

# **Berrien & Cass County NPDES-MS4 Group Meeting**

*Lincoln Charter Township Hall*

*2055 West John Beers Road, Stevensville, MI*

**Wednesday, January 13, 2016**

**10:00 a.m. – 12:00 p.m.**

## **MEETING MINUTES**

### **I. Call Meeting to Order & Introduction**

*The meeting was called to order at 10:05 a.m.*

**Present:** Tom MacDonald, *City of St. Joseph*; Tim Kading, *City of Bridgman*; Jamie Moody, *City of Niles*; Steven Stavicek & Tiffany Moore, *Village of Stevensville*; Dick Stauffer, Julie Amicarelli & Kevin Gebhard, *Lincoln Charter Township*; Marcy Colclough, *SWMPC*; Joe Bellina, *Cass County Road Commission*; Jeannine Totzke, *Berrien County Drain Commissioner*; JT Adkerson & Jason Williams, *City of Buchanan*; Brian Berndt, *Berrien County Road Commission*; Russ Beaubien & Kelsea Zimmerman, *Spicer Group*.

**Excused:** Kyle Alexander, *MDEQ*; Rich Low & John Monaghan, *Village of Edwardsburg*.

### **II. Review of Meeting Minutes from November 5, 2015's Group Meeting**

*A motion was made by B. Berndt to approve the November 5<sup>th</sup> meeting minutes and the motion was supported by S. Stavicek.*

*Motion passed.*

*Meeting minutes and agenda will be posted on the SWMPC's website as well as emailed out to each member.*

### **III. Old Business**

#### **A. Progress Reports- Submitted before December 1, 2015**

- i. Follow-up with MDEQ as necessary, Dry-weather screening follow-up with City of Niles and Village of Stevensville

R. Beaubien stated that each member's progress report was submitted on or before December 1, 2015. Each member's progress report was uploaded to the MDEQ's MiWaters online database system (*with the exception of Cass County Road Commission's progress report which was emailed to K. Alexander from the MDEQ, then uploaded online*). Each member also additionally received their submitted progress report via email from K. Zimmerman. K. Zimmerman stated that there were only a few comments from the MDEQ regarding the progress reports, but these comments were recommendations for moving forward with the implementation of the NPDES MS4 program. Additionally, there were a few follow-up items regarding dry-weather screening for the City of Niles and the Village of

Stevensville; efforts will be coordinated with these members when weather permits.

**B. NPDES MS4 Permit Submittal Reminder**

- i. October 1<sup>st</sup> of 2016- Notification of Permit Application
- ii. April 1<sup>st</sup> of 2017- Permit Application Submittal on/before
  - 1. Post Construction Control, IDEP or other Ordinances/Resolutions submitted on/before October 1, 2017
- iii. September 30<sup>th</sup> of 2018- Tentative Issuance of permit by MDEQ

R. Beaubien reminded the group that each member will be notified October 1, 2016 for the submittal of their NPDES MS4 Permit Application. The permits will need to be submitted on or before April 1, 2017 to the MiWaters online database system. If necessary, the Post Construction Control document, the IDEP document or other Ordinances/Resolutions can be submitted up until October 1, 2017.

The NPDES MS4 Permit Application is now available online on the MiWaters database system. To view the permit, sign on to your MiWaters account, select the Apps, Requests and Reports tab on the left hand side of the page, select “Start New Form”, in the form name entry on the top of the page type in “MS4” and the form will be listed below.

Spicer Group will be coordinating efforts with each member over the course of this year and up until the permit application is submitted in 2017 for the preparation of the permit application submittal. Various documents will be utilized and provided to each member and once the permit application is completed, the permit and supporting documents will be available on the MiWaters online database system.

The tentative date for issuance of the NPDES MS4 permit application is September 30, 2018. Please note that this date may change considering there is only one permit writer with the MDEQ.

**C. Other**

None.

**IV. New Business**

**A. Proposed Budget for 2016 – handout and discussions**

- i. Preparing for permit application submittal

R. Beaubien provided a draft 2016 proposed budget and there was discussion over how the NPDES MS4 permit application submittal will take a great deal of preparation over the next year and up until the permits are submitted on or before April 1, 2017.

It was decided to begin implementation of this budget when the third quarter billing begins (July 1, 2016) and it will be implemented through July of 2017. R. Beaubien stated that he would be emailing out the 2016 budget document, the apportionments for each member (based on population) and a resolution for member utilization. We will review the budget and apportionment during the May meeting. Please let either R. Beaubien or K. Zimmerman know if you have any questions.

## **B. Training Opportunities for 2016**

- i. Full-time Staff Training
- ii. Seasonal/Temporary Staff Training

R. Beaubien reminded members about full-time staff training and seasonal/temporary staff training requirements. Additionally, K. Zimmerman stated that K. Alexander was focused on seasonal/temporary staff training and documentation during the audits in 2015 and will be expecting this documentation and completion of this task for future progress reporting and to be made available during future audits, if necessary. Various links listed below can be utilized for staff training. Additionally, if any member would like Spicer Group to perform training for your staff please let either K. Zimmerman or R. Beaubien know so dates and training material topics can be established.

1. Covers all topics in stormwater:

How to Spot and Report Storm Water Pollution

<https://www.youtube.com/watch?v=hnXMaImmcKo>

Note: This can also work for new staff to get their training started.

2. Scroll down to the middle area and you will see the title “STORM WATER TRAINING VIDEOS”:

[http://www.michigan.gov/deq/0,4561,7-135-3313\\_3682\\_3716-24018--\\_00.html](http://www.michigan.gov/deq/0,4561,7-135-3313_3682_3716-24018--_00.html)

3. Seasonal staff training (especially those involved in lawn care and parks/recreation area maintenance)

[https://www.youtube.com/watch?v=GBxa975rmMc&feature=youtu.be&utm\\_source=March+2015&utm\\_campaign=March+2015&utm\\_medium=email](https://www.youtube.com/watch?v=GBxa975rmMc&feature=youtu.be&utm_source=March+2015&utm_campaign=March+2015&utm_medium=email)

Please remember to document any and all training so it can be included in your progress reports (sign in sheets, date and time of training and the content) and present during any future audits if necessary.

### **C. MS4 Permit Application**

- i. Pollution Prevention and Good Housekeeping Program (*various handouts*)
  1. Municipal Facility and Structural Storm Water Control Inventory
  2. Structural Storm Water Control Operation and Maintenance Activities
  3. Municipal Operations and Maintenance Activities

Various documents regarding the pollution prevention and good housekeeping program were provided at the meeting. These documents will aid with the pollution prevention and good housekeeping program section of the NPDES MS4 permit application. K. Zimmerman went through these various documents along with the pollution prevention and good housekeeping section of the MS4 permit application during the meeting.

The Municipal Facility and Structural Storm Water Control Inventory is a procedure for identifying applicant owned or operated facilities and stormwater structural controls with a discharge of stormwater to surface waters of the state. The inventory includes the location of each facility and an estimate of the number of structural stormwater controls.

The Structural Storm Water Control Operation and Maintenance Activities document prioritizes owned catch basins with a low, medium or high priority level based on the condition of the structure and addresses a catch basin cleaning schedule for low, medium and high priorities.

The Municipal Operations and Maintenance Activities document is a procedure for assessing the applicant's operation and maintenance activities for the potential to discharge pollutants to surface waters of the state. The assessment identifies all pollutants that could be discharged from each applicable operation and maintenance activity and the BMPs

being implemented or to be implemented to prevent or reduce pollutant runoff.

K. Zimmerman stated that these will be emailed out along with a copy of the NPDES MS4 permit application. Additionally, please send a copy of your Storm Water Pollution Prevention Initiative (SWPPI) to either K. Zimmerman or R. Beaubien so this document and the various documents listed above can aid with the preparation of the MS4 permit application.

#### **D. MDEQ Comments and Updates**

- i. Kyle Alexander
- ii. NPDES MS4 Permit applications on MiWaters
- iii. NPDES Permit payments can be done through MiWaters

K. Alexander was not present during the meeting. However, R. Beaubien stated that the NPDES MS4 Permit application is now available online and the NPDES permit payments are now available to be paid online through the MiWaters database system in the “Financials” section of the database.

#### **E. Southwest Michigan Planning Commission (SWMPC) Comments and Updates**

- i. Marcy Colclough

M. Colclough stated that SWMPC updated the Addendum of the Public Education Plan that states what each member is responsible for and is committing to along the lines of public education implementation within their community. M. Colclough stated that she will be emailing out the Addendum and the Public Education Plan Progress Report that was submitted with each member’s Progress Report. Please review the Addendum to see the responsibilities and commitments that you are responsible for. If you have any changes please revise and re-submit to Marcy and the Addendum will be edited prior to the NPDES MS4 permit application submittal. Additionally, Marcy stated that she will be emailing out the link to their webpage that provides meeting agendas, minutes and training videos.

#### **F. Tentative Meeting Dates and Locations for 2016**

**May 11, 2016:** Beach House- City of Bridgman: 9:00 a.m. – 11:00 a.m.

**September 14, 2016:** Lincoln Charter Township Hall: 9:00 a.m. – 11:00 a.m.

**G. Other**

None.

**V. Adjournment**