

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

*Bridgman Beach House  
5239 Lake St., Bridgman, MI*

**Wednesday, May 09, 2018**

**9:00 a.m. – 11:00 a.m.**

### **MEETING MINUTES**

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

The meeting was called to order at 9:10 a.m. by K. Sutton.

***Present:** Russ Beaubien & Kelsea Sutton, Spicer Group; Jamie Moody & Kyle Gundersen, City of Niles; Jason Williams, City of Buchanan; Dick Stauffer, Lincoln Charter Township; Steve Slavicek, Village of Stevensville; Marcy Hamilton & Kris Martin, SWMPC; Rich Low, Village of Edwardsburg; Nick Mannon, Cass County Road Commission; Brian Berndt & Jon Greco, Berrien County Road Commission; Tim Kading, City of Bridgman; Kyle Alexander, Michigan Department of Environmental Quality (MDEQ)*

***Absent:** Berrien County Drain Commissioner & Administration; City of St. Joseph; St. Joseph Charter Township*

#### **II. Review of Meeting Minutes from January 10, 2018's Group Meeting**

Minutes of the January 10, 2018 meeting were approved with a motion from T. Kading, supported by S. Slavicek and passed unanimously.

#### **III. MDEQ Comments and Updates – Kyle Alexander**

The Village of Stevensville's Municipal Separate Storm Sewer System (MS4) application is the first (1<sup>st</sup>) application being reviewed in an attempt to free up some of their SAW Grant money. K. Alexander has provided comments for the Public Education Plan (PEP), the Illicit Discharge Elimination Program (IDEP) and Pollution Prevention & Good Housekeeping (PP&GH). K. Sutton has provided revisions back based on K. Alexander's comments pertaining to the IDEP and PP&GH, while M. Hamilton has provided revisions back to the MDEQ pertaining to the PEP. There are concerns with the Berrien County Drain Commissioner's Post Construction Controls that will need to be addressed. K. Alexander anticipates the next MS4 application to be reviewed will be one of the county's applications.

#### **IV. Southwest Michigan Planning Commission (SWMPC) Comments and Updates – Marcy Hamilton / Kris Martin**

M. Hamilton stated that work has been done with the Berrien County Drain Commissioner's Office and resulted in the acquisition of a grant from the Berrien Community Foundation. The purpose of this grant is to enable radio commercials to raise awareness of storm water.

K. Martin advised the group of the Water Week event on Saturday, July 7<sup>th</sup> from 9:00 a.m. – 1:00 p.m. in downtown St. Joseph, adjacent to the farmers market on a nearby bluff. This event is a partnership between the City of St. Joseph's Department of Public Works, Pyrotech and Sarett Nature Center. There will be various activities, informational booths with educational materials and environmental testing hosted by Pyrotech. The City of St. Joseph will also be applying for a grant in hopes of educating the public more on lead infrastructure. Sarett Nature Center will also be bringing aquatic organisms to display the relationship between water quality and environmental health. There will also be watershed display models and native plant giveaways.

M. Hamilton also added information pertaining to the summit following the Berrien/Cass County MS4 meeting on storm water management/clean water. There is another event hosted by the Two Rivers Coalition called the Community Pint Night at “The Livery” in Benton Harbor. Activities will include a paddle on the river (canoe rentals at a discounted price).

K. Martin passed around the Water Training Video and display sign-up sheets to the group. The video and displays may be set up in city halls, libraries and other locations for a month at a time.

## V. Old Business

### A. NPDES MS4 Permits

- i. **April 3, 2017** – Permit Applications Submitted
- ii. Village of Stevensville’s MS4 Application Review – Allocate SAW Grant Funding
  1. PEP, IDEP, PP/GH Comments
- iii. **September of 2018** – *Tentative Issuance* of permit by MDEQ

K. Sutton advised the group that the NPDES MS4 Permit applications were submitted a year ago and that the Village of Stevensville’s is the first (1<sup>st</sup>) to be reviewed. It was stated that K. Alexander provided comments on the PEP, PP&GH and the IDEP. These comments made will help to streamline the process for the other applications. If K. Sutton has questions or comments about applications, she will make contact. K. Alexander anticipates the next MS4 application to be reviewed will be one of the county’s applications.

The tentative issuance date for the NPDES MS4 Permit that was originally **September of 2018** is no longer accurate. This was an aggressive timeline and other permit applications across the state are taking longer than anticipated. There is no approximated issue date as of now.

### B. Progress Reports

- i. Handout of Individual Progress Report
- ii. July 1, 2018 roll-out date- Submit via MiWaters

K. Sutton went over the two (2) handouts representing the new progress report format on the MiWaters website. This process will now entail closer communication between Spicer Group and each member to ensure correct submissions. The new progress reporting will streamline the process and make the reporting more of a “quantitative” approach. The group discussed how this new method will be more descriptive and force applicants to be less narrative. This will also drive home the need to have good tracking. The official roll-out-date is set to be July 1, 2018. This new format is required even if the applicant is years away from needing a permit renewal. The progress report handouts will be emailed out after the meeting.

### C. Other

None

## VI. New Business

### A. 2018 – 2019 Budget & Letters

K. Sutton advised that the 2018-2019 budget is the same budget as 2017-2018. This is due to the current review process of the MS4 permit applications. This information will be emailed following the meeting along with Spicer Group's Letter of Agreement for each member.

B. Pollution Prevention & Good Housekeeping

i. Documentation Reminders

1. Spring is a good time to inspect vegetative BMPs
2. Repair, reseed bare spots, assure vegetative buffers are intact along waterways
3. Fertilize per established procedures, if necessary
4. Clean out detention basins of any trash or floatables
5. Quantify and then dispose of material properly

ii. Lawncare/Landscape and Construction Contractors

1. Ensure training has been addressed
2. Sign contractor stormwater compliance agreement forms

iii. Seasonal Staff Training

Ensure staff is trained (even if temporary/seasonal worker). Please document the type of training watched, the date and time the training occurred and have a sign-in sheet for those present to sign. Please provide documentation to either Kelsea or Russ.

C. Dry Weather Screening- % of BCDC and BCRC Outfall and Point of Discharge Sources to be completed in 2018

Dry weather screening of outfalls and points of discharge needs to be done once every five (5) years. Dry weather outfall screening for the Berrien County Road Commission and the Berrien County Drain Commissioner's Office will occur this summer. Only a certain % will be screened. These events will be documented in whole by Spicer Group in the field. If members need training for dry weather screening, or have any questions pertaining to screening, please let either Kelsea or Russ know.

D. Catch Basin Inspections on Township/City/County Owned/Operated Facilities

Catch basin inspections will be performed this summer and notifications will be sent out prior to inspections. These inspections may be done either in house by staff, or by Spicer Group; please coordinate accordingly. Utilize slower periods at work to perform inspections and document all inspections.

R. Beaubien advised SAW Grant recipients that they may look at condition reports to see what basins are high priority. The focus should be placed on those locations.

E. Local and Community Reports

BCRC: The Road Commission was restoring culverts (5) that were blown out by the recent flooding.

CCRC: A pilot program has begun with TMC to re-evaluate culverts in the area. Catch basins that have not been mapped using GPS are now in the process of being mapped with funding. There is also work being done on the Crystal Springs Bridge.

City of Buchanan: The City's SAW grant is almost complete and should be submitted in October. Work continues by surveying for the new oxidation ditch. There is the potential for a grant for the promotion of healthy water in the downtown area.

City of Niles: Inlet and manhole repairs from flooding are underway. The City flew their drone to capture the flooding impacts; the City mapped the inundation area from the recent flooding and took high water elevations. The mapping allowed to determine the structures that were damaged. K. Gunderson has also been reviewing the City's outfall and point of discharge sources and updating the locations if necessary. K. Gunderson reports an increase in Japanese Knotweed growth. It was brought up that Berrien County Conservation District's invasive species coordinator may assist to find help with recovery.

Lincoln Charter Township: SAW Grant report is currently being drafted; once the Township has received their report they will be able to put together a capital improvements plan. During the flooding, there was a blockage within Hickory Creek that caused sweeping of the bank. This blockage has since been cleaned out.

Village of Edwardsburg: Sweeping of streets is occurring; will be having catch basins cleaned once a contractor is obtained.

Village of Stevensville: Working on catch basin repairs and cleaning.

City of Bridgman: The City is still waiting for their SAW Grant report from their engineer.

F. Next Meeting Dates and Times:

- i. September 12, 2018: 9:00 a.m. - 11:00 a.m. @ **St. Joseph Charter Township**

G. Other

## VII. Adjournment