

Berrien & Cass County NPDES - MS4 Group Meeting

Virtual Teams Meeting

Wednesday, February 10, 2021

10:00 a.m. – 12:00 a.m.

MEETING MINUTES

Attendance:

*Tom MacDonald, St. Joseph
Nick Mannon, CCRC
Kelsea Sutton, Spicer Group
Erica Martell, Spicer Group
Jeannine Totzke, BCDC*

*Kris Martin, SWMPC
Tim Kading, Bridgman
Lewis Evans, Niles Schools
Steve Slavicek, Stevensville*

*Kevin Gebhard, Lincoln Twp.
Julie Amicarelli, Lincoln Twp.
Kevin Stack, BCRD
Dave Rindfield, St. Joseph Twp*

Absent: *M. O'Malley, City of Benton Harbor; R. Low/ C. Powers, Edwardsburg; JT Adkerson, Buchanan; D. Miller, Buchanan Schools; Joseph Ray, Niles; Matthew Hanauer, EGLE*

I. Call Meeting to Order & Roll Call

II. Review of Meeting Minutes from October 14, 2020's MS4 Group Meeting

Minutes of the October 14, 2020 meeting were reviewed, and a motion made by T. MacDonald, supported by a unanimous vote.

III. EGLE Comments and Updates – Ms. Sutton

No updates from EGLE, last meeting with EGLE was regarding the City of Benton Harbor and handling of information.

IV. Southwest Michigan Planning Commission (SWMPC) Updates – Kris Martin

Since last meeting, SWMPC assisted with two audits, both went well with only minor updates needed and can be handled independently with EGLE now. Invoices have been sent out for funding communities, went to all municipal clerks and office managers in end of January, early February. Water quality survey expected to be conducted again soon in the summer of 2021, primarily an electronic version. Will be reaching out through social media to gather more participants; this information is also free for members to share as a part of their public education outreach. Currently updating SWMPC.org website with a major overhaul. Purchased new URL which links to website, applying for grants to keep a section of *Let's Keep it Blue* as its own entity. Current website is still live but will be transitioning in early 2021. If any partners would like, they can use the water training videos for staff training. Link will be included in meeting follow-up. Be sure to document all used videos and staff included. DVDs are also an option if preferred. Public education information can be mailed to members for their own use. Remote education opportunities have been utilized to increase PEP due to COVID restrictions. Message to all members to include the SWMPC website link on their websites for easy access for others.

V. Old Business

A. NPDES MS4 Permits

1. **April 3, 2017** – Permit Applications Submitted
2. Received comments back on all applications, working on submitting updates.
3. Need additional information from the following:

- i. Buchanan
Have been resubmitting to Matt H. via MiWaters. Hoping for permits to be issued as soon as possible, no exact timeline due to COVID. Once applications are finalized EGLE will reach out to the permittee with a request for the documents to be put on public notice and ensure easy access for public to view and comment on. Once complete, the permit will be issued, and all documents will be available on MiWaters along with electronic/hard copies.

B. MiWaters User Update

1. Be sure to log in and make any users on the site inactive that no longer are associated with your organization.
2. Russ has officially retired and should have his status changed to inactive. Make sure you have authorized users associated with your MS4 site, all contacts are current and there are no individuals who are not active with your organization visible anymore. This is to ensure notifications go to the proper person. If you need assistance, MiWaters has tutorial videos, or you can contact Ms. Sutton or Ms. Martell, they cannot personally deactivate contacts for you, only help with the process. Members in contact lists cannot be removed, only marked as inactive. EGLE will be contacted regarding contact lists and modifying them.

C. Other: None

VI. New Business

A. IDEP Outfall & Point of Discharge Dry Weather Screening

1. None scheduled to be completed in 2021
Completed permits, hoping to have them all issued by the end of the year.

B. Staff Training:

1. Reminder: Staff must receive training once per permit cycle and new full-time employees must receive training within the 1st year of employment; document training on seasonal staff.
2. Training materials are available with SWMPC and on SWMPC's website:
 - i. <https://www.swmpc.org/water.asp>
Utilize training materials and documenting trainings in order to fulfill the staff training requirements. Another link will be emailed out in the follow-up to the meeting.

C. Pollution Prevention & Good Housekeeping

1. Training Video:
 - i. <https://www.youtube.com/watch?v=E4OjPqSjicg>
Can be used for training or PEP, be sure to document usage.
2. Documentation Reminders
 - i. Document snow/ice management activities, any updates or equipment upgrades.
 - ii. Document amount of deicer materials stored for the season, make sure it is stored inside a structure.

- iii. Consider alternatives to deicers, such as the use of heavy-duty leaf blowers to clear sidewalks of snow when possible.
- iv. Employee Training – document employees, topic(s) trained on, sign-in sheets.
EGLE will be looking into salt usage alternatives in the future, if anyone has any alternatives feel free to mention them.

D. Local and Community Reports

BCDC – Projects underway, going well so far.

BDRD – No new updates, still collecting data on culverts as well as catch basins and storm sewers being entered into GIS program.

Village of Edwardsburg – None

Village of Stevensville – New staff, expecting training and catch basin cleaning to occur this summer.

Lincoln Charter Twp. – Issues with debris and catch basins, working to correct problem and find possible landfill that will accept debris as opposed to testing to accept.

CCRC – New scales at plant as to track material usage better.

City of Niles – None

Niles School District – None

City of Bridgman – None

City of Buchanan – None

City of Benton Harbor – None

Buchanan Public Schools – None

City of St. Joseph – Reconstruction to being in March on Langley Avenue expected to take all summer.

St. Joseph Charter Twp. – None

E. **2021 Meeting Dates, Times, and Locations:**

1. June 9, 2021: 9:00 a.m. - 11:00 a.m. @ Beach house in Bridgman
2. October 13, 2021: 9:00 a.m. - 11:00 a.m. @ TBD

F. Other

VII. Adjournment