold a large virtual meeting to complete the 5-year training.**
- D. Local & Community Reports
- E. Upcoming Meetings
  - 1. December 15, 2021 – General Meeting (Virtual)
- F. Other

**IX. Adjournment: 10:50 am**

Respectfully submitted,

Ruthann Evans, Secretary